

| 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 | 23-09-2020 |

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| COVID-19 - Risk Assessment 9 - Offices |
| Hazards? |
| Risk of infection by COVID-19 whilst cleaning work areas. |
| Risk of infection whilst working in offices |
| Who might be harmed and how? |
| Contractors |
| Visitors |
| Cleaners |
| Staff |
| Controls in place |
| 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: | 23-09-2020 | | |
| 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 | |
| 04-08-2020 | Borbala Albert | Monthly review/update | |

Task: COVID-19 - Risk Assessment 9 - Offices

| Trained employees | Training date | Signature |
|-------------------|---------------|-----------|
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