



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	23 November 2020	Review Date	7 December 2020



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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"> • Follow up to date government guidelines - New Restrictions 5 November 2020 • 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. <p>Where the above is not possible this risk assessment is to be strictly complied with to reduce likelihood of COVID19 infection.</p> <ul style="list-style-type: none"> • Fob access records will be used to assist with track and trace to identify those who have been in the office on a given day. In any event, you must liaise with your CV Ops rep if you need to go to the office on an ad hoc basis or would like to return under a more permanent arrangement. 	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, employers have a legal obligation to ensure that staff they know have tested positive for Covid-19, 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 	Medium



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			<ul style="list-style-type: none"> Immediately inform your line manager and HR of your situation. Self-isolate - Government Guidelines 	
People showing symptoms of COVID19 infection	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	High	<p>If you're currently working at 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 and follow government guidelines - 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. 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. 	Medium



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			<ul style="list-style-type: none"> HR to be notified. 	
<p>Staff members who have had contact with others who have contracted COVID19</p>	<ul style="list-style-type: none"> FA staff Cleaners Facilities personnel 	<p>High</p>	<p>When working from home</p> <ul style="list-style-type: none"> STAY AT HOME – DO NOT TRAVEL TO THE OFFICE. <p>When working at the office</p> <ul style="list-style-type: none"> Your CV Ops rep will notify you if a member of staff you have been working with has tested positive for COVID19. You may continue to work from the office unless: <ul style="list-style-type: none"> NHS test and trace contact you to say you have to self-isolate; or you are displaying 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. Self-isolate as directed by government guidelines. 	<p>Medium/Low</p>
<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"> We would encourage staff not to use public transport to travel to work and you should continue to work from home if possible. If you do need to travel by public transport, then you should ensure that you follow government guidelines by: <ul style="list-style-type: none"> wearing a mask; keeping socially distant where possible; using sanitiser. If commuting by car, drive alone when attending the office or, where this is not possible, wear masks if 	<p>Medium/Low</p>



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			<p>passengers are not household members and ventilate vehicle.</p> <ul style="list-style-type: none"> • 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 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. CATCH IT, BIN IT, KILL IT • Do not have physical contact with other members of staff and respect others' personal space. • Comply with the government's social distancing guidelines. 	
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 	High	<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. 	Medium/Low



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	<ul style="list-style-type: none">CleanersFacilities personnel		<ul style="list-style-type: none">Wear a face covering in indoor settings where social distancing may be difficult, and where you are likely to come into contact with people that you do not normally work with.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. Please remember to close windows before leaving and use surface wipes before and after opening and closing.Staff members are to keep all kitchen and breakout areas clean, wiping down surfaces after use and using bins provided for towels and rubbishStaff members to sanitise regular touch point areas during the day e.g. door handles/plates, printers, desksCleaning 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 staffCleanersFacilities 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.	Low



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			<ul style="list-style-type: none"> 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. 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 	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 	Low



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	<ul style="list-style-type: none"> Cleaners Facilities personnel 	High	<ul style="list-style-type: none"> 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 Visitors/Contractors Cleaners 	High	<ul style="list-style-type: none"> The preservation of life takes priority over social distancing. 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
Smoking breaks	<ul style="list-style-type: none"> All FA staff who smoke Others who work in the building 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. 	Low



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	<ul style="list-style-type: none"> Visitors who smoke 		<ul style="list-style-type: none"> Do not share cigarettes or lighters. 	
Meetings within the office.	<ul style="list-style-type: none"> FA staff 	High	<ul style="list-style-type: none"> Seek agreement from your local CV Ops rep if you are just going to the office for a meeting. Use video links where possible. 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. We would encourage staff not to use public transport to travel. If there is no alternative but to travel by public transport, then you should ensure that you follow government guidelines 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; 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; 	Medium



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			<ul style="list-style-type: none"> sanitise hands on entering and leaving the premises. 	
Contractors or visitors who are not clients attending FA site	<ul style="list-style-type: none"> FA staff Contractors Visitors 		<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. A questionnaire must be completed in advance of attendance. This is available from your local CV Ops rep. If 'yes' is answered to any question 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"> People who are over 60 or clinically vulnerable should be especially careful to follow the rules and minimise contact with others. 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 advised to stay at home as much as possible but encouraged to go outside for exercise. 	Medium