

Task Risk Assessment

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Before Controls	HIGH 20 RISK	MEDIUM 12 RISK	After Controls
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Task Title	Working Safely during COVID-19 Visa Europe (UK) Public Risk Assessment		
Process Title	Risk Assessment inline with the government guidelines on safe working practices. Applicable to Visa Offices and subsidiary companies during COVID-19 in the UK (England Offices).		
Location	VISA Offices Inc subsidiary Company Offices (UK)		
Assessed On	31/08/2021	Assessed By	Jayesh Vekaria
Review Date	03/03/2022	Reference	RA981293
Signed By	Jayesh Vekaria	Revision	5
People Affected	Disabled, Employees, Visitors, Contractors, New and Expectant Mothers, Members of the public, Home Workers, venerable people		

Hazards

PPE

Task/Procedure/Method Statement

This Risk Assessment is part of the "Working Safely During COVID-19 in Offices & Contact Centers" guidance set in the UK.

The Risk Assessment applies to all Visa Offices, sites and subsidiary companies within the UK.

A detailed specific Risk Assessments has been produced to further manage the risk in line with Visa Europe's requirements.

All potential Hazards / Events / Scenarios have been assessed Pre and Post control measures in place.

The HSE Poster including the COVID -19 Safety notice will be displayed.

Added Visa Europe follows a Return To Office (RTO) Processes which is governed and managed by senior management. This information is internal to Visa Employees.

** Added** Aug 2021 - Visa Europe requires all employees, visitors and contractors to show the NHS COVID vaccine passport or carry out a COVID Test when entering any Visa Europe Office (UK - England) - Guidance is available on our Employee Insite page and Visitors guidance email when registered.

Task Related Hazards & Controls

<p>Hazard Description Section 4.Managing Visitors & contractors</p>	<p>Before Controls: High Risk (16/25)</p>	<p>REQUIRED CONTROLS</p>	<p>After Controls: Medium Risk (8/25)</p>
	<p>Controls In Place</p> <ul style="list-style-type: none"> Dedicated areas for visitors meetings to take place Visitors are to be limited with restricted times being applied All contractors to provide a revised set of RAMS under COVID-19 conditions All contractors, visitors are to follow Social Distancing guidance and signs. Contractor working restricted to shift patterns / scheduled work where there is less people. All Visitors are to be approved, signed in and fully inducted to our COVID-19 Controls - It is now a requirement for everyone to show their NHS COVID Passport or carry out a COVID Test on site prior to entering 		



Before Controls: **High Risk (16/25)**



After Controls: **Medium Risk (9/25)**



Hazard Description

Section 2. People working from home

Controls In Place



DSE Training / Assessments available



Visa mental health / well-being information on Insite



Take regular breaks including support guidance for employees



Regular communication with team / manager



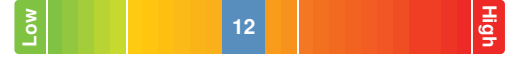
Ensure all work equipment provided is in good safe condition



Before Controls: **High Risk (16/25)**



After Controls: **Medium Risk (12/25)**



Hazard Description

Section 3. Social Distancing at work

Controls In Place



Disinfectant / wipes in meeting rooms



People to follow good hygiene practice



Social Distancing guides, markers / signs on site



Welfare Facilities social distancing signs / guidance



Break times / Food servings to be staggered to reduce flow of people.



One way staircases ,routes and exits will be implemented on our sites



Group Distancing: 2 Meters to be kept at all times in all communal areas



Limited number of people on floors inline with social distance floor mapping



Hand Sanitizer stations at key points on site including entry and exit points



Reduce face to face meetings. Keep social distancing at all times where possible.



Protective Screens to be used at reception areas where social distancing can't be kept



People encouraged not to rush at work. Allow adequate time to enter and leave the site



Dedicated walkways, entry points and one way system will be implemented in high traffic flow areas when required.



Only use face coverings where social distancing is not possible on site and where specified task are required to do so under a Risk Assessment - Mask to be worn when moving around the building and on communal areas.

Emergency Controls In Place



First Aiders are to follow COVID-19 guidance



COVID reporting procedure in place - Via Employee Relations



During emergency evacuation social distancing is not required.



Before Controls: **High Risk (16/25)**



After Controls: **Medium Risk (9/25)**



Hazard Description

Section 5. Cleaning of the workplace

Controls In Place

- Hand Sanitizer available at key locations
- Communal Touch Points regularly cleaned and checked
- Ongoing Inspection and records of all cleaning points
- Ensure correct temperature / air flow monitoring in place
- Good hygiene signs / information at points for staff eg. Cover When Coughing
- "Clean desk" processes to allow cleaners to regular clean desk / equipment
- Disinfectant / wipes available at all times. Increased Disinfectant / Enhanced Cleaning in place.
- Sanitation stations at goods / materiel handling covering deliveries both in and out of the site.
- Good hygiene signs / information at points for staff eg. washing hands for 20 Seconds with soap & water
- Clear instructions and guidance on the use of welfare including shower rooms facilities during COVID-19. Enhanced cleaning to take place
- More waste facilities and frequent collections
- Extraction Fan / HVAC systems cleaned and monitored
- Enhanced cleaning taking place at all points of the site
- Strictly essential deliveries only to site. No personal deliveries.



Before Controls: **High Risk (16/25)**



After Controls: **Medium Risk (9/25)**



Hazard Description

Section 7. Workforce Management

Controls In Place

- Staff to undergo a COVID-19 Visa training module
- Workforce engagement and communication on awareness, current and new controls to be implemented
- Drop off points / transfer zones in place where items need to be passed to other members of staff
- None essential travel has been stopped in favor of remote options. Where business travel is required refer to Visa procedures



Before Controls: **High Risk (16/25)**



After Controls: **Medium Risk (9/25)**



Hazard Description

Section 1. Managing Risk of COVID-19 Virus

Controls In Place



COVID-19 Reporting / Training in place



Employees should work from home if they can.



Hand Sanitizer stations available at key points across the site.



Increased Disinfectant / Enhanced Cleaning in place at all times.



Limited numbers of employees will only be able to access the office.



Social Distancing measures within the office are to be maintained and controlled



Where there is a group of people on site they should maintain social distancing



Those who are on the site should maintain good personal hygiene eg. Cover When Coughing



Personal hygiene signs / guidance are to be followed - eg. washing hands for 20 Seconds with soap & water

Emergency Controls In Place



First aider's are to follow COVID-19 Guidance



Before Controls: **High Risk (20/25)**



After Controls: **Medium Risk (9/25)**



Hazard Description

Section 2. Protecting People who come to work

Controls In Place



No children allowed on site



Covid Isolation & Reporting procedure



Visitors are strictly limited and subject to approval.



Limited numbers and restricted access in areas of work



Social Distancing must be maintained through out the site



Clinically / High Risk People should not come to work - unless fully Risk Assessed



Face Covering to be worn when moving around in the building and in communal areas.



No New & Expectant Mothers - MUST undergo an individual risk assessment if they are required to come into the workspace.

General Controls & Emergency Controls

Controls In Place



Cover When Coughing (good hygiene)



Disinfectant points



Hand Sanitizer points



Good hygiene practice eg. washing hands for 20 seconds with soap and water.



Covid Mandatory controls in place



Face covering only when social distancing is not possible or specified on a risk assessment.



Social Distancing as per guidance



Face Covering to be worn at all times when in a Visa office apart from when sitting at your desk or eating at a specific location.

Emergency Controls In Place



First aid arrangements during COVID-19



Social distancing does not apply when evacuating a building for an emergency.

Health Surveillance

Individual cases to be referred to Occ Health & HR as per Visa processes.