

## COVID-19 RISK ASSESSMENT

**Company name:** iTech Media Services Ltd

**Date of risk assessment:** 02/11/2021

**Location:** 10 Parkway, Camden, London NW1 7AA

**RA No. 2**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Catching/Spreading	Employees, Contractors (Security, maintenance, cleaners etc) Visitors, delivery drivers.	<ul style="list-style-type: none"> <li>■ Hand sanitizer stations at the entrance and throughout the office on all floors.</li> <li>■ Temperature checks at the reception</li> <li>■ All employees, daily contractors and visitors are asked to take a lateral flow test before visiting the office.</li> <li>■ Lateral flow tests on site for anyone to take.</li> <li>■ Clear COVID reporting procedures for employees</li> <li>■ Enhanced cleaning throughout the day and evening.</li> <li>■ Antibacterial gel push pads on doors.</li> <li>■ Provision of hot water, soap and drying facilities to ensure hand washing.</li> <li>■ Removed all shared snack jars replaced with individual packaged snacks.</li> </ul>	<ul style="list-style-type: none"> <li>■ Periodical review of measures in place.</li> <li>■ Ensure hand sanitizer stations are always full.</li> <li>■ Daily walk around to identify any issues and implement actions where needed.</li> </ul>	Ops team, cleaning team and employees	Actioned	Ongoing
Mental health and wellbeing being affected through isolation and anxiety about work environment	Employees	<ul style="list-style-type: none"> <li>■ Employees can choose to continue to work from home or come into the office as often as they wish.</li> <li>■ Work your way – Working hours flexibility for all employees.</li> <li>■ Mental health support services and Mental Health Guild.</li> <li>■ Wellbeing support and initiatives.</li> <li>■ Office safety and engagement surveys</li> <li>■ COVID reporting procedures</li> </ul>	<ul style="list-style-type: none"> <li>■ Regular communications and updates helping keep morale and positivity high</li> </ul>	Ops team, PEX and Mental health guild	Actioned	Ongoing

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Poor workplace ventilation leading to risks of coronavirus spreading	Employees, Contractors (Security, maintenance, cleaners etc) Visitors, delivery drivers.	<ul style="list-style-type: none"> <li>■ Air con supply is fresh air in and out. The air is not re-circulated. HEPA filters fitted.</li> <li>■ Windows are opened wherever possible to let in fresh air. Doors are left open.</li> <li>■ We are carrying out regular Air quality checks</li> </ul>	■ Monitor and adjust actions where needed.	Facilities Manager/Office Manager	N/A	Ongoing
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Completed by: Sandra Mendes – Facilities Manager

Date: 02/11/2021