

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: **Utmost Life and Pensions**

Date of risk assessment: **22/05/20**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p><b>Contracting and / or spreading the coronavirus (COVID-19)</b></p> <p>Employees contracting the virus through contact with other employees who have the virus</p>	<p>All personnel (including staff, visitors, cleaners,) may be harmed through contact with others who are carriers of the virus and are not aware</p> <p>Harm could also occur through personnel being exposed to the virus though touching surfaces on which the virus exists</p>	<p><b><u>Employees attendance in the office</u></b></p> <p>Utmost Employees have been made aware, any person showing symptoms of COVID 19 (a new continuous cough, fever, loss of smell or taste) will be requested to leave site, and self-isolate for the required period.</p> <p>Utmost Employees have been made aware that any person who is classified as a shielded vulnerable person will not be permitted to enter site.</p> <p>Utmost Employees have been made aware, any person who is in self-isolation or living with a vulnerable shielded person will not be permitted to enter site. A shielded person is someone who has received a letter from the NHS advising them to self-isolate for 12 week.</p> <p>Utmost Employees have been made aware to follow Government guidance regarding self- isolation.</p>				

<p>Employees contracting or spreading the virus through touching surfaces in communal areas</p>	<p>All personnel (including staff, visitors, cleaners,) may be harmed through contact with others who are carriers of the virus and are not aware</p> <p>Harm could also occur through personnel being exposed to the virus though touching surfaces on which the virus exists</p>	<p><b><u>Hand Washing and Sanitising</u></b></p> <p>Utmost Employees have been advised to wash their hands thoroughly for 20 seconds using cold or hot water after any contact with someone who is unwell with symptoms as described above without touching their face in the meantime. Anti-bacterial soap is supplied for all employees and use of disposable paper towels to dry hands is encouraged as is using the hand dryers.</p> <p>Utmost Employees have been made aware, once they enter the building or enter any of the floors, to use the hand sanitiser on their hand and to regularly wash their hands thoroughly with soap and hot (or cold) water throughout the day.</p> <p>Utmost Employees are also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues have been made available throughout the workplace.</p> <p><b><u>Cleaning</u></b></p> <p>All/any equipment used by Utmost Employees is subject to cleaning, using substances and methods approved by the company.</p> <p>Utmost will be conducting frequently cleaning and providing appropriate cleaning products for the cleaning of surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, printers and drinks machines throughout the day.</p> <p>Utmost has made the cleaning staff aware that enhanced cleaning particularly in communal areas including – taps, washing</p>	<p>Hand sanitiser will also be made available for Utmost employees at all entry points to the building.</p> <p>Additional wipes, gloves and face masks have been ordered.</p> <p>Book bio-misting cleaning in Aylesbury</p>	<p>Dawn Lawes</p> <p>Dawn Lawes/ Feryal Nadeem</p> <p>Dawn Lawes</p>	<p>27<sup>th</sup> May 2020</p> <p>Deliveries expected by 27/05/20</p> <p>June 2020</p>	
---	--	---	---	--	---	--

		<p>facilities, toilet flush, seats, door handles and hand rails is required.</p> <p>Utmost Employees have been made aware that they must also help by keeping surfaces clean and virus free by tidying up their rubbish and washing their hands frequently and to adhere to the strict hand washing protocol that has been established.</p> <p><b><u>Equipment</u></b> Utmost Employees have been made aware masks are available and sanitisers/ wipes and gloves available</p> <p>Management are and will continue to monitor the office to ensure that the controls are being adhered to.</p> <p>Additional reminders are and will continue to be sent out in the all staff Weekly Briefing Note.</p> <p>Reminders are and will continue to be given in team meetings.</p> <p><b><u>Communal areas in office block – Aylesbury</u></b> Utmost have liaised with the landlord of the building in Aylebsury, LSI, to understand their plans for making the communal areas COVID-19 safe. The changes made to the communal areas will be in line with the approach taken by Utmost.</p>	LSI proposed actions to be implemented into the Aylesbury communal areas	Dawn Lawes/ LSI	01/06/20	
Employees contracting or spreading the virus through close contact with other employees	All personnel (including staff, visitors, cleaners,) may be harmed through contact with others who are carriers of the virus and are not aware  Harm could also occur through	<p><b><u>Social Distancing</u></b> Utmost Employees have been advised to be aware to avoid large and small gatherings in any area of the building.</p> <p>Utmost Employees have been advised to sit</p>	Explore use of screens around desks and along walkways	Dawn Lawes	June 2020	

	<p>personnel being exposed to the virus though touching surfaces on which the virus exists</p>	<p>at least 2 metres apart when in the office and to ensure social distancing of at least 2 metres throughout their time in the office. Posters and markings will be in place in appropriate positions to remind staff to keep their social distance at all times.</p> <p>There will be a one way system in place in the Aylesbury office to promote social distancing and this will be signposted with posters and floor markings.</p> <p>To ensure social distancing is adhered to, only one person at a time will be allowed in employees toilets in Tunbridge Wells and two people at a time in Aylebsury</p> <p>Additionally to ensure social distancing is adhered to, only one person at a time will be allowed in the lifts in Tunbridge Wells and in Aylesbury.</p> <p>Utmost Employees have been made aware that non-essential work that requires close contact (within 2 metres) between workers will not be carried out</p> <p>Utmost Employees have been made aware that the café and canteen area is closed and to have pre-prepared food and refillable drinking bottles.</p> <p>Meeting rooms will have maximum occupancy of employees to ensure social distancing. Additional attendees for meetings will need to dial into meetings, even if they are in the office.</p> <p><b>Equipment</b> Utmost Employees have been made aware masks are available and sanitisers/ wipes and gloves are available</p>				
--	--	---	--	--	--	--

<p>Employees contracting or spreading the virus through travel to and from work, as well as other travel for work</p>	<p>All personnel (including staff, visitors, cleaners,) may be harmed through contact with others who are carriers of the virus and are not aware</p> <p>Harm could also occur through personnel being exposed to the virus though touching surfaces on which the virus exists</p>	<p><b><u>Travel</u></b></p> <p>Utmost Employees have been made aware, to avoid wherever possible, travelling to work using public transport and cycling and walking is encouraged.</p> <p>Utmost Employees should limit car usage to one person per vehicle to further reduce potential spread of any airborne particles. Car parking facilities are available to staff who drive to work.</p> <p>Utmost Employees are not permitted to make any non-essential journeys for work except in exceptional pre-approved circumstances</p>				
<p>Employees contracting or spreading the virus through working at workstations</p>	<p>All personnel (including staff, visitors, cleaners,) may be harmed through contact with others who are carriers of the virus and are not aware</p> <p>Harm could also occur through personnel being exposed to the virus though touching surfaces on which the virus exists</p>	<p><b><u>Office workspace</u></b></p> <p>To help prevent the spread of the virus, Utmost Employees will not be permitted to hot desk and will only be allowed to use the desk that they are allocated when in the office.</p> <p><b><u>Cleaning</u></b></p> <p>All/any equipment used by Utmost Employees is subject to cleaning, using substances and methods approved by the company.</p> <p>Utmost will be conducting frequently cleaning and providing appropriate cleaning products for the cleaning of surfaces that are touched regularly such as desks throughout the day.</p> <p>Utmost Employees have been made aware that they must also help by keeping surfaces clean and virus free by tidying up their rubbish and washing their hands frequently and to adhere to the strict hand washing protocol that has been established.</p>				

<p>Employees experiencing health and wellbeing issues which adversely impact staff morale</p>		<p>Utmost Employees have been provided with guidance about their own health and wellbeing, and have regular check-in calls with their managers and teams.</p> <p>Utmost Employees experiencing health and wellbeing issues have come into the office, whilst adhering to social distancing rules, to assist with issues they are experiencing at home.</p> <p>The Utmost Executive remain focused on ensuring that employee health and wellbeing is addressed.</p>				

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>