

**COVID-19**

**Registration Transfers Ltd**

**COVID-19 Risk Assessment**

**Date: 12th May 2020**

# COVID-19 Risk Assessment

## 1. Premises Particulars

**Name:** Registration Transfers Ltd  
**Address:** 139 High Street South, Dunstable  
Bedfordshire, LU6 3SS

**Use of Premises:** Offices

**Contact Tel Number:** 01582-969747 (Main Sales 01582-967777)

**Owner in control of workplace:** Mr Tony Brown

**Date of Risk Assessment:** 12th May 2020

**Name of person carrying out COVID-19 Risk Assessment:**  
Darren Boughton (Office Manager)

## 2. General Statement of Policy

It is the policy of Registration Transfers to protect all persons, including employees, customers, contractors and members of the public from damage to their health and maintain a safe working environment.

The Company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health & safety and will comply with all statutory requirements.

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## 3. Hazard Controls

What are the hazards?	Who might be harmed?	Controls
COVID-19 Coronavirus	<ul style="list-style-type: none"><li>● Staff</li><li>● Cleaners</li><li>● Visitors</li><li>● Vulnerable groups - Elderly, pregnant workers, those with existing underlying health conditions</li></ul>	<p><b><u>Social distancing</u></b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Redesigned processes to ensure social distancing is in place. No hot-desking during this time.</p> <p>Ensuring staggered entrances and exits to the building to maintain social distancing.</p> <p>Steps taken to reduce the number of workers presence at work at any one time by working from home where possible.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Communal areas such as the kitchen and break rooms (excluding toilets) are not to be used by employees during this time so there is no chance of cross contamination. Employees are advised to bring their own food and drink into work.</p> <p>Employees encouraged to remain on-site and, when not possible, maintaining social distancing while off-site.</p> <p><b><u>Hand Washing</u></b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Employees are reminded of the importance of washing hands for 20 seconds with water and soap, reminded to catch coughs and sneezes in tissues (Catch it, Bin it, Kill it)</p>

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		<p>and to avoid touching face, eyes and mouth with unclean hands. Tissues made available throughout the workplace. Posters also erected to remind employees of the importance of hand washing.</p> <p>Gel sanitisers available throughout the workplace.</p> <p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and desks using appropriate cleaning products and methods. Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.</p> <p>Anti-bacterial wipes made available throughout the workplace. Employees advised to wipe down work stations before and after use. Employees also advised to wipe any surfaces first including door handles before any use.</p> <p>General cleanliness of the building to be carried out on a regular basis.</p> <p><b><u>PPE</u></b></p> <p>PPE required for work activity to protect against non-COVID-19 risks will continue to be supplied.</p> <p>PPE to provide additional protection in regards to COVID-19 is extremely limited. This includes gloves and face coverings and employees will be supported in using these safely if they choose to do so.</p> <p>The risk of COVID-19 will be managed through social distancing, hygiene and employees working from home where possible and not through the use of PPE as additional PPE beyond what is usually supplied is not deemed beneficial.</p> <p><b><u>Symptoms of COVID-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the workplace, they will be sent home and advised to follow the stay at home guidelines. Managers will maintain regular contact with staff members during this time.</p>
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		<p>If advised that a member of staff has developed COVID-19 and were recently on the premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact and will take advice on any actions or precautions that should be taken.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health and wellbeing to staff during the Coronavirus outbreak and offer whatever support they can to help.</p>
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