

Company: VISION	Risk Assessment
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Area/department/situation/activity	Assessment start date	Review
Prevention of Covid 19	1st June 2020	Continue to monitor and update further to government guidance
	Assessor name(s)	Signature
	Nadine Frith	
Who might be harmed?	Staff, Visitors to premises, Cleaners, Contractors, Drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact in relation to our business	

These assessment findings are based on the observations made at the time of the assessment and the information provided to the assessors. The signatures above do not necessarily signify that the activities are completely safe and without risk. The assessments will require continual development and monitoring.

	Hazard	Controls Required	Actions Required
1	Psychological wellbeing	<p>New workplace controls put in place to reduce risk of exposure to COVID 19 are communicated to employees through line managers and HR.</p> <p>Line managers are aware of how changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.</p>	Continue to communicate with employees to provide business and safety updates.

	Hazard	Controls Required	Actions Required
2	Prevention of Virus transmission in the workplace	<p>Staff are requested to work remotely where possible (provided their role can be performed from home)</p> <p>Posters are displayed on entry guiding employees to regularly wash hands, not to enter if they or anyone in their household has displayed symptoms within the last 14 days and to follow social distancing rules.</p> <p>Doors left open where safe and practical.</p> <p>A tracking system is managed by HR to monitor those absent from work due to symptoms and when staff can return to work after the symptom free period.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the business to operate.</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.</p> <p>A one-way walk system is implemented and visual aids, such as floor mats & signage are used for maintaining two meters distance.</p> <p>Hygiene guidance is given such as instructions on how to effectively wash hands.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen. Adequate stock of hand gel and soap are available.</p>	Continue to monitor and update procedures further to government guidance

	Hazard	Controls Required	Actions Required
		<p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other (or 1m with risk mitigation). Screens will be installed if this is not possible.</p> <p>Hot desks are to be avoided.</p> <p>The government's (e.g. Public Health England) response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected, through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Restricted use of shared vehicles including pallet trucks and forklifts with instructions to clean before and after use.</p>	
3	<p>Visitors entering Vision offices, possible transition to employees</p>	<p>Non-essential visitors should not enter Vision's offices.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Planned essential visitors (only) to site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Essential visitors confined to strictly defined areas and unnecessary movements around the building avoided and site guidance and expected hygiene should be communicated before visitors enter.</p>	<p>Continue to encourage digital meetings/consultations where possible.</p> <p>New visitor policy has been created to run in line with this risk assessment.</p>

	Hazard	Controls Required	Actions Required
		Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.	
4	Deliveries/Installations	<p>Deliveries to be left outside Vision buildings where possible.</p> <p>Staff reminded to be extra scrupulous washing hands on receipt of goods and keep to social distancing rules.</p> <p>Minimise contact when accepting deliveries and exchange of documentation.</p> <p>No personal deliveries to the office.</p> <p>Social distancing should be observed at all times. When this is not possible during loading/unloading of a vehicle or during installations, face to face contact should be avoided and ensure the maximum amount of time spent working in close proximity and does not exceed 15 minutes.</p>	<p>Ensure all deliveries are essential.</p> <p>Following social distancing guidelines, check the delivery is for the correct address before handling.</p>
5	Driving at work	<p>Non-essential travel is minimised– consider remote options first.</p> <p>Vehicles are to be cleaned on handover.</p> <p>Where workers are required to stay away from their home, this is centrally logged and any overnight accommodation confirmed to meeting social distancing guidelines.</p>	<p>Ensure travel is necessary.</p> <p>Leave enough time in between handing over a vehicle to enable cleaning.</p> <p>Contact hotels to ensure they are meeting social distancing.</p>
6	Housekeeping	<p>Cleaning programmes have been increased where appropriate.</p> <p>Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day.</p>	<p>Continue to review cleaning requirements. Cleaning programmes may need to be increased as employee numbers working from the office increase.</p>

	Hazard	Controls Required	Actions Required
7	Field	<p>Where possible, the Client Services team will obtain any specific site rules relating to Covid 19 before engineers are sent on site.</p> <p>Vision employees should report to Reception on arrival to obtain client rules and instructions related to Covid 19. No work should take place until this has been completed and understood.</p> <p>Employees should sanitise hands before entering a client site and upon leaving.</p> <p>Work areas should be kept clean at all times and tools stored away when not in use.</p> <p>Social distancing should be adhered to at all times and Vision employees should remove themselves from any situation where this cannot be adhered to.</p>	Team managers to reinforce policy regularly.