# Risk assessment Kirkhill/Midholm

## Company name: Kirkholm Properties Limited Assessment carried out by: Graham Mitchell

## Date of next review: 30th September 2020 Date assessment was carried out: 1st August 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Getting or spreading Coronavirus by not washing hands or not washing them adequately** | Tenants  Customers  Deliveries coming to your business  Visitors  Customers | Follow our guidance on hygiene and hand sanitiser   * Provide water, soap and drying facilities at wash stations * Provide information on how to wash hands properly and display notices * Provide hand sanitiser for entry and exit to the buildings * Visiting drivers can use facilities where in common areas. It will be for individual tenants with private facilities to have own advice to follow. | * Put in place monitoring to make sure people are following controls * Put signs up to remind people to wash their hands * Identify how you are going to replenish hand washing/sanitising facilities * Make sure people are checking their skin for dryness and cracking and advise them to seek medical advice. | * Checking use of facilities. Tenants have responsibility to monitor workers/visitors and customers and delivery drivers * Signs are located around the building * Stock of cleaning and washing materials are checked regularly and will be restocked as required * Landlord to advice as to visiting driver facility useage | * Ongoing * Completed * Ongoing * Completed | Ongoing  Completed  Ongoing  Completed |
| **Getting or spreading Coronavirus in common use high traffic areas such as kitchens, corridors, rest rooms, toilet facilities and other communal areas** | Tenants  Customers  Deliveries coming to your business  Visitors | Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ➢ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms, number of people moving around  ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met  ➢ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation  Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:  ➢ limiting the number of people in rooms so that social distancing rules can be met  ➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it | - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems  - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should   * Review as required and in line with health/government advice * Landlord * Landlord * Landlord for the main facilities/tenants will be responsible for the cleaning of dishes/glasses/mugs/cutlery and own personal effects | Landlord will monitor through use of materials and cleaning the following of guidelines   * Landlord * Landlord * Landlord * Landlord/Tenant | Ongoing  Ongoing  Immediate  Immediate  Immediate | Ongoing  Completed  Completed  Completed  Completed |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Tenants  Customers  Deliveries coming to your business  Visitors | Follow our guidance on hygiene and hand sanitiser | - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom  - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user  - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork  - Identify other areas that will need cleaning to prevent the spread of coronavirus, eg kitchens, toilets  - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects  - Provide more bins and empty them more often | - Landlord/Tenant   * Landlord/Tenant * Landlord/Tenant * Landlord/tenant and Cleaning Company * Landlord/Tenant and Cleaning Company | Immediate  Immediate  Immediate  Immediate  Immediate | Completed  Completed  Completed  Completed  Completed |
| Contracting or spreading the virus by not social distancing | Tenants  Customers  Deliveries coming to your business  Visitors | - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules. | - Put in place arrangements to monitor and supervise to make sure social distancing rules are followed  - Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing | - Landlord/Tenant and Cleaning Company | Immediate | Completed |
| **Notification of Coronavirus** | Tenants  Customers  Deliveries coming to your business  Visitors | Preparation of guidelines and appropriate documentation/  signage | Inform and advise tenants of obligations under track and trace and social distancing obligations and reporting any illness to the landlord who can alert other business users appropriately. | * Landlord/Tenant | Immediate | Completed |
| **Car parking** | Tenants  Customers  Deliveries coming to your business  Visitors | To inform users of the car park areas to keep social distancing when using the car park/common external ground areas | Inform tenants to park in a socially acceptable way and to have consideration for other users of the car park/external areas. | * Landlord/Tenant | Immediate | Completed |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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