



Potential Hazard Description	Effects (Consequences)	Risk Rating		CONTROLS		Risk Rating	Ref Doc
		S	L	Controls & Recovery Measures Required	S		
				All staff are to familiarise themselves with the guidance document 'Using HALO Offices Under COVID Restrictions_21072020', wherein specific details are included about the expectations for social distancing withing HALO offices. This guidance may be modified at any time. If possible, all employees are to receive guidance and training before returning to work. If this is not possible, each individual must receive social distanced instruction on the day they first arrive back at the office. Under no circumstances should employees start their daily work routine until they have received the above. All staff are to follow the details as laid down by The HALO Trust on the guidance notes, posters and instructions displayed throughout the office premises. Staff are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying . Hand gel will be available at the entrance to each building and at various locations throughout each office. This should be used as per the instruction provided. Staff are encouraged to report any issues they feel they may have with the use of any of the products provided. Staff are also encouraged to report low stock. Gloves will be made available wherever requested. If individuals require to touch areas of regular high use such as door handles, stair railings etc, and are not wearing gloves, they must wash their hands as soon as possible, or use the hand gel that has been provided. Staff are reminded of the Government social distancing rules and must adhere to these as much as possible throughout the workplace. Surfaces should be wiped down before leaving the kitchen. Water stations should not be used. Staff should either eat at their desks or make use of outdoor space but continue social distancing. If any individual becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and			