Company name: **iTech Media** **Assessment carried out by: Thea Breukink**

Date of next review: **5th October 2020** **Date assessment was carried out: 17th September 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spreading of the virus through contact with high touch points in communal areas such as entry doors, lifts, stair well, kitchen, tea points, meeting room spaces, toilets and shower facilities and common areas in the building.	Employees Contractors (including security personal and cleaning staff) Visitors Delivery drivers	Phased return of staff Hand sanitizer stations throughout the office Staggered working times Enhanced hourly office cleaning Monday- Friday during working hours Evening cleaning continuing as usual Signage reminding people to wash hands regularly, capacity of meeting rooms and kitchen areas Antibacterial gel pads on push doors throughout the office One-way system in the	Review measures in place on a continuous basis Ensure hand sanitizer levels are checked daily and refilled Daily walk around of the building and office to identify issues and implement appropriate solutions	iTech Media Operations department and Building Management	Before the office opens On an ongoing basis	Yes

		building and around the office Limited capacity in lifts and appropriate signage to remind people to socially distance				
Risk of spreading and contracting coronavirus through touch points in the office by way of workstations, equipment, and food items	Employees Visitors	Phased return of staff Desk booking system Hand sanitizer stations filled and topped up as required. Individually packaged snacks. Enhanced hourly office cleaning of high touch areas (kitchen, toilet doors handles, tea point) Monday- Friday during working hours Evening cleaning continuing as usual Signage reminding people to wash hands regularly and capacity of meeting rooms	Review measures in place on a continuous basis Daily cleaning checks Ensure antibacterial wipes on each usable desk Meetings room to be cleaned by onsite cleaner after each use Antibacterial wipes in each meeting room and meeting booth Daily walk around of the building and office to identify issues and implement appropriate solutions	iTech Media Operations department	Before the office re-opens and on a daily and continuous basis	Yes

		Antibacterial gel pads on push doors throughout the office				
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Contractors (including security personal and cleaning staff) Delivery drivers Visitors	Provision of water, soap and drying facilities at wash stations Signage reminding people how to wash hands properly and to wash hands regularly Hand sanitiser stations throughout the office Antibacterial gel pads on push doors throughout the office	Review measures in place on a continuous basis Ensure hand sanitizer levels are checked daily and refilled Daily walk around of the building and office to identify issues and implement appropriate solutions	iTech Media Operations department	Before the office re-opens and on a daily and continuous basis	Yes
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas.	Employees Visitors Contractors (including security personal and cleaning staff) Delivery drivers	One-way system in the building and around the office Limit capacity in the lifts and signage to encourage people to socially distance Phased return to work Staggered work times Signage on room capacity and reminders to wash	Near-miss reporting to help identify where controls cannot be followed or people are not doing what they should Review measures in place on a continuous basis Ensure hand sanitizer levels are checked daily and refilled Daily walk around of the	iTech Media Operations department and Building Management	Before the office opens. On an ongoing basis.	Yes

		hands correctly and regularly Hand sanitiser stations throughout the building Hourly office cleaning of high touch areas (kitchen, toilet doors handles, tea point) Monday- Friday during working hours. Evening cleaning continuing as usual	building and office to identify issues and implement appropriate solutions			
Mental health and wellbeing affected through isolation and anxiety about coronavirus	Employees	Regular updates on return to work plans Support services offered through iTech Private healthcare benefits Sanctus mental health support sessions Return to work surveys and assessments to identify risks and implement remedies	Encourage employees to use mental health support and wellbeing programmes on a regular basis	iTech Media Operations, Pex department and mental health guild	Before the office opens. On an ongoing basis.	Yes
Contracting or spreading the virus by not social distancing	Employees Contractors (including	Use of marker tape on floors to indicate the one-way system around the building and in the office.	Encouraging meetings to take place virtually rather than face-to-face.	iTech Media Operations department and Building	Before the office opens. On an ongoing	

	security personal and cleaning staff) Delivery drivers Visitors	Reduced capacity in the lifts and signage to remind people to socially distance. Phased return to work Staggered work times Signage on room capacity and reminders on how to wash hands correctly and regularly Desk booking system for tracking number of staff in the office and locations at socially distanced desks. Hand sanitiser stations throughout the building Hourly office cleaning of high touch areas (kitchen, toilet doors handles, tea point) Monday- Friday during working hours. Evening cleaning continuing as usual	Providing cycle to work Improvements to ventilation around the building. Windows to be open and a/c set accordingly Provide information and training to people to understand the COVID 19 social distancing requirements in the office.	Management	basis.	
Increased risk of infection and complications for vulnerable	Employees	1-to-1 discussions with affected workers to	Implement system so workers notify iTech that	iTech Media Operations	Before the office opens.	

workers		discuss their needs No obligation to return to the office	they fall within this category of workers	department	On an ongoing basis.	
Poor workplace ventilation leading to risks of coronavirus spreading	Employees Contractors (including security personal and cleaning staff) Visitors Delivery drivers	Switch heating ventilation and air conditioning systems to drawing in fresh air where possible, rather than recirculating air Opening windows and doors (that are not fire doors) where possible to allow fresh air ventilation	Maintain air circulation systems in line with manufacturers recommendations.	iTech Media Operations department	Before the office opens. On an ongoing basis.	
Musculoskeletal disorders as a result of using display screen equipment (DSE) at home for a long period of time	Workers	Information and training on how to protect against musculoskeletal disorders, including regular breaks, stretching and equipment Full time wellbeing officer		iTech Media Operations department	Before the office opens. On an ongoing basis.	