

Company name: Arleigh Group

Assessment carried out by: P Taylor – Head of Safety - Branch

Date of assessment 140520

Last Review 240621

Next Review due 240921

Activity Covered – Field Based Staff (FBS)

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	Field Based Staff Customers	FBS to avoid face to face contact when engaging others Visits should be justified and kept short and specific to reason for attending. Calls should be kept as local as possible, no overnight stays are permitted, unless previously agreed with line management. 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 are available to staff. Face covering to be worn when visiting store or customers Prominent signage to display control measures.	Monitor and maintain – adjust as necessary. Report any confirmed cases to HR	FBS Host Manager	Immediate and ongoing	Yes

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Exposure to Covid – Hard surface to Staff	FBS	FBS to regularly clean all touchpoints during visit FBS to familiarise and comply with all Covid Arrangements for the Site they are visiting. Hand sanitisers/Masks/Cleaning equipment is carried by FBS	Monitor and maintain. Adjust as necessary Report any confirmed cases to HRBP/BM	FBS Host Manager	Immediate and ongoing	Yes

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Exposure to Covid – Staff to Staff	FBS	<p>FBS to avoid face to face contact when engaging with customers/staff</p> <p>Visits must be justified and essential to Ops/H&S/HR matters only</p> <p>Visits to be short and specific to reason for attending</p> <p>FBS should not eat on site</p> <p>FBS should not conduct routine admin duties on site</p> <p>Where a meeting is required, social distancing to be maintained area cleaned before and after use.</p> <p>Briefings/posters indicate 2m social distancing</p> <p>Hand sanitisers are available to staff.</p> <p>Face covering to be worn when in close proximity to others</p> <p>Prominent signage to display control measures</p>	<p>Monitor and maintain.</p> <p>Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	FBS Host Manager	Immediate and ongoing	Yes

More information

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www.hse.gov.uk/