

I have followed the advice at www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards:

- Face masks, hand sanitiser and nitrile gloves are included in assignment equipment
- walked around the office, noting things that might pose a risk;
- checked the HSE advice on employees www.hse.gov.uk

I will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.