

**IVTS Ltd**

Unit 9, Hucklow Hill Trading Estate,, Halesowen, B62 8DF

**Location: IVTS Ltd**

<b>Title :</b> Covid 19 RA	<b>Date of Assessment :</b> 20/07/2021	<b>Risk Assessor :</b> Lisa Turnock
<b>Risk Assessment Reference :</b> RA - O Covid 19	<b>People involved in making this assessment :</b> Shelby Turnock, Lisa Turnock	
<b>Task/ Process :</b> Health and Safety / Hygiene	<b>People at Risk :</b> Employees, Contractors, Members of the Public, Service Users	

<b>Hazard : Covid - 19 Transmission Risk</b> Risk of transmitting Covid 19
<b>Control Measures:</b>
1. One way system entering and leaving the premises
2. Separate entrances for customers and staff
3. Hand Sanitiser throughout premises
4. Customer visit record and Covid questionnaire upon arrival
5. Temperature checks upon arrival
6. Pre - Covid Questionnaires requested from visitors prior to attending IVTS Premises
7. Face masks are mandatory on IVTS premises for both staff and visitors
8. Staff conduct twice weekly lateral flow testing
9. Social distancing where possible of 2 meters
10. Plexiglass screens are fitted between desks and tables
11. Perspex screens are fitted between build bays
12. Covid 19 signage and posters throughout building to remind staff / visitors on guidelines
13. Anti - Bacterial wipes provided to clean down equipment after use - pens, keyboards etc...
14. Covid safe meeting room - Cleaned after each use using antiviral HSE approved cleaner, plexiglass fitted and sufficient air flow to minimise risk
15. Touchpoint Cleaning - Regular, thorough cleaning of high touch points throughout the day

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b>	<b>Reviewer :</b>