

Covid-19 Risk Assessment



Location: Foresters Friendly Society – Southampton and Tunstall

Author: Office Manager

Activity: Working in the office

Date: 8th June 2020

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Persons experiencing symptoms of Covid-19	All employees, visitors and contractors	HIGH	Ensure all contact details are up to date. Persons who are unwell with symptoms of Covid-19 should not travel to or attend the workplace under any circumstances. They should follow the stay at home guidance issued by Public Health England.	LOW

Presence in the office	All employees, visitors and contractors	HIGH	<p>Reducing the numbers of people in the office is one of the most effective ways of reducing the risk of catching and spreading Covid-19. If you can work from home then you must do so.</p> <p>Only staff who are unable to work from home will be in the Head Office building apart from situations where a face to face meeting is unavoidable or to prevent lone working. Others will attend the office when unavoidable and only with advance permission from the Office Manager, the Head of Insurance Operations or the CEO. Meetings between staff members will take place using Microsoft Teams or via a conference call.</p> <p>Staff in the building are to stagger their start and leave times to ensure that they do not all arrive/leave at the same time</p> <p>Public transport is not to be used to travel to/from work. If public transport is essential to get to/from work then working at home must be observed, unless walking or cycling is an option. Staff should not travel to/from work together unless they are from the same household.</p>	LOW
Symptoms of Covid 19 onset while on site	All employees, visitors and contractors	HIGH	<p>Subject to updates as and when available – information and guidance awaited on tracking and tracing apps.</p> <p>If any person displays or reports symptoms of Covid-19 they must leave the building by the closest possible exit, return home quickly and directly and follow the stay at home guidance for households issued by Public Health England. If the person is unable to leave the building safely on their own, we will ask them to remain in place, clear the area and we will call 111 for advice.</p> <p>We will clear the floor/ area that has been occupied by the person, inform all persons that have been in contact with them of the situation and pass on recommendations made by NHS 111.</p> <p>We will then arrange for our cleaners to conduct a deep clean of the relevant parts of the building.</p>	LOW

Opening Up	All employees	HIGH	<p>The rear carpark is operated by a Key Fob system. Visitors/contractors need to telephone to alert a member of staff to their presence. Visitors are not permitted to enter the building without reading the Health Declaration poster displayed.</p> <p>Visitors/Contractors must seek prior permission before arriving from the Office Manager, the Head of Insurance Operations or the CEO.</p> <p>Hand sanitiser is to be used before opening rear door and, if applicable, operating the Intruder alarm keypad.</p> <p>Hand sanitiser is to be used again or wash hands thoroughly after entering through second door.</p> <p>Staff/visitors are to check by looking through the glass of the doors before entering/leaving to ensure social distancing is observed at all times.</p>	LOW
Use of building/facilities	All employees, visitors and contractors	HIGH	<p>Maintain a 2m distance at all times. 2m grids are taped on the floor to help, particularly around photocopiers/printers. Hand sanitiser is available at all photocopiers and within the stairwells and outside internal doors.</p> <p>Wash your hands frequently during the day for at least 20 seconds as per government guidance. Posters are displayed around the premises and inside the toilets.</p> <p>Only 1 person allowed in the lift at any time. Signs have been displayed reminding of social distancing.</p> <p>Staff/visitors are to check by looking through the glass of the doors before entering/leaving to ensure social distancing is observed at all times.</p> <p>Staff/visitors are to visually check the stairwell is clear before using the stairs.</p>	LOW

Visitors to the building	All visitors and contractors	HIGH	<p>Visitors are asked to read the notices on the entry points and at reception and use their own pen to sign the health declaration form, if possible.</p> <p>A box of disposable/take-away pens are supplied for single use, along with disposable gloves and face masks if required.</p> <p>All visitors/contractors asked to use hand sanitiser when entering the building or plastic gloves/own PPE.</p> <p>Social distancing of 2m is to be observed at all times.</p> <p>The Tunstall office is closed therefore all maintenance visits must be arranged through the Office Manager and/or the Court Services Manager.</p>	LOW
Post/deliveries	All employees and post personnel/delivery drivers	HIGH	<p>Delivery - The post person rings the bell and leaves post in a box by the inner front door and goes back to stand outside. We open inner door and retrieve and postman leaves from outside – no interaction and always 2m apart. Disposable gloves, if required in addition to hand washing before, can be used when opening post and then thorough hand washing and hand sanitiser.</p> <p>Collection - The post person rings the bell and goes back to stand outside. The post is then placed in a box in the inner porch area under the barcode (which has been fixed to the glass doors). The post person then scans, picks up post and leaves opening the door him/herself – no interaction and always 2m apart.</p>	LOW
Personal desk space (PC, telephone, mouse, etc.)	All employees	HIGH	<p>All staff have been issued with a strict set of 'expectations' to adhere to at all times.</p> <p>Staff are advised not to enter another staff member's workspace area.</p> <p>Workstations have been distanced to be at least 2m apart.</p> <p>2 metre hazard taped areas have been marked out to ensure social distancing.</p> <p>Staff are not to touch or use other staff member's equipment.</p> <p>Anti-bacterial wipes are provided for staff to personally wipe clean their own desk space.</p> <p>Staff are to adhere to the clean desk policy and ensure that all relevant paperwork is filed appropriately and that desks are clear at the end of each day.</p>	LOW

IT/Technical problems	All employees	HIGH	<p>IT staff to resolve problems remotely, where possible.</p> <p>If this is not possible, the desk user must vacate the area while IT staff attend. The IT technician must then wash hands thoroughly for at least 20 seconds or use hand sanitiser prior to touching equipment and again afterwards. Staff member to wipe down equipment after resolution.</p>	LOW
Use of Kitchen facilities	All employees, visitors and contractors	HIGH	<p>Only 1 person to use the staff kitchen at any one time. Staff are advised to only make refreshments for their own personal use, not for others.</p> <p>Staff must clean up thoroughly after themselves in the kitchen after each use. Wipe down all surfaces and appliances you have used, using the anti-bacterial disposable wipes provided.</p> <p><i>Remember: microwave / cupboards / fridge / kettle/ water boiler / taps.</i></p> <p>Whilst queuing to use the kitchen, staff are to keep 2m apart at all times.</p> <p>A cleaning operative will attend additionally, between 11 and 1 every work day to clean frequently used areas such as door handles/plates, sinks, toilets, stair bannisters, etc.</p>	LOW
Use of toilet facilities	All employees, visitors and contractors	HIGH	<p>Staff/visitors are to check the signs on each toilet door before entering to ensure only 1 person in the toilet at any one time; flip sign to engaged/vacant as appropriate. This sign should then be wiped clean with an anti-bacterial wipe.</p> <p>Wash hands thoroughly for at least 20 seconds as per government guidelines – posters displayed.</p> <p>Use paper towels to dry and dispose of in bin provided.</p> <p>Clean up thoroughly in the bathroom after use. Wipe down surfaces ready for the next person with the anti-bacterial wipes provide, including the door sign.</p> <p><i>Remember: door handles / flush / taps / any other surfaces you have touched.</i></p>	LOW

Using the Board Room	Office Staff	HIGH	<p>Maintain a 2m distance at all times.</p> <p>Wipe down door handles/ push-plates before and after use.</p> <p>Wipe down surfaces and appliances including desks and TV remote controls.</p>	LOW
Using the outside furniture.	All employees, visitors and contractors	HIGH	<p>Outside furniture can be used with caution and must be wiped down using anti-bacterial wipes, etc. before and after use.</p> <p>Social distancing must be adhered to at all times.</p>	LOW
Closing up at the end of the day.	All employees	HIGH	<p>Use hand sanitiser before exiting through first rear door.</p> <p>Use hand sanitiser again after exiting through rear door and after operating the Intruder alarm keypad.</p>	LOW