



**FURNLEY
HOUSE**

FINANCIAL PLANNING PARTNERS

Risk Assessment

Coronavirus

Risk Assessment – Coronavirus

This document outlines the health risks and potential actions around Coronavirus.

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Someone within the Business contracts Coronavirus

Key Questions

- When did they contract Coronavirus?
- Have they been abroad, if not what do they believe was the trigger to them becoming infected, e.g. have they been in contact with someone they now know has the infection?
- When were they last in the office?
- Who have they been in contact with and over what period?
- Have they been in contact with staff only or clients/providers also?
- Have they been in contact with other people within the Business?

Potential Actions

- Advise all people who have been in contact in the last 14 days with the individual as a matter of urgency.
- Depending upon the answer to some of the above questions, all staff should be instructed to work from home and the office should close for 14 days. A key question is, when was the infected individual last in the office?
- Staff should be advised to self-isolate and contact 111 or 111.nhs.gov.uk for further guidance, especially if they have any of the symptoms associated with Coronavirus, e.g. fever (high temperature), fatigue, dry cough, shortness of breath, muscle pain. Whilst we don't want to encourage unnecessary absenteeism / working from home, we should believe / encourage caution.
- Clients / providers should be advised to check with their GP / 111 but we would recommend

self-isolation. We suggest any third parties that have entered our premises should be advised and not just people who have been in contact with the infected individual.

- If the infected person has children, then they should be advised to inform their child's school. Staff who have been in contact with the infected person and have children may also want to inform their child's school.
- Staff should be advised if they have any friends / relatives that would be considered high-risk to stay away from these individuals, e.g. elderly, people with other illnesses, diabetes, etc.

Somebody within the Business has a relative or friend who has contracted Coronavirus or is in self-isolation

Key Questions

- Is the member of staff showing any symptoms related to Coronavirus?
- When did the person contract Coronavirus / go into self-isolation?
- If the person in self-isolation hasn't been diagnosed as having Coronavirus, ascertain the reasons why they are in self-isolation.
- When did the person last have contact with this individual, e.g. in the last 14 days?
- When was the person last in the office?
- Who have they been in contact with and over what period?
- Has the employee been in contact with staff only or clients / providers?

Potential Actions

- Advise all people who have been in contact with the staff member as a matter of urgency.
- Any staff should be instructed to work from home for a period of 14 days, at the end of which the position should be reassessed with a view to them returning to work.
- Staff should be advised to self-isolate and to check with their GP / 111.
- Clients / providers should be advised to check with their GP / 111, but we would recommend self-isolation.
- If infected person has children, then they should be advised to inform their child's school. Staff who have been in contact with the infected person and have children may also want to inform their child's school.
- Staff should be advised if they have any friends / relatives that would be considered high-risk to stay away from these individuals, e.g. elderly, people with other illnesses, diabetes, etc.

Somebody has been to a high-risk area on holiday

Potential Actions

- Individual should be advised to work from home for 14 days and self-isolate.
- Individual should contact 111 or 111.nhs.gov if they have any of the symptoms associated with Coronavirus, e.g. fever, fatigue, dry cough, short of breath.

Somebody working within the Business has been on holiday in an area close to (but not in) a high-risk area

Potential Actions

- Individual should be advised to work from home for 14 days and self-isolate. They should only return to work after 14 days if they are not suffering from any of the Coronavirus symptoms, e.g. fever (high temperature), fatigue, dry cough, short of breath.
- Should we still consider advising the individual to work from home for 14 days based on the wider staff morale / health concerns etc?

If the Office is closed for 14 days

Potential Actions

- Deep clean of office premises.
- Global communication advising everyone when they should return to work.
- Manager's will need to manage their teams remotely as this isn't a 'holiday.'
- Be prepared to skype, conference calls etc.

Members of staff who are high-risk due to existing health problems

Potential Actions

- If circumstances arise, advise such individuals to work from home. Similarly, if they have members of their family with whom they reside, they should work from home.

Client / Provider interaction

Potential Actions

- We Should be checking if clients / providers have been to high risk areas in the last 14 days before allowing them access to the office.
- We are encouraging staff to have video conference calls or phone calls rather than face to face meetings. If you do have a face to face meeting it is advised that you do not shake hands.

Staff Holidays

Potential Actions

- A communication asking staff to declare any holiday arrangements for the next month in terms of the destination of their holiday.

General Good Practice

- Wash hands thoroughly and regularly with hot soapy water. Wash in between fingers, tips of fingers, back of the hand and palms. Wash for at least two versions of Happy Birthday.
- If using anti-bacterial gel, needs to contain alcohol.
- If you go out of the office wash your hands on returning to the office. This includes when you first arrive.
- If you cough or sneeze use a tissue and then throw the tissue away, preferably down the toilet.
- Avoid touching your nose, eyes or mouth if your hands aren't clean.
- Please keep Jen fully up to date for all of the above, e.g. if you have symptoms, a friend or relative has symptoms, or any holiday arrangements.