

Covid Risk Assessments

Branch Welfare Facilities

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 – Visitor to Staff	Staff Visitors Vulnerable Persons	<ul style="list-style-type: none"> Welfare area is restricted by headcount, max occupancy displayed at doorways. Visitors discouraged from using welfare facilities. Staff and customers required to wear face masks when interacting – (staff can remove when no customers present) Briefings/posters indicate 2m social distancing Hand sanitisers/Masks are available to staff. Prominent signage to display control measures. 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager All 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 Poster on personal hygiene are displayed at all branches Cleaning materials are readily available in all areas. Staff required to clean down any touch points in kitchen areas, microwaves/ kettles etc. Max occupancy of toilets displayed a door. Staff required to clean down touch points before and after use of toilets. 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager All Staff	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> Welfare areas are restricted by headcount, only limited staff in area at once. Staff briefings/posters indicate 2m social distancing Hand sanitisers/Masks are available to staff. Staff required to wear face masks when working in close proximity to each other All touch points – microwaves/kettles/toilets/taps cleaned before and after every use. Prominent signage to display control measures. Staff encouraged to avoid each other, and pass back to back if necessary 	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	Branch Manager Staff	Immediate and ongoing	Yes

