



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		Assessment Date	19 June 2020	Review Date	



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Identify the Hazard	Who is at risk	Risk	Controls	Residual Risk
Office working during the COVID19 pandemic lockdown and 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	<ul style="list-style-type: none"> Staff to work from home wherever possible. Contact with staff members to be made by phone, video link and email. DSE refresher training available and homeworking guidelines have been distributed. Restrict all non-essential visitors to site. Where the above is not possible this risk assessment is to be strictly complied with to reduce likelihood of COVID19 infection. 	Medium
People showing symptoms of COVID19 infection	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<p>Prior to attending office:</p> <ul style="list-style-type: none"> STAY AT HOME – DO NOT TRAVEL TO WORK. Immediately inform your line manager of your situation. Follow government guidelines. <p>Whilst in office:</p> <ul style="list-style-type: none"> Staff member is to be isolated from others First Aider or first responder to be masked and gloved when dealing with suspected COVID19 symptomatic staff members. First aider or first responder should remain socially distant in line with government guidelines. First aider/first responder’s safety to be prioritised. First Aider or first responder to call NHS 111 and monitor the affected staff member. If possible, staff member should be collected by a family/household member. They should not attempt to use public transport to get home. 	Medium



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			<ul style="list-style-type: none"> 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 have had contact with others who have contracted COVID19	<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 WORK. Immediately inform your line manager of your situation. Self-isolate as directed by the NHS guidelines. 	Medium/Low
General rules and courtesy when attending the office	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<p>Travelling to and from work:</p> <ul style="list-style-type: none"> If you need to get public transport to commute to work, you should continue to work from home. 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. 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 	Medium/Low



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			<p>and water following the NHS guidelines poster on hand washing.</p> <ul style="list-style-type: none"> • 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"> • Do not have physical contact with other members of staff and respect others' personal space. • Comply with the government's social distancing guidelines. 	
<p>Contact with structures potentially contaminated with COVID19</p>	<ul style="list-style-type: none"> • FA staff • Staff of other tenants in the building • Cleaners • Facilities personnel 	<p>High</p>	<ul style="list-style-type: none"> • Liaise with Landlord to identify what extra cleaning measures have been put in place, particularly in relation to high traffic areas and communal areas. • 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"> • Staff members are to keep all kitchen and breakout areas clean, wiping down surfaces after use and using bins provided for towels and rubbish • 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 	<p>Medium/Low</p>



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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 will be limited in use depending on the size and numbers in each office and to comply with social distancing rules. Please wipe down with sanitising solution/cleaning wipes after use. Lunches should be staggered to comply with social distancing rules. Wash hands immediately on entering the kitchen and before touching any items such as cutlery, tea/coffee canisters, cupboards, fridge etc. Dry with paper towelling and dispose of immediately. Washable tea towels will be removed, and crockery should be dried with paper towelling and then the paper towelling disposed of. 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. To reduce likelihood of contamination, having a sandwich lunch, rather than something that needs to be warmed up in a microwave, is encouraged. Sanitise food containers before putting them in the fridge. All worksurfaces and equipment should be sanitised after use. Wash cups, mugs, cutlery and used crockery both immediately before and after use with soapy water. Do not use the dishwasher – Note cleaning contractors will be working a minimum of 3 days per week. This will be kept under review as/when there is an increase in staffing levels. 	Low



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			<ul style="list-style-type: none"> Wash hands before leaving the kitchen. 	
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
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"> Place COVID19 posters to all staircase entrances that form part of the Firm's responsibility and ensure landlord has placed them in the communal parts they're responsible for. Follow any one-way systems currently in place. Be patient and respectful of others' personal space, keeping socially distant at all times. 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 and keeping your back to others. 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 	High	<ul style="list-style-type: none"> The preservation of life takes priority over social distancing. 	High



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	<ul style="list-style-type: none"> Visitors/Contractors Cleaners 		<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. 	
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"> Ensure social distancing is observed at all times in the smoking area provided and on your journeys to and from the area. 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"> Ensure the room is well ventilated. Ensure government guidelines on social distancing can be achieved. 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"> Use video link meetings wherever possible. If a meeting is held at a FA site, then adhere to controls above. Travel in your own vehicle. If travelling by public transport is required, you must seek prior approval from the CVSC. If approved: <ul style="list-style-type: none"> wear a face mask on the public transport; obtain, in advance, details of the precautionary measures that are in place at the client's premises; 	Medium



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			<ul style="list-style-type: none"> stay socially distant; 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. 	
Clinically Extremely Vulnerable and Clinically Vulnerable	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<ul style="list-style-type: none"> People who are shielding should follow government guidelines and continue to take precautions. People classed as clinically extremely vulnerable are advised to take additional action to prevent themselves from coming into contact with the virus. If you’re clinically extremely vulnerable, you’re strongly advised to stay at home as much as possible and keep visits outside to a minimum (for instance once per day). 	Medium