# Covid Risk Assessment

## Company name: F R BALL INS LTD Assessment carried out by: Paul Wadsworth | FR Ball

## Date of next review: 01/10/20 Date assessment was carried out: 19/08/20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Customer Entrance** | Customers and Staff by coming in to contact | Social Distancing materials on floor outside of office, customer notice prior to entering premises/ Hand sanitising station on entrance | Constantly reviewed and observed by staff at front of office | All staff | immediate | 10/4/20 |
| **Customer Seating** | Customers and Staff by contact | Hand sanitising stations and Fabric Disinfectant Spray when available | none | All staff | immediate | 24/3/20 |
| **Counter Service** | Custromers and Staff by contact | Screens have been erected at and between work stations/ masks available for customers and staff/ surface wipes for use once customer has left premises | Constantly review | All staff | Ongoing | 24/4/20 |
| **Safe distancing** | Staff and Clients by contact | Limited staff in – 2m distance where possible, which is achievable on less than 10 staff | Create staff bubbles to protect us and our families and as best possible preserve business continuity | PW/RS | Immediate | 24/8/20 |
| **Air Flow/ Ventilation** | Staff and Clients by still or little airflow | Aircon unit in Sales Room switched on with 2 x fnas facilitating airflow through office with window vents and doors open weather permitting | Monitor and make sure carried out | All staff | Immediate | 19/8/20 |
| **Staff Kitchen cleanliness** | Staff including Cleaning Contractors - Areas left uncleaned and not ant bac wiped down. | Cleaning instructions in kitchen with good supply of anti bac sprays wipes and paper towels.Cleaning Contractors in daily to clean entire office | Monitor on arrival and raise any concerns with Line Managers during the day or Theresa Manners 07932 769733 if overnight cleaning is of concern | All Staff | Ongoing | 14/7/20 |
| **Staff Toilets Cleanliness** | Staff and Clients by contact | Cleaning guidelines on mirror with hand soap and paper towels, anti bac wipes, sprays and pedal bins for waste | Monitor, and hygiene issues to be raised with Line Managers and if over night Clean Theresa Manners 07932 769733.Evidence of Insurance retained. | All Staff | Ongoing |  |
| **Hand Sanitising/ Masks** | Staff and Clients with contact  | 14 plus hand sanitisers located around the office at various contact points/ Masks in a pack on units on right hand side once through the hatch. | Ensure stock adequate, located on right hand side on units once through hatch opening | All Staff | ongoing |  |
| **Staff Illness** | Staff, families and clients | Any staff member that feels unwell is to stay at home and report in | If they display Covid symptoms, High Temp, Persistent Cough, loss or change of sense of taste and/ or smell they would need to have the test and all staff within the bubble would need to go home and test and the bubble replaced with the next bubble once a deep clean of the office has been carried out potentially after 72 hours | All Staff | Continuous monitoring |  |
| **Staff over crowding** | Staff, our families and our clients | 2 x Bubbles of 4 have been created to work alternate weeks to enable staff to gain office time whilst keeping as safe as we can in our own bubbles and proving continued customer service for our business continuity | This will be monitored closely to cater for holiday and illness, remembering that whilst, in simple terms, this is a change in work location, this may have impact and pressures on different parts of the business, owing to office based client requirements, for example maturities on YBS | PW/RS responsible then cascaded through managers | 24/8/20 |  |
| **Possible High Temperature** | Covid symptom effecting staff, our families and clients | IR Thermometer in use by staff | All staff tested every morning and sent home if in excess of 38 degrees C.All clients/ visitors/ contractors that come through to be tested with record against their name in the visitors’ book – entry refused if over 38 deg C with NHS laminate present to support our position | All Staff | Immediate | Ongoing – introduced 26/8/20 |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19