

Spratt Endicott Limited Covid 19 Risk Assessment – Remote Workers

Assessment Carried out by: Carole Carbery – Covid Co-Ordinator

Date: 29th September 2020.

What are the Hazards?	Who might be affected?	What are we already doing?	What future action needs to be taken?	Who needs to carry out the action?	When is the action needed by?	Done
Communication	Remote working employees	HR and MD regularly communicating Management keeping in touch with team Colleague to colleague communication HR Challenges/Quizzes MD updates, stories and challenges Remind all to follow Covid 19 guidelines while home working Reminding all support available from HR and Employee Assistance Programme	Carefully monitor and adapt	HR Managing Director Management All remote workers	Ongoing	Yes
Work Stations	Remote working employees	Regular reminders sent to remote workers re posture Point of contact HR for any issues Regularly Review seating/desk space arrangement /tools are appropriate	DSE risk assessment for all to carry out -remote workers Carefully monitor and adapt	HR Covid Co-Ordinator Management	Ongoing	Yes
Cyber Crime	Remote working employees/ The business	Already well trained staff Pro-active IT Team Cyber defences in place Immediate reporting/action in place Send regular reminders to continue vigilance	Carefully monitor and adapt	IT Covid Co-Ordinator	Ongoing	Yes
Equipment/Tools	Remote working employees	Providing familiar IT equipment/phones/support Monitoring and providing desk and seating	Carefully monitor and adapt	IT		
Mental /Physical Wellbeing	Remote working employees	Point of contact HR for issues Employee Assistance Programme Various exercises at desk sent to remote workers Keeping in regular contact Employee Wellbeing Programme Regular reminders re mental health and support	Carefully monitor and adapt	HR/Metlife Colleagues/Management	Ongoing	Yes
Breaks	Remote working employees	Reminded to take breaks at regular intervals Reminders to advise HR if any problems	Carefully monitor and adapt	HR	Ongoing	Yes
Routine	Remote working employees	Sending reminders to keep to a working day routine Reminders re - exercise	Carefully monitor and adapt	HR	Ongoing	Yes