

COVID 19 RISK ASSESSMENT

Initial Date	30th March 2020
Last Updated	22 nd January 2021

Review Date	Ongoing as per the UK Government and WHO guidance updates
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Description of Assessment	Coronavirus (COVID-19)
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Location Details	Telebank Ltd, 126 Fairlie Rd, Slough SL1 4PY
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Identified Hazards	Who may be affected	Existing Control Measures	Further Action Required / by Whom	Review Date
Spreading or Catching of the Coronavirus (Permitting employees to work)	All employees	<p>Those permitted to attend work:</p> <ul style="list-style-type: none"> All employees who can work from home are doing so to reduce the number of employees in the office. Any employee whose role is critical for the operational and business continuity are permitted to attend work on site. Any employee that is clinically extremely vulnerable has been identified and is following the Shielding advise from the Government. Any employee that is at a higher risk of severe illness, clinically vulnerable, have been identified and are either working from home and where not 	To be reviewed in line with changes from the Government guidelines, or if	

		<p>possible, to review this and agreed a plan with the individual.</p> <ul style="list-style-type: none"> • All staff who have been advised to stay at home and self-isolate, via the NHS track and trace App, or if someone in their household has tested positive of COVID-19 is doing so as per the Government’s guidelines. • All employees / permitted contractors entering the building each day will be scanned with a contact free thermometer to ensure that they do not have a temperature. If abnormal temperatures are recorded, the employee will be asked to leave the site for 10 minutes and return to be rescanned. If the rescan confirms that the employee has an abnormal temperature the employee must leave the building and follow the NHS advise. Access to the building will not be permitted until the employee has taken a COVID test, with a negative result and their temperature is normal. • Visitors are not permitted on site. Only essential contractors are permitted onsite. Contractors are required to wear face coverings and gloves whilst onsite. • The Governments Job Retention Scheme will be utilised (when needed) and shift patterns will be reviewed and adjusted if necessary to minimise the number of employees in the office. 	the employee’s circumstances change (DB/TMC/SM)	
Temporary Working from Home	Home Workers	<ul style="list-style-type: none"> • Work from Home policy and guidance issues to all staff who are working from home with sign off completed. 	DSE guidance provided to staff working at home. Discuss the issue of fatigue	

		<ul style="list-style-type: none"> Managers are contacting their teams frequently to conduct check-in meetings, review workload and discuss the welfare of their teams. 	<p>with home working employees and encourage them to take regular breaks, work set hours to ensure they are not working too many hours (RD)</p>	
<p>Spreading or Catching of the Coronavirus (Hygiene – Handwashing, sanitation facilities and toilets)</p>	<p>All Employees or Visitors (Contractors, Delivery Personnel)</p>	<ul style="list-style-type: none"> Additional daily cleaning has been introduced to ensure that all communal touch points are sanitised on a continuous basis (3 times a day) during working hours as well as a full clean of these areas being completed at the end of each working day. Employees are required to clean down their own workstations / work areas and equipment before and after each shift or before use (Equipment includes Computer, Mouse, Printers, folding / opening machines). Check lists are maintained on when items were last cleaned and made visible for employees to see. Employees are required to clean down meeting rooms and lockers after they use them. Antibacterial wipes, spray and tissue is provided in meeting rooms. All communal touch points are cleaned after any visit by an engineer and prior to staff being able to use equipment. Fixed hand sanitiser dispensers have been installed at entry points into the office area. Hand sanitiser bottles and wipes are available to employees to have at their workstations, in meeting rooms, kitchen area and bathrooms. Signs have been put up in Meeting rooms and Kitchen areas to remind people to clean the areas 		

		<p>after use and to clearly indicate the number of employees allowed in at any given time.</p> <ul style="list-style-type: none"> • Notices have been displayed in bathrooms about how to wash hands effectively for at least 20 seconds. • Paper towels have replaced all tea towels. • Delivery personnel that cannot remain in their vehicle and must come into the building will be made aware of social distancing and hygiene requirements they must adhere to whilst onsite. • Certificates following office deep cleaning have been displayed to inform employees that this has been completed. 		
<p>Spreading or Catching of the Coronavirus (Social Distancing)</p>	<p>All Employees and Visitors (Contractors, Delivery personnel)</p>	<ul style="list-style-type: none"> • Entrance and exit to the Telebank office is through the side door. Employees and Visitors should ONLY use this door for social distancing purposes. Clear signs have been placed outside the side door to remind everyone. • Ensuring all staff in all areas of the business can work at least 2 metres apart as per the UK Governments guidelines. • Workstations have been organised so that social distancing can be maintained. Perspex guards have been placed to divide desks and each person has been allocated their own workstation. • All face-to-face client meetings have been stopped and moved to online virtual calls when required. • Restrictions on the number of people in meeting rooms and communal areas have been put into place. Clear signs are displayed to show the maximum number of people allowed into maintain social distancing. 		

		<ul style="list-style-type: none"> • Staff Canteen area has been closed as social distancing cannot be maintained and staff have been consulted / informed that they may take their breaks at their workstation (which will need to be cleared down of any financials and paperwork). Employees must clean their workstation following their breaks before commencing any work. • Breaks to be staggered to ensure social distancing can be adhered to in kitchen / communal areas. • Lift access is limited to 1 person at any time. • Employees who have a locker must keep to the same locker and not interchange. • The number of essential contractors that are allowed onsite at any one time is limited to ensure that both employees and contractors can work safely. • Leaving non-doors open to improve ventilation within the office area and to reduce the amount of contact with doors. 		
<p>Spreading or Catching of the Coronavirus (Face Coverings and PPE)</p>	<p>All Employees and Visitors (Contractors, Delivery personnel)</p>	<ul style="list-style-type: none"> • Face coverings are to be always worn by all employees when moving around the office. Face coverings are mandatory when not at desks. Staff are encouraged to wear face coverings at all times. • Staff wishing to wear face coverings and gloves are permitted to do so and these are also provided by Telebank. • First Aiders have been issued with a face covering and gloves. • Essential contractors attending the office will be issued with face coverings and gloves. 		

Spreading or Catching of the Coronavirus (Travel to and from work)	All Employees	<ul style="list-style-type: none"> • Staggered arrival times for employees to avoid congestion in the reception area where temperatures are being taken. • Employees should walk and cycle to work where possible. When this is not possible and public transport is required, employees should ensure face coverings are worn for the duration of the journey. • Guidance on car sharing should be restricted to those individuals who always have car-shared to work together. No new car sharing is ideal. • A maximum of 2 people in a car is advisory and the Department of transport advice should be followed about travelling with windows open and wearing face coverings when travelling to and from work. 		
Spreading or Catching of the Coronavirus (Communication and Relevant Training)	All Employees	<ul style="list-style-type: none"> • Regular communications have been sent and posters are displayed in relevant areas around the office site covering the following UK Government advice on Symptoms and actions to take, Effective Hand washing, Social distancing rules and measures in the office, cleaning communal areas and meeting rooms. 	FAQ's to be provided to staff detailing how the company is keeping them safe (RD)	
Mental Health and Wellbeing affected through Isolation or anxiety about Coronavirus	All Employees	<ul style="list-style-type: none"> • Following the guidance on stress and mental health, line managers are to have regular keep in touch meetings / calls with their teams working from home to discuss issues employees may be facing in relation to their workload. If anyone has disclosed an impact on their mental health, they are given the option to come into the office and work. 	NHS Every Mind Matters guidance to be circulated and displayed for staff to refer to. (RD)	

		<ul style="list-style-type: none">• All employees to be informed of any changes relating to Coronavirus and how this affects the Business and work responsibilities either by email, face-to-face or by phone.• Staff are encouraged to keep in contact with colleagues both in the office and at home.		
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