

Describe the risk	Who could be affected? And what risk rating (Low, Med, High)	What steps will you take to prevent this risk?	Who is responsible for this?
Covid-19, similar flu type illnesses	Anyone – Med (as of 04/22)	Ensure there is hand sanitizer, handwash, anti-bacterial wipes available to minimize risk and ensure any potential infected are not present in the office/work space.	CEO, Employees, Reception staff
Fire	Anyone – Low	Use of potentially flammable equipment restricted to only essential devices I.e. laptop. Fire extinguisher readily available and fire assembly point clearly indicated. Protocol known to all.	CEO, Staff and Volunteers
Unauthorised and/or potentially dangerous individuals entering the premises.	Anyone – low	Access point at front reception controlled during office hours. Protocol in place known to all.	Reception staff
Injury to staff or volunteers as a result of working conditions	Staff or volunteers – low	Spillages attended to promptly, no loose objects near/on stairs, hand rails, any furniture to be moved safely and not unless acceptable physically.	Staff, Volunteers