

PEOPLE AFFECTED					
Operators	x	Other Employees	x	Public	x

ACTIVITY	HAZARD	L=Likelihood S=Severity R=Risk L x S = R	CONTROL MEASURES IN PLACE	MONITORING ARRANGEMENTS	L=Likelihood S=Severity R=Risk L x S = R	FURTHER ACTION REQUIRED - TIMESCALE
All work associated with Adrian Flux Insurance considering: The Interplay of staff The interplay of staff and other contractors The interplay of staff and third parties	Failure to act in line with current advice	4 x 4 =16	General adherence to the most recent instructions and information issued by the UK Government. The situation is very fluid and managers will strive to implement the most current advice Up-date May 13 / 2020 https://www.hse.gov.uk/news/coronavirus.htm Also: https://www.gov.uk/workingsafely Information relating to working safely in offices and contact centres General guidance extended to incorporate duties of the handy men / maintenance team	Records of distribution and reviewing advice as the situation develops Senior managers to audit to ensure compliance and timely review	2 x 4 = 8	Ensure guidance is monitored on a regular basis to incorporate changes
			The control measures below will consider the Transfer of the Covid -19 virus between staff and third parties leading to the spread of the virus within society. There are legal requirements to manage risk in the workplace to an acceptable level and no-one will be expected or encouraged to work in an unsafe manner. Employees should raise concerns immediately with their line manager if they consider the controls are inadequate			
	Between employees within	4 x 4 =16	All staff to be briefed (and re-briefed if changes occur) on the most recent government guidance and instruction.	Records of briefing	2 x 4 = 8	

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	Adrian Flux Insurance		<p>All staff to be briefed on the content of this risk assessment Records of briefing to be kept for reference Briefings to be conducted outside where possible or in well ventilated open spaces. Ensure compliance to social distancing arrangements and keep all attending the briefings at least 2 metres apart</p> <p>Review business processes to enable as many staff as is reasonably practicable to work from home.</p> <p>Establish regular communication with those working from home and monitor so far as possible their mental and physical wellbeing There is an acceptance that stress and potential mental health issues could result from the recent major changes in the way work is carried out</p> <p>Make special arrangements for those considered by the government to be in higher risk categories. They will not be encouraged to return to work until government guidance suggests it is safe to do so</p> <p>Encourage staff to raise concerns if they have pre-existing conditions or feel they are more at risk The following arrangements will be adopted to reduce cross contamination within the organisation</p>	<p>Evidence of compliance to home working strategy Records of contact</p> <p>All information divulged of a medical nature must be strictly managed in line with data protection</p> <p>Site safety checks across the working environment</p>		
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			<p>report to their line manager any indications of potential symptoms no-matter how mild</p> <p>Ensure segregation if welfare facilities are used and stagger breaks to minimise contact</p> <p>Where possible, stagger arrival and departure times to avoid groups developing on office access and egress routes</p> <p>Request that staff remain on site for the duration of their work shift</p> <p>DO NOT SHARE CROCKERY, MUGS AND OTHER PERSONAL ITEMS</p> <p>Use the dishwashers in preference to hand washing</p> <p>(For the handymen / Maintenance team)</p> <p>Never share or use third party PPE or RPE such as:</p> <p>Face masks</p> <p>Eye Protection including full face shields</p> <p>Gloves</p> <p>Do not borrow or lend equipment including steps/ ladders, tools and other work-related items</p> <p>Keep all foodstuffs brought to the premise secure. If reasonable, consume food in your vehicle rather than use shared facilities.</p> <p>If the communal facilities are used ensure breaks are staggered to minimise contact and achieve the requirements for social distancing</p> <p>Clean and sanitise tools and shared work equipment (particularly handles) before they are stored</p> <p>General Guidance</p> <p>If you have any concerns regarding the health of others on site</p>	<p>Records of briefing this risk assessment</p> <p>Records of PPE purchase and issue</p>		
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			<p>report these to your line manager. You cannot assume that others will follow government guidelines or self-isolate if they believe they have become a risk to others</p> <p>If cleaning is undertaken following a suspected or proven case of Covid – 19 seek specialist advice available on the government web site</p> <p>(Prime symptoms are a fever and / or persistent dry cough). There is evidence that other symptoms may be indicative of Covid – 19 such as sore throat, lethargy or loss of taste and smell Staff will be requested to self-isolate in line with the government’s current advice Communicate between staff using telephone, email and video conference systems whenever possible</p>	Records of downloading and adopting government guidelines		
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	Between employees and third parties	4 x 4 = 16	<p>Ensure compliance with the notes above in relation to monitoring personal health</p> <p>Ensure compliance with briefings given, with emphasis on reporting any suspected symptoms to your line manager, withdrawal from work and self -isolation in line with government guidance as briefed</p> <p>Follow guidance for group isolation if another family member has shown symptoms (14 days)</p> <p>DO NOT ATTEND WORK IF YOU HAVE ANY INDICATIONS THAT YOU ARE INFECTED</p> <p>Complete business remotely using electronic means rather than visiting third party premises.</p> <p>Minimise the number of visitors to the offices, secure the entrances and only allow access to reception areas when necessary</p> <p>Minimise travel between offices for meetings</p> <p>Display external notices offering telephone contact numbers and information discouraging third parties from expecting entry to the offices in line with Covid – 19 requirements</p> <p>If third party visits are required:</p> <p>Never attend a third-party premise unannounced. Agree times and dates in advance</p> <p>Do not enter a premise unless invited to do so</p> <p>Ensure so far as is reasonably practicable you are physically separated from third parties. Discuss the situation in advance to ensure there are acceptable covid – 19 arrangements compatible</p>	<p>Records of Briefing</p> <p>Monitoring by site supervisor</p> <p>Records of pre-task contact and agreements with third parties and premise owners</p> <p>Site safety checks by supervisors</p>	2 x 4 = 8	
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			<p>with Adrian Flux guidelines and controls If there are any concerns, do not undertake the visit</p> <p>Personal hygiene: Ensure you thoroughly wash your hands and / or use hand sanitiser before entering the building and before eating/ drinking or smoking To safeguard yourself repeat the process on leaving and avoid touching your face during your time in the building Minimise the personal items that are taken into the workplace. Keep all food in separate containers and consume in a location that complies with the social distancing requirements Ensure social distancing is maintained if the designated external smoking areas are used</p> <p>(For the handymen / maintenance team) If disposable protective gloves are used, then ensure they are new for each job and binned on completion</p>	Records of issue		
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Transport arrangements to, from and during work hours	Close proximity leading to cross contamination	2 x 4 = 8	<p>Encourage all employees to cycle or walk to work and avoid public transport if possible. Use cars if unavoidable, but do not provide transport and lifts to third parties If there is a requirement to travel while at work minimise the number of people in a vehicle to maintain social distancing while travelling</p> <p>A one way system around site was considered, however due to</p>	Record of briefing this risk assessment	1 x 4 = 4	
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workplace Receiving deliveries or moving items from the premises			<p>low number of staff currently on site and the increased traffic it would place on areas at certain times of the day, we will not do it at this time, but will review regularly</p> <p>Avoid the need for people to congregate in one area such as when using the canteen facilities, the welfare facilities, or the car park areas</p> <p>Encourage third party drivers to stay in their vehicle where possible. Avoid drivers entering buildings to complete paperwork. Deliveries can be left outside the building and moved when the driver has left the area Allow drivers to use welfare facilities if required. Unload or load with the minimum number of staff present. If loads have to be moved by more than one person then establish a team to work together and avoid job rotation to limit contact between different individuals Consider the storage of materials to minimise double handling and provide suitable space for others to collect and use in the future</p>			
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Employing external contractors	Cross contamination	3 x 4 = 12	<p>Ensure the controls on the generic risk assessment entitled "Working with Contractors" are implemented Minimise the use of external contractors during this period Ensure a suitable RAMS pack (Risk Assessment and Method Statement) is received and request it includes details of how the contractor will manage covid – 19 Complete a pre commencement meeting detailing how the risks will be jointly managed and ensure the contractor is familiar with</p>	Records of supplied RAMS information	1 x 4 = 4	
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			and will implement, the relevant controls within this risk assessment Complete ad-hoc checks to ensure compliance	Records of audits being completed		
Consideration of Additional PPE including face masks			Government guidance suggests existing PPE should be worn as normal. There is little evidence to suggest face masks will provide additional protection in the working environment unless used in some high-risk areas such as hospitals and the caring sector. The use of face coverings is considered discretionary and not a legal requirement to protect staff from Covid – 19 If staff adopt to use their own face coverings, they should follow the guidance on the government website, in relation to safe use, regular washing and safe disposal			

ENSURE YOU FOLLOW THE CURRENT GUIDANCE. YOUR LIFE AND OTHERS COULD DEPEND UPON IT

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