



Fluent Money Group Ltd

# COVID-19 On-Site Working Risk Assessment

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# 1 Introduction

## Objective

This risk assessment is a requirement following the COVID-19 global pandemic and in following UK Government guidelines to effectively consider and manage workplace safety for all staff for firms with more than 50 employees.

This risk assessment is written on the understanding of the guidance as it stands on 18<sup>th</sup> May 2020.

# 2 Related Material or Guidance

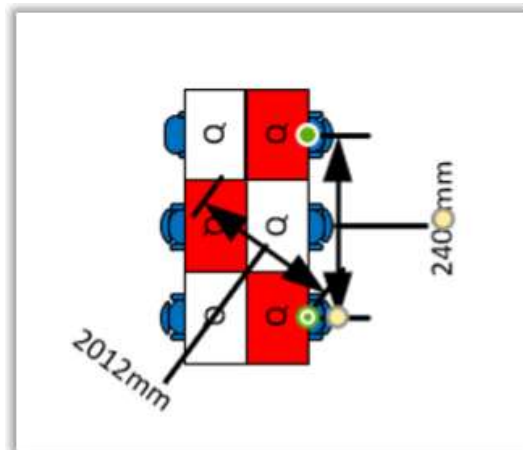
- HM Government **Working safely during COVID-19** in offices and contact centres. Guidance for employers, employees and the self-employed. 11<sup>th</sup> May 2020
- HM Government **Staying COVID-19 Secure in 2020** – risk assessment
- HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

# 3 Considerations

## 3.1 Planning for safe numbers

Fluent Money Group (FMG) have considered and will continue to consider the wider government guidance with regard to the workforce remaining at home until such a time as there is a recommendation or business need to migrate home-working staff back on site at Rivington House. Appropriate consideration has been given to the maximum possible headcount we could safely accommodate on site. Additionally we have reviewed what we believe to be an optimal number, based on desk spacing, office and room structure and general layout of the premises at Rivington House.

The diagram below gives some indications of the potential desk spacing considerations. FMG believes, based on existing layouts, a maximum of 205 staff could be accommodated currently. Further on-site reviews need to take place to consider the effectiveness of this proposal and the density of staff that this may create in certain areas. It is believed our optimal number of on-site workers may be closer to 100 at this time.





## 3.2 Managing social distancing

FMG take the adoption of this principle seriously and will deal with the issues it raises as follows.

### Signage & Information

As part of our on-going communications plan, FMG will arrange for clear, large print posters to be distributed throughout Rivington House re-affirming the government guidelines and working practices about staying COVID-19 safe in a working office environment.

These will cover; Hygiene and hand washing, the 2m rule, social spaces, kitchens, toilets, entry and exit points, corridor movement, meetings, smoking space, canteen arrangements, lockers, swipe points and communal equipment.

### Face Coverings

FMG will understand and accommodate any member of staff preferring to wear a face covering on the premises. Our belief, on consideration of the guidance, is that this is not strictly necessary, but may be advisable in 'hot spots' where closer encounters (minimum 2m) may be more prevalent. We have identified these areas as the kitchens and toilets, though with effective signage, protocols and distancing measures, we feel that these risks will be largely mitigated.

Staff should follow sensible procedures for the frequency of changing face coverings and for their safe disposal in our waste bins or re-washing frequently off site.

### Gloves

FMG again will accommodate and understand any member of staff who may prefer to use latex (or similar) gloves. Staff should again follow sensible procedures for the frequency of changing such items and for their safe disposal in our waste bins.

### Car Parking

All staff can be accommodated on site with our car park areas, but with immediate effect, staff should park in alternate bays, leaving a clear car space in between to ensure adherence with the 2m distancing guidance.

### Lockers

FMG have considered the location and closeness of locker provision for staff and concluded the moving or detaching and subsequent spacing is not a workable option. The easiest and most practicable method of managing locker traffic is simply to enforce the 2m exclusion zone when another member of staff is accessing their locker near another. Staff must simply wait until others have moved away and are more than 2m away again.

### Moving Around the Building

Clear signage will confirm and instruct all staff to 'keep left' in corridors and on the stairs, and to maintain safe distancing in all other areas at all times. Staff will be discouraged from moving around the building unless necessary. Contact with other staff should be mostly by internal telephone, face-to-face meetings should be reduced to the essential only and these should be strictly socially distanced.

Break times and lunchtimes will be staggered by the management to avoid natural spikes in movement to or away from communal areas such as the kitchens, canteen, smoking space and hallways.

### Visitors

At this time, no external party is to visit the office premises. The exception will be FMG's



cleaning contractors or delivery of key supplies.

Where a visitor does arrive, safe social distancing measures must be adopted and the visitor should not be permitted entry on site unless absolutely essential.

### Smoking

The smoking shelter remains available for staff, although to prevent breaking of social distancing rules, it is suggested staff should smoke on their own and not in groups. If more than one person goes outside to smoke, they should distance themselves away from the shelter at 2m intervals as per physical distancing rules. Staff should stand away from the cigarette bins so that disposal of cigarette butts can be completed by others without breaching the 2m interval rule.

## 3.3 Hygiene

### Cleaning

The office premises will be cleaned by an external contractor and the focus will be on;

- Door push plates (though most doors will remain open during business hours)
- Toilet areas
- General surfaces – in particular kitchen worktops, counters, vanity units
- Entrance and exit doors, handles
- Communal equipment – printers, Paxton swipe sensors, InVentry units

### Hand Hygiene

Staff will be encouraged to wash their hands for 20 seconds in line with guidance as often as possible.

Additionally FMG have provided hand sanitiser stations throughout the building and, via signage and communications, staff will be encouraged to use these stations as frequently as possible when moving around the premises.

### Work Stations

Staff will have their desk stations cleaned by our contractor, but staff are encouraged to sanitise their keyboard, mouse, screens and telephones plus desk drawers at regular intervals using wipes.

FMG will help and support staff with supplies of wipes and tissues upon request.

## 3.4 Travel

Staff will be asked and encouraged to travel to the office via the acceptable 'best' method of; private car (not sharing), walking or cycling. Public transport use should be limited where possible but if not, staff are advised to use a face covering.

## 3.5 Operational Practises

FMG will continue to operate and thrive during this COVID-19 outbreak, and there are a number of additional considerations for us to plan for and be cognisant of within the safe operation of the business.



## Shifts & Teams

Fluent management will factor and consider wherever possible the needs of staff and their safety in permitting access to, and working within, Rivington House.

Wherever possible, management will use 'fixed teams', where the same small unit of staff remain on the same shift pattern and work area to avoid cross contamination across groups. The business will avoid unnecessary movement of staff within teams, again, to mitigate and reduce risk exposure.

Shift systems and rotas may need to change to permit the lead-working capacity the business requires, but this will be offset against key spikes in staff arriving/leaving or taking breaks etc. FMG may well amend shift patterns so that staff have some time at home and some time on site to facilitate this. At this time, future patterns are not known, but this note is to advise staff of its consideration in this risk assessment.

## Health Assessment Surveys

FMG believe being able to work on site and being permitted to work on site are two distinct issues. We have taken necessary steps to safeguard staff who may migrate back towards office working again and ensure that they are suitably vetted and checked against government health criteria. We take seriously the needs of the many not being outweighed by the needs of one individual.

Accordingly, on application for a return to site working, staff are surveyed against COVID-19 triage questions to establish their current health situation. Additionally, staff are asked to declare they will alert FMG management should any aspect of their personal or household-related family situation change. This will ensure that FMG can continue to maintain and monitor our risk exposure to COVID-19.

Government guidance on clinically vulnerable and extremely clinically vulnerable staff will be followed. Such individuals will not be permitted back on site until some degree of comfort is provided regarding the pandemic from the government that suggests this may now be an acceptable level of risk.

## Managing Home Working

FMG remain aligned to the government's strategy prevailing at the time of this risk assessment of workers working from home, wherever possible.

FMG management are committed to ensuring the working environment for staff is suitable, fit for purpose and technically adapted to the needs of the business during the pandemic. We understand and appreciate not every home situation is necessarily ideal but that, via the use of surveys, we will remain engaged with staff at all levels to ensure their working pattern is satisfactory for the wider needs of the business.

Naturally there is and remains some variability to this situation as the home situation of staff may be affected by external factors, for example schools re-opening, partners furloughed or returning to work. FMG will continue to monitor this aspect and remain in dialogue with staff.

## Staff Falling Ill or Self Isolating

FMG have considered the needs of staff falling ill or needing to self-isolate as a result of specific COVID-19 related symptoms, and specifically advised all staff of sick pay arrangements on 16<sup>th</sup> March 2020. We are clear this has been communicated and delivered to staff effectively.



## 3.6 On-going Developments

This assessment is written based on the information and guidance available on 18<sup>th</sup> May 2020 where we are at the very beginning of the potential easing or adjustment of restrictions in societal movements. Clearly FMG will remain in tune with changes and amendments to the situation, and will make adjustments in accordance with those changes as they occur or have impact.