



EasiPC Services Ltd – Covid 19 Risk Assessment

RA-EPC-COV-0520

Identified Risk - List what could cause harm from this activity	Exposed - List of who is affected	Risk - Risk before assessment	Action Taken to Reduce Risk - List measures taken to minimise risk identified	Final Risk Factor Score - Risk after assessment
Spread of Covid-19 Coronavirus	All EasiPC Employees, Customers and Contractors	High	<ul style="list-style-type: none"> Hand washing facilities with soap and water to always be available wherever work is taking place. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Employees will also be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues to be made available throughout the workplace. Stringent hand washing to take place following guidance set out by the NHS. Hands must be washed thoroughly on arrival to the workplace and regularly there after Paper towels should be the preferred way to dry hands after washing and will be available to all employees in the workplace Gel sanitisers are to be supplied to all employees and used regularly especially in any area where washing facilities not readily available 	Medium
Symptoms of Covid-19	All EasiPC Employees	High	<ul style="list-style-type: none"> If any member of the EasiPC team or their immediate family develops any of the published Covid-19 symptoms they must report this to their line manager and immediately self-isolate 	Low
Travel	All EasiPC Employees	High	<ul style="list-style-type: none"> Technicians must always travel in their own vehicles without a passenger This also applies to company owned vehicles if the 2m rule cannot be achieved 	Low
Social Distancing	All EasiPC Employees, Customers and Contractors	High	<ul style="list-style-type: none"> All EasiPC staff must always adhere to the latest government social distancing rules by keeping at least 2m apart from all other team members, customers, and contractors Where there is a risk of not being able to keep 2m apart any work should be stopped, and a further assessment completed by contacting your supervisor or onsite contact to discuss a safer method of working. This may also involve the use of further PPE to reduce the risk If other contractors or customers are not adhering to social distancing and our team have concerns, work will be postponed until further measures are put in place to reduce the risk 	Medium
PPE	All EasiPC Employees, Customers, Contractors	High	<ul style="list-style-type: none"> Hand sanitizer will be supplied and should be used regularly by all employees throughout the working day Hand sanitizer should also be available on site at the entrance and exits of all buildings and should be applied when entering or leaving following washing to ensure risk is minimised Employee uniform advised to be removed at the end of the working day and ideally washed on a daily basis 	Low
Cleaning	All EasiPC Employees, Customers, Contractors	High	<ul style="list-style-type: none"> Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods Any company owned vehicle must be cleaned at the end of each working day in line with the above actions 	Medium
Mental Health	All EasiPC Employees	High	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help EasiPC actively promotes an open-door policy for those who need additional support 	Medium