

Covid Risk Assessments

Field Based Staffs

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 to Staff	Staff Visitors Vulnerable Persons	<ul style="list-style-type: none"> ■ FBS required to wear face masks when visiting branches ■ FBS to avoid face to face contact when engaging with customers/staff ■ Visits must be justified and essential to Ops/H&S/HR matters only ■ Visits to be short and specific to reason for attending ■ FBS should not eat on site ■ FBS should not conduct routine admin duties on site ■ Where a meeting is required, social distancing to be maintained area cleaned before and after use. ■ Briefings/posters indicate 2m social distancing ■ Hand sanitisers/Masks are available to staff. ■ Prominent signage to display control measures. 	<p>Monitor and Maintain.</p> <p>Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager All Drivers	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> ■ FBS required to wear face masks when visiting branches ■ FBS to avoid face to face contact when engaging with customers/staff ■ Visits must be justified and essential to Ops/H&S/HR matters only ■ Visits to be short and specific to reason for attending ■ FBS should not eat on site ■ FBS should not conduct routine admin duties on site ■ Where a meeting is required, social distancing to be maintained area cleaned before and after use. ■ Briefings/posters indicate 2m social distancing ■ Hand sanitisers/Masks are available to staff. ■ Prominent signage to display control measures 	<p>Monitor and Maintain.</p> <p>Adjust as necessary</p> <p>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"> ■ FBS to regularly clean all touchpoints during visit ■ FBS to familiarise and comply with all Covid Arrangements for the Branch they are visiting ■ Hand sanitisers/Masks/Cleaning equipment is available to FBS ■ Prominent signage to display control measures. 	<p>Monitor and Maintain.</p> <p>Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Whse Staff	Immediate and ongoing	Yes

