

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	COVID-19 risk assessments
Assessed By	Mike Williams

Task	Completed date of assessment
COVID-19 - Risk Assessment 9 - Offices	04-08-2020

COVID-19 - Risk Assessment 9 - Offices
<b>Hazards?</b>
Risk of infection by COVID-19 whilst cleaning work areas.
Risk of infection whilst working in offices
<b>Who might be harmed and how?</b>
Cleaners
Staff
Visitors
Contractors
<b>Controls in place</b>
Cleaning procedures will be followed to help avoid transmission of COVID-19. Company approved chemicals will be used for cleaning. See COVID-19 cleaning (general) risk assessment
Access to offices will be limited to designated personnel only
Personnel will be designated desk space, PC, keyboard and phone. Sharing of such equipment will be avoided as far as possible. Where equipment is shared, it will be sanitised between users
Hot desking in offices is not permitted
Refuse bins will be emptied daily
Notices will be displayed in the office reminding staff of the need to maintain physical distances between each other and to observe good personal hygiene practices at all times
Office arrangement will be reviewed to help avoid face to face working with personnel working side by side or back to back
Where cash payments have been received, cashing up will be completed by one designated member of staff. Disposable gloves will be worn for the process (see PPE risk assessment)
Staff will be trained in safe procedures during cashing up including the need to avoid hand to face contact. All surfaces with which cash has come into contact will be sanitised after cashing up is completed

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	04-08-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
23-06-2020	Borbala Albert	Monthly review	
24-06-2020	Borbala Albert	Monthly	

<b>Task: COVID-19 - Risk Assessment 9 - Offices</b>
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Trained employees	Training date	Signature