

Covid Risk Assessments

Branch Sales Office

What are the hazards?	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?	Done
Exposure to Covid – Customer/Visitor to Staff	Staff Customers Visitors Vulnerable Persons	<ul style="list-style-type: none"> ■ Sales Office is restricted by headcount, only limited staff area once. ■ Visitors are not permitted in Sales office ■ Hand sanitisers are available to both staff and customers 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Sales Office Staff	Immediate and ongoing	Yes
Exposure to Covid – Hard surface to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> ■ Increased cleaning hygiene regime is on place at all branches. ■ Staff stay at specific desk and do not move around office necessarily. ■ Poster on personal hygiene are displayed at all branches ■ Cleaning material are readily available. ■ All touch points – printers/keyboards wiped after every use. ■ Increased cleaning regime on all touch points – door handles etc. ■ Prominent signage to display control measures to customers. 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Sales Office Staff	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> ■ Increased cleaning hygiene regime is in place. ■ Desks arranged to achieve 2m social distancing ■ Posters on personal hygiene are displayed at all branches ■ Cleaning material are readily available. ■ Staff stay at dedicated desk and are discourage from moving around the office. ■ Masks are is available for staff to don if working near others 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Sales Office Staff	Immediate and ongoing	Yes

