

Company name: First Call Contract Services Ltd

Date assessment carried out: 20th July 2020

Date of last review: 17th August 2020

Date of next Review: 1st September 2020

Activity / Task	Hazard / Risk	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?
Working in the office	Contact with persons suffering from Coronavirus	Employees; Temporary Colleagues; Contractors & Visitors	<p>If an employee, Temporary Colleague or visitor tests positive for coronavirus they will be asked to leave the office and self-isolate in accordance with government guidance.</p> <p>All surfaces that the person has come into contact with must be cleaned thoroughly.</p> <ul style="list-style-type: none"> • All surfaces that the person has visibly contaminated such as desks, protective screens; and • All potentially contaminated high-contact areas such as Toilets, door handles telephones etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors) which are not visibly contaminated do not need to be specially cleaned and sanitised.</p> <p>All employees who have come into contact with a symptomatic person or a person who</p>	<p>Continually review government guidance and recommended risk controls.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>	Compliance Director	Weekly

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			<p>has tested positive will be asked to self-isolate in accordance with government guidelines.</p> <p>All incidents must be reported to the compliance team who will issue additional instructions.</p>			
Working in the office	Contact with persons who may have been exposed to Coronavirus	Employees; Temporary Colleagues; Contractors & Visitors	<p>Employees who develop symptoms of Coronavirus must obtain a Covid-19 test and self-isolate in accordance with government guidance.</p> <p>If an employee tests positive for Coronavirus they must continue to self-isolate in accordance with the government guidance.</p> <p>Any employee living in the same house hold as a person who tests positive for coronavirus must self-isolate in accordance with government guidance.</p>	<p>Continually review government guidance and recommended risk controls.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>	Compliance Director	Weekly
	Contact with packages or items handled by persons who may have been exposed to Coronavirus		<p>When receiving/handling office deliveries, all employees are expected to wash their hands thoroughly and hand sanitise immediately following receipt.</p>	<p>Continually review government guidance and recommended risk controls.</p>	Compliance Director	Weekly
	Disposal of waste that may be contaminated by a Coronavirus sufferer		<p>All washroom waste (Paper towels) and used face masks must be placed in bins after use.</p> <p>Office bins must be emptied at the end of each business day using refuse sacks which must be tied securely prior to disposal.</p>	<p>Continually review government guidance and recommended risk controls.</p>	Compliance Director	Weekly

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Working in the office	Risk of infection following overseas travel	Employees; Temporary Colleagues; Contractors & Visitors	<p>All employees and temporary colleagues must disclose any proposed non UK travel destinations on their annual leave application.</p> <p>If an employee is returning from or has travelled through a country which does not appear in government travel restrictions exemption list, they must self-isolate for 14 days upon arrival back to the UK.</p>	<p>Implement a Holiday Return to Work form.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</p>	Compliance Director	Weekly
	Contracting and spreading of infection	Employees; Temporary Colleagues; Contractors & Visitors	<p>All office have been made Covid-19 secure due to the implementation of the following measure:</p> <ul style="list-style-type: none"> • Social Distancing measures of 2m are in place or 1m plus (when 2m is not possible); • Floor space marked out to assist in maintaining social distancing; • Safety Screens erected on office desks; • Workplace Safety procedure issued to all employees; • Covid-19 awareness posters displayed in offices; • Restricted access to offices (Appointment only); • Cleaning Products and Hand Sanitiser issued to all offices; • Face masks issued to all offices and must be worn when interacting with visitors; 	Continually review government guidance and recommended risk controls.	Compliance Director	Weekly

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			<ul style="list-style-type: none"> • Visitor Health Check Form implemented in all offices to track and trace infection risk; • Temperature readings to be taken of every visitor to offices digital thermometers provided and the reading entered on the Visitor Health Check form. • All office visitors must wear a Face Covering at all times. 			
Work related travel	Risk of spreading / contracting coronavirus associated to the use of vehicles.	Employees & Temporary Colleagues	<p>The carrying of passengers should be avoided unless absolutely necessary.</p> <p>If passengers are to be transported, it is strongly advised that face coverings be worn by all occupants.</p>	Continually review government guidance and recommended risk controls.	Compliance Director	Weekly
	Risk of spreading and contracting coronavirus associated to face to face contact during Sales & Services meetings	Employees & Clients	<p>Where meetings are conducted face to face, care must be taken to adhere to the risk mitigation measures in relation to travel.</p> <p>Social distancing measures should also be followed at all times.</p> <p>Where social distancing measures cannot be followed, meetings can be conducted remotely via Microsoft TEAMS.</p>	Continually review government guidance and recommended risk controls.	Compliance Director	Weekly

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