



## **Marsh Finance Limited**

### **Covid-19 Return to Work Risk Assessment**

<b>Date</b>	<b>Author</b>	<b>Description</b>	<b>Authorised by</b>
June 2020	Daniel Simpson - Head of Risk & Compliance	Document creation to comply with Gov Covid-19 return to work requirements.	Andrew Marsh - Director

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
<p>Spread of Covid-19 (Coronavirus)</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Anyone else who physically comes in contact with the above</li> </ul>	<p><b><u>Hand Washing/Cleanliness</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Hand Sanitiser to be provided to every staff member.</li> <li>• Hand Sanitiser to be provided on entry/exit points.</li> <li>• Drying of hands with disposable paper towels instead of hand dryers.</li> <li>• Cleaning procedures for goods and merchandise entering the premises.</li> <li>• A full office deep clean to be undertaken before returning to the office</li> <li>• Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>• All staff members to clean their workspace and equipment before leaving each day.</li> <li>• Frequent cleaning of the office by professional cleaners.</li> <li>• Opening windows and doors frequently to encourage ventilation.</li> </ul>	<p>Management will ensure that clear communication/training is provided to all staff of Covid-19 procedures and any also any future changes. An e-learning training module (Covid-19 Return to Work) has been completed by every staff member before returning to the office. All future changes will be cascaded by line managers in a clear and informative way.</p> <p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely, or into the arm if a tissue is not available.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>All new procedures to be distributed to staff before they return to the office</p>	<p>All actions to be completed by Senior Management</p>	<p>All actions to be completed before the office reopens</p>

		<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• KN95 face masks to be provided to all staff members.</li> <li>• Use of screens in reception to protect reception staff.</li> <li>• All office staff to be kept at least 2 metres apart and will not sit directly next to or opposite anyone else.</li> <li>• Canteen to be out of bounds until instructed further.</li> <li>• A lift policy will be introduced to only allow 1 person at a time in the lift, along with strict cleanliness instructions.</li> <li>• No sharing of workstations or equipment.</li> <li>• Utilisation of the office 2<sup>nd</sup> floor if there is any danger of social distancing being an issue.</li> <li>• All staff to bring own cups &amp; cutlery.</li> <li>• Disposable cups to be provided if required.</li> <li>• A strict smoking area policy, limiting it to 1 person at a time.</li> <li>• 2 zero contact thermometers have been purchased to be used on staff where required.</li> <li>• One-way flow at entry and exit points are to be clearly marked out.</li> <li>• Staggered arrival and departure times will be in place to reduce crowding into and out of the workplace.</li> <li>• Meetings will be virtual where possible and no mass meetings will be in place.</li> <li>• Strict social distancing in place for 1-2-1 essential meetings only.</li> <li>• Laptops have been provided to most staff members, allowing an agile working environment and home working where required.</li> </ul>	<p>Management will ensure that clear communication/training is provided to all staff of Covid-19 procedures and any also any future changes. An e-learning training module (Covid-19 Return to Work) has been completed by every staff member before returning to the office. All future changes will be cascaded by line managers in a clear and informative way.</p> <p>Management to ensure new policies and procedures are being adhered to.</p> <p>Management will ensure the office is ready for return, with all markings and posters clearly set out and easy to follow.</p> <p>Management to limit the number of staff in the building at any one time and only increase this when it is safe to do so.</p>		
--	--	--	--	--	--

		<p><b><u>Visitors</u></b></p> <ul style="list-style-type: none"> <li>No visitors will be allowed into the office until further notice.</li> <li>Third party meetings will be virtual only.</li> </ul> <p><b><u>Vulnerable Employees</u></b></p> <ul style="list-style-type: none"> <li>All clinically extremely vulnerable and clinically vulnerable staff have been identified and measures put in place to allow them to work from home.</li> <li>All staff with different protect characteristics have been identified and reasonable adjustments made to ensure safety and wellbeing.</li> <li>Anyone who needs to self-isolate will and have been identified and measures put in place for them to work from home safely.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with symptoms of Covid-19, they will be sent home and advised to follow the stay at home guidance.</li> <li>Line managers will maintain regular contact with staff members during this time.</li> <li>A contingency plan has been developed should anyone test positive for Covid-19 whilst they have been in the workplace or if there is a further outbreak and this causes a disruption to business activities.</li> </ul> <p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul>	<p>Management inform all third parties of the new policy and manage their expectations.</p> <p>Management will ensure that clear communication/training is provided to all staff of Covid-19 procedures and any also any future changes. An e-learning training module (Covid-19 Return to Work) has been completed by every staff member before returning to the office. All future changes will be cascaded by line managers in a clear and informative way.</p> <p>Management will ensure that clear communication/training is provided to all staff of Covid-19 procedures and any also any future changes. An e-learning training module (Covid-19 Return to Work) has been completed by every staff member before returning to the office. All future changes will be cascaded by line managers in a clear and informative way.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>		
--	--	--	---	--	--