


COVID-19 Office Risk Assessment V23. January 2024

Quadratek (all companies)

Assessment carried out by: KP	Date of initial assessment: 1 st May 2020	Date of next review: 1 st March 2024
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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?
Handles, Switches, Rails and Banisters. Low traffic public surfaces. High traffic public surfaces Toilets Kitchen / Welfare Areas	Everyone via touching contaminated surfaces	Regular cleaning is carried out by the contract cleaner.	Retain the 'Catch it, Kill it, Bin it' message. As COVID-19 numbers continue to increase slowly, the number of cases in our area per 100,000 remains extremely low. Staff who are symptomatic, or share a household with people that are symptomatic, are to stay away from the office until symptoms no longer persist..	Cleaner, management and workers.	2 nd January 2024	Yes

Name	Karla Page	Signed	
Position	Director	Date	2 nd January 2024