



RISK ASSESSMENT

Activity Description	Office working during the COVID19 pandemic lockdown and whilst lockdown restrictions are eased				
Equipment Used	NHS COVID19 & Internal hygiene protocol posters/tape/paper towels				
Substances Used	Hand sanitisers/soap and water/wipes/washing up liquid/dishwasher tablets/cleaning products				
Location	All First Actuarial Offices				
Assessor Name	Clodagh Freeman	Assessment Date	5 March 2020	Review Date	18 August 2021

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Identify the Hazard	Who is at risk	Risk	Controls	Residual Risk
Office working after lockdown restrictions commence being lifted.	<ul style="list-style-type: none"> FA staff Staff of other tenants in the building Cleaners Facilities personnel Visitors/other building users 	High	<p>This risk assessment is to be strictly complied with to reduce likelihood of COVID19 infection.</p> <ul style="list-style-type: none"> Follow up to date government guidelines. There will be a gradual return to the office over the summer and into September. Fob access records will be used to assist with test and trace to identify those who have been in the office on a given day. Contact with staff members working from home will continue to be made by phone, video link and email. All visitors to site must complete and return a COVID19 questionnaire in advance. Admission will depend on the answers given. 	Medium
People who have tested positive for COVID19 infection	<ul style="list-style-type: none"> FA staff Staff of other tenants in the building Cleaners Facilities personnel Visitors/other building users 	High	<p>Under The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020, which came into force on 28 September 2020, employers have a legal obligation to ensure that staff they know have tested positive for COVID19, or have been in close contact with somebody who has, do not attend the office.</p> <ul style="list-style-type: none"> STAY AT HOME – DO NOT TRAVEL TO THE OFFICE Immediately inform your line manager and HR of your situation. Self-isolate - Government Guidelines 	Medium
People showing symptoms of COVID19 infection	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<ul style="list-style-type: none"> STAY AT HOME – DO NOT TRAVEL TO THE OFFICE. Immediately inform your line manager and HR of your situation. 	Medium

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			<ul style="list-style-type: none"> • Self-isolate and follow government guidelines - Government Guidelines <p>If symptoms occur whilst in office:</p> <ul style="list-style-type: none"> • Staff member is to be isolated from others and told to go home immediately. • If possible, staff member should be collected by a family/household member. They should not attempt to use public transport to get home. • Line Manager and HR to be notified. • Staff member to get a PCR test and self-isolate until results are known. Once results are known line manager and HR to be updated and relevant guidelines to be followed depending on results. • Cleaner to be instructed to deep clean and disinfect all areas. • Monitor all other staff members and provide information surrounding the symptoms of COVID19. Inform them what to do if they show any signs or symptoms. • 	
Staff members who are a contact of others who have contracted COVID19	<ul style="list-style-type: none"> • FA staff • Cleaners • Facilities personnel <ul style="list-style-type: none"> • FA staff • Cleaners • Facilities personnel 	High	<p>When working from home</p> <ul style="list-style-type: none"> • If you live in a household with possible or confirmed COVID-19 infection • STAY AT HOME – DO NOT TRAVEL TO THE OFFICE • Whilst the requirement to self-isolate has been lifted if you have been double-vaccinated, we ask you: <ul style="list-style-type: none"> • to work from home for 10 days where there would be little disruption to your work; or • until you have received a negative PCR test. 	Medium/Low Medium/Low

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<p>Staff members who are a contact of others who have contracted COVID19</p>			<p>When working at the office</p> <ul style="list-style-type: none"> • If a member of staff who was working in the office on a day when you were also in the office in the period up to 2 days prior to them testing positive for COVID19, your CV Ops rep will notify you of who it is and when they were in the office so that you can determine if you were a contact. We will also use seating plans and office rotas to assist with this. • You are a contact if: <ul style="list-style-type: none"> • you had face-to-face contact including being coughed on or had a face-to-face conversation within one metre; • were within one metre for one minute or longer without face-to-face contact of the person who tested positive; • you were within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up). • NHS test and trace contact you to say you have to self-isolate. • If you are identified as a contact: <ul style="list-style-type: none"> • whilst the requirement to self-isolate has been lifted if you have been double-vaccinated, we ask you: <ul style="list-style-type: none"> • to work from home for 10 days where there would be little disruption to your work; or • until you have received a negative PCR test. • As an employer, we are obliged under NHS Test and Trace in the workplace to call the Self-isolation Service Hub as soon as we are made aware that one of our employees who has been working in the office, has had a positive 	

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			<p>PCR test. In this instance we will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <ul style="list-style-type: none"> • We will do this for 'legitimate business purposes' under GDPR. • You must follow the guidelines even if you do not have symptoms. • If you have to self-isolate and should be working at any location other than where you are self-isolating, you must notify your line manager and HR, including when your period of self-isolation started and will end. 	
<p>General rules and courtesy when attending the office</p>	<ul style="list-style-type: none"> • FA staff • Cleaners • Facilities personnel 	<p>High</p>	<p>Travelling to and from work:</p> <ul style="list-style-type: none"> • If you need to travel by public transport, then you should follow the government's recommendation by acting with caution and wearing a face mask. • If commuting by car, drive alone when attending the office or, where this is not possible, wear masks if passengers are not household members and ventilate vehicle. • Try not to touch surfaces in public areas (use elbows, shoulders or knees to open doors or use electronic doors where possible) • Wash your hands with soap and water (for at least 20 seconds) or use a hand sanitiser after touching any handles, DO NOT TOUCH YOUR MOUTH OR EYES UNTIL YOU HAVE DONE SO. 	<p>Medium/Low</p>

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			<ul style="list-style-type: none"> Sanitise your hands once you have entered the office or home. <p>At your place of work:</p> <ul style="list-style-type: none"> Ensure you use the sanitiser on entering the building or office suite or wash your hands immediately with soap and water following the NHS guidelines poster on hand washing. Hand sanitiser is provided at the entrance to all First Actuarial Offices. Cover all coughs or sneezes with a tissue then throw it in the bin immediately. Wash/sanitise hands immediately. <p>CATCH IT, BIN IT, KILL IT</p> <ul style="list-style-type: none"> Respect others' personal space. 	
Communal indoor settings and contact with structures potentially contaminated with COVID19	<ul style="list-style-type: none"> FA staff Staff of other tenants in the building Cleaners Facilities personnel 	High	<ul style="list-style-type: none"> Liaise with Landlord to identify what, if any, changes have taken place within the building. Avoid holding/touching handles where possible, using elbows or knees to open doors. Where possible, open windows constantly during working hours in offices without the use of air handling systems. <p>Please remember to close windows before leaving and use surface wipes before and after opening and closing.</p> <ul style="list-style-type: none"> Ventilation will take precedence over temperature control and colleagues should therefore cater for this with appropriate clothing – layers, jumpers etc. Staff members are to keep all kitchen and breakout areas clean, wiping down surfaces after use and using bins provided for towels and rubbish. 	Medium/Low

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			<ul style="list-style-type: none"> Staff members to sanitise regular touch point areas during the day e.g. door handles/plates, printers, desks Cleaning contractor to include disinfecting handles, surfaces, welfare and breakout areas 	
Tea breaks, lunch breaks and other breakout sessions.	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	Medium	<ul style="list-style-type: none"> Chairs and tables in kitchen areas may continue to be limited in use depending on the size and numbers in each office. Please wipe down with sanitising solution/cleaning wipes after use. Lunch hours should continue to be staggered. Wash hands immediately on entering the kitchen and before touching any items such as cutlery, tea/coffee canisters, cupboards, microwave, fridge etc. Dry with paper towelling and dispose of immediately. Continue to make your own drink or bring in a flask (or similar) – do not make drinks for others. Do not put personal bags of shopping in the fridge. All worksurfaces and equipment should be sanitised after use. Wash cups, mugs, cutlery and used crockery immediately after use with soapy water or place in the dishwasher. Cleaning contractors in some offices (depending on numbers returning) will return to full-time hours. Wash hands before leaving the kitchen. 	Low
Clear desk policy.	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	Medium	<ul style="list-style-type: none"> Strict clear desk policy at end of day. All workstations are to be decluttered of papers and staff must vacate desks in readiness for cleaning by contractors. 	Low

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Staircases, lifts and pinch points.	<ul style="list-style-type: none"> FA staff Staff of other tenants in the building Cleaners Facilities personnel 	Medium	<ul style="list-style-type: none"> Continue to follow any one-way systems currently in place. Be patient and respectful of others' personal space Call up or down staircase to inform others of your presence. If possible, try and use a staircase rather than a lift. If you must use a lift, try to ensure you are the only occupant. Where this is not possible, stand on the recommended markings in the lift, keeping your back to others. If possible, do not touch the buttons with your fingers or rest your hands on the rail. Wash/sanitise hands at the first opportunity on exiting the lift. 	Low
Fire Evacuation	<ul style="list-style-type: none"> FA staff Staff of other tenants in the building Visitors/Contractors Cleaners 	High	<ul style="list-style-type: none"> Check with your landlord that no changes have been made to the evacuation meeting point. Follow normal evacuation procedures: <ul style="list-style-type: none"> on discovering a fire, sound the alarm; leave by the nearest safest exit; do not enter the building again until you are told it is safe to do so. 	High

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Smoking breaks	<ul style="list-style-type: none"> All FA staff who smoke Others who work in the building who smoke Visitors who smoke 	Medium	<ul style="list-style-type: none"> Do not share cigarettes or lighters. 	Low
Meetings within the office.	<ul style="list-style-type: none"> FA staff 	High	<ul style="list-style-type: none"> Act with caution whilst taking a sensible approach. Ensure the room is well ventilated. Sanitise surfaces before and after the meeting. 	Medium/Low
Meetings with clients (at FA site and/or client site)	<ul style="list-style-type: none"> FA staff Clients' staff 	High	<ul style="list-style-type: none"> If a meeting is held at a FA site, then adhere to controls above. Travel in your own vehicle. If travelling by public transport, then you should ensure that you act with caution by: <ul style="list-style-type: none"> wearing a mask; keeping socially distant where possible; using sanitiser. obtain, in advance, details of the precautionary measures that are in place at the client's premises; wear a face mask at the client's premises if you prefer to do so – it may be mandatory so check with the client before attending; follow safety procedures in place, if they are safe to do so; sanitise hands on entering and leaving the premises. 	Medium
Contractors or visitors who are not clients attending FA site	<ul style="list-style-type: none"> FA staff Contractors Visitors 	High	<ul style="list-style-type: none"> The CV Ops rep for your office must be notified in advance of any contractors or visitors due to attend the office. 	Medium

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		High	<ul style="list-style-type: none"> A questionnaire must be completed in advance of attendance. This is available from your local CV Ops rep. Depending on the answers given, further enquiries must be made before the contractor/visitor attends site. Contractors or visitors who have not completed the questionnaire may be refused entry on health and safety grounds. 	
Clinically Extremely Vulnerable and Clinically Vulnerable	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<ul style="list-style-type: none"> Clinically extremely vulnerable people are to be advised to avoid indoor meetings and stay away from unvaccinated people. If you are affected by this, please speak to your line manager and/or HR. 	Medium