Covid-19 Risk Assessment

Company: TOMY UK   **Assessment carried out by: Mark Burridge (HR Manager)**

Date assessment was carried out: July 2021

TOMY UK has 62 staff, with no known physical disability staff. One office is based in Exeter, Devon and the other in Brooklands, Weybridge. The offices both contain a kitchen where staff can make drinks and heat food; there are also toilet and washing facilities at both offices. TOMY is a toy wholesaler. This Coronavirus Risk Assessment is an updated version of the original Assessment completed in June 2020 and reflects the latest Government update removing most legal restrictions regarding Coronavirus and social distancing from July 19th 2021.

Business Hazards Associated with the Coronavirus pandemic	Potential risks to workers caused by hazards	Control Measures	Further Actions Required
Virus Transmission - The organisation must ensure its safety by making premises 'COVID' secure, unsafe premises raise the risk of virus transmission	Direct threat to staff health and wellbeing from transmission of the virus while at work. People can catch the virus from infected others by: • Droplets from nose/mouth when coughing or exhaling • Virus can survive on surfaces out of the body for up to 72 hours • Breathing in droplets or touching contaminated surfaces and then their eyes/mouth	Ensure organisation provides a safe and healthy workplace by: • Circulating safety procedures and precautions to keep all staff safe during the pandemic. • Encouraging staff to practice effective social distancing when in the workplace. • Ensuring the office is cleaned on a daily basis with key touch points also receiving a clean. • Ensuring staff follow government health and travel advice. • Providing hand sanitiser for use on site. • Displaying appropriate public health posters • Staff are not required to wear face coverings whilst at work but may do so if they wish to.	

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Homeworking & Equipment Sharing - Staff working together in workplace premises inevitably raises the risk of virus transmission, the sharing of equipment present hazards that raise the risk of virus transmission further	By utilising homeworking, we reduce the risk of staff gathering in the workplace and transmitting the virus.	Homeworking will continue to be adopted within the organisation as the preferred method of work wherever possible up until the 6th September 2021. At this point we will have staff back in the office during 50% of their working hours. • Hot-desking in the office is not permitted • Equipment should not be shared, limit use of sharing items such as pens, whiteboards etc. • All staff who are in the workplace will be encouraged to sanitise their own desk space at the start and end of each day	
Workplace Social Distancing - Effective social distancing is a key element in reducing the transmission of COVID-19	Social distancing refers to people being required to maintain a one metre distance from each other wherever possible.	Staff are strongly encouraged to practise social distancing while in the workplace by: • Keeping a safe distance of at least one metre from others • Avoiding physical contact	
High Risk Areas – Some areas of the workplace may present a higher risk that others, such as toilets or kitchens.	Heavily used areas of the workplace are likely to present an infection transmission risk. Essential for staff to wash hands regularly but also that toilets are kept clean as well as the kitchen.	Ensure higher risks high traffic areas of the workplace are secure by applying safety precautions: • Stressing the need for staff to follow good hygiene practice • Handwashing instructions and posters displayed • Limiting staff numbers in high traffic areas • Hand sanitiser in high risk areas • Increasing toilets/washroom inspections	
Vulnerable Staff – Some staff may have pre-existing medical conditions which render them	Vulnerable people include: • Those over 70 • Are pregnant	The following control measures will be put in place for those classified as vulnerable: • Managers & HR should identify and be aware of staff who fall into this category	

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more vulnerable to the dangers of the coronavirus.	• Have lung conditions or heart disease • Are severely overweight • Are taking medicine that can affect the immune system	• No vulnerable staff members are expected to attend the office during the pandemic and during the recovery from lockdown • Managers should stay in touch with vulnerable staff to ensure they are not feeling isolated	
Staff Health & Staffing Levels – low staffing due to sickness or staff self-isolating/shielding	Staff could get sick with the coronavirus with the need to then self-isolate or vulnerable staff could be shielding,	Following safety arrangements should apply to staff health or staffing levels: • Staff who are vulnerable should not be expected to attend the workplace • Staff who are sick should let their line manager know immediately and should not attend work • Sick staff should not be expected to work from home if unwell	
Premise Access & Travel - Staff who are required to attend for work must be given safe access to the workplace.	Travel to and from work may lead to greater risk of virus transmission. Public transport may be restricted. Access to buildings from one point may increase transmission risk.	The following safety arrangements should apply to workplace access and travel arrangements: • Use floor markings and signage to introduce a one way flow system around the office • Staff to avoid car sharing unless essential to get to work • For staff who need to use public transport we have provided facemasks to all employees • Support staff to walk or cycle to work where possible • All non-essential travel for work purposes should be minimised	
Cases of Possible Infection On Site – People becoming unwell while on-site or a symptomatic person on site	High risk of transmission	If a member of staff becomes unwell in the workplace with coronavirus symptoms they will be sent home and advised to follow government advice to self-isolate. In the workplace there will be the need to:	

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		• Clean and disinfect all surfaces the symptomatic person has come into contact with • Cleaning staff to wear appropriate PPE	
Business Continuity – Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver the essential services to our customers.	Managers should refer to business continuity policies and procedures. After lockdown the following safety arrangements should be applied to establish business recovery: • Establish overall coronavirus risk management team • Ask all departments to review and refresh business continuity plans as necessary • Devise appropriate business recovery plans and keep under constant review	
Cyber Security – Cyber security risks	Cyber security threats often accompany a crisis, including computer viruses, phishing and scam emails.	Follow safety arrangements should be applied to mitigate cyber risks: • Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place • Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages • Ensure that staff working from home and using remote working systems are covered by cyber-risk protections • Ensure any homeworking arrangements maintain standards of data protection and IT security • Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus	