

## COVID-19 Risk Assessment for Erud IT Ltd

### Protecting staff at work

Where staff are needed in the office reasonable steps are taken to ensure their safety. Where staff have been identified as vulnerable, all staff are made aware.

### Social distancing

- Start times are staggered to ensure people are not arriving at once
- Desks are placed 2m apart
- Staff are also seated side by side
- Break room is in use for one person at a time
- Hand washing facilities are located in the toilets just inside the main door

### Moving through the building

The building is a serviced office building. Staff are asked to wash their hands before entering the office in the washing facilities provided. Corridors are maintained and cleaned regularly by the landlords and staff will only exit when the corridor is clear. Where this is not possible, they will maintain a 2m distance.

### Meetings and on-site visits

Wherever possible meetings with clients will be held remotely using Microsoft Teams.

When on-site visits are required, our staff have been issued with PPE to ensure their safety. Any visits are pre planned and clients are expected to be complying with social distancing also. Should that not be the case we will not enter the premises.

### Visitors

Signage is clearly visible advising customers not to enter the office unless it has been previously agreed. Hand sanitiser is then provided once visitors have been approved entry.

Deliveries are to be left at the door. Signage is clearly visible explaining our policy for deliveries.

### Hygiene in the workplace

- Hand sanitiser is available to use throughout the office
- Antibacterial hand wash is available in toilets
- Door handles are wiped with antibacterial wipes every 2 hours
- Desks are wiped down daily with antibacterial cleaner
- Bins are emptied daily into the main bin outside of the offices
- Deliveries are wiped down before opening

**PPE**

- Where on-site visits are essential PPE is provided.
- Disposable gloves
- Protective goggles
- Face masks

**Communications and training**

All staff are being asked to read our COVID-19 policy and to agree it before returning to the office to work. Ongoing we will review and monitor any procedures with the full knowledge and agreement from staff.