

Covid Risk Assessments

Branch Retail

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"> ■ Retail area is restricted by headcount, only limited customers in store ■ Floor markings indicate 2m social distancing. ■ Staff and customers required to wear face masks when interacting – (staff can remove when no customers present) ■ Staff/customers are separated by Perspex screens ■ Hand sanitisers are available ■ All touch points – card machines etc are 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 Retail 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 material are readily available at the retail counter. ■ Transactions are contactless whenever possible ■ All touch points – card machines etc are wiped after every use. ■ Increased cleaning regime on all touch points – door handles etc. 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Retail 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 on place at all branches ■ Poster on personal hygiene are displayed at all branches. ■ Staff to wear face mask when working in close proximity. ■ Cleaning material are readily available at the retail counter. ■ Only essential staff are permitted in the retail area. ■ PPE is available for staff to don as appropriate 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Staff	Immediate and ongoing	Yes

