Covid – 19 Risk Assessment - Analysis and Control Form – 4 Site Security Head Office

Premises:	Assessor:	Time and date of assessment:
4 Site Security Services Ltd Bank House, Parkfield Street Leeds, West Yorkshire LS11 5PH.	**Paul Walton Managing Director**	**14/04/2021**

Degree of risk: 1: Minimal. 2: Extra Care Needed. 3: Danger. 4: Severe Risk. 5: Very Serious Consequences

General Hazards

Hazard	People / item at risk	Risk	Existing control measures	Risk rating	Control measures required	Monitoring	Review
Inability to Maintain providing advice and guidance	Office personnel and Security Officers	Potential risk of people not knowing the current risks, advice or whether or not to come into the office	Guidance & Advice available via Government websites and accessed regularly Guidance communicated by email and via Newsletter Regular updates and advice issued by email All staff contact details are accessible 24/7 Home / Remote working offered to office staff Regular remote catch up meeting takes place Covid 19 Business Continuity Plan and Policy issued	**3**	Regular updates and advice to continue being sent to all staff	Discussed with the Operations Team weekly, weekly Remote catch up meetings take place and discussed in Monthly Meeting	Monthly
Virus Transmission	Office personnel And Security Officers	Potential risk of the virus being spreaded	Specific risk assessments undertaken at customer sites All staff are briefed and reminded on the current advice on how to prevent the virus from spreading Working from home for those who can PPE provided for those on customer sites including gloves, face coverings and	**4**	To continue with the measures already in place and to regularly review them as we are doing	Discussed with the Operations Team weekly, weekly Remote catch up meetings take place and discussed in Monthly Meeting	Weekly

			hand gel Posters displayed with current advice and social distancing measures Reminders sent by email and in Newsletter advising to regularly wash hands, sneeze into tissues and then throw away etc Non-essential meetings have been cancelled No visitors invited into the office				
Staff Wellbeing	Office Personnel and Security Officers	Potential for increased stress and anxiety	In regular communication with all staff by email, remote meetings, Newsletters and by Phone Workloads are monitored and shared distribution of workloads to adapt to the changing demands Regular communication with those who are self-isolating	**1**	To continue with the measures already in place	Regular weekly catch ups take place and discussed in Monthly Meeting	Weekly
Changes in Emergency provision	Office personnel Controllers	Potential for Injury	Regular check calls and site visits planned and take place Review of fire safety checks and fire marshal training taken place	**2**	Continue with the measures we have put in place with a weekly review of any staff in the office	All staff to be aware and Operations to monitor Control	Weekly
Increased home working	Office personnel	Increase in use of Display Screen Equipment and risk of strain or musculoskeletal injuries	Weekly remote catch up meetings with staff Regular calls to staff from Management Reminders sent to staff to take regular breaks	**1**	Continued communication between management and office staff	Weekly phone calls and meetings	Weekly

4 Site Security Signature: **Print:** Paul Walton **Position:** Managing Director **Date:** 14/04/2021