



P L A N T E R I A
G R O U P

RISK ASSESSMENT 24th February to 31st March 2022

Venue/ location:	Henham and Witley offices, remote working employees, The Uncommon (London)	Specific work area:	All
Assessor:	HR, MD	Date completed:	30/3/22

Significant hazard description	Who could be harmed	Harm and risk description (consider likelihood and consequences)	Existing and proposed control measures	Action required? Y / N	Description of action	Confirm action taken (date)
Spread of Covid 19 from home to office (cross contamination)	Employees, visitors	Transfer of virus through contact between employees, visitors (med)	<ul style="list-style-type: none"> Employees not to attend work if they show Covid-19 symptoms If employees test positive, they should stay at home, notify their line manager as per the usual sickness absence notification procedure and follow the Covid absence flowchart 	Y	<ul style="list-style-type: none"> Company to distribute LFT kits to employees Distribute flowchart to all employees 	
Spread of Covid 19 across multiple locations (cross contamination)	Employees, clients	Transfer of virus through contact between employees, clients (high)	<ul style="list-style-type: none"> Service Coordination team will ensure all clients share relevant risk assessments for client sites Technicians should follow client's risk assessment requirements when gaining access to site and whilst onsite and using client's welfare facilities. Technicians should follow hand washing/ hand sanitising advice before entering and on leaving each client site Technicians are advised to wear masks if sharing a vehicle for extended periods of time Technicians are advised to wear face coverings whilst on public transport If no client Covid risk assessment is available, technicians are advised to wear masks when they first arrive at a client site, then follow advice from the client contact on site Witley tenants need to be follow Planteria risk assessment where possible Planteria employees attending The Uncommon offices should follow their risk assessment 	N		
Spread of Covid 19 through contact (hands)	Employees	Transfer of virus through contact between employees (low)	<ul style="list-style-type: none"> Hand sanitisers available in reception at Henham and at Witley Hand washing facilities with soap and water in place 	N		
Spread of Covid 19 through employees coughing or sneezing	Employees	Transfer of virus through employees coughing and sneezing while at work (med)	<ul style="list-style-type: none"> Encourage employees to catch coughs and sneezes in tissues; follow "Catch it, Bin it, Kill it" and avoid touching face, eyes, nose or mouth with unclean hands. Keep doors and windows open for good ventilation. 	N		