

Task Risk Assessment

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Before Controls	MEDIUM 12 RISK	MEDIUM 8 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	07/02/2022	Assessed By	Jayesh Vekaria
Review Date	07/08/2022	Reference	RA981293
Signed By	Jayesh Vekaria	Revision	6
People Affected	Employees, Visitors, Contractors, New and Expectant Mothers, Members of the public, Home Workers, Vulnerable 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 specific Risk Assessments has been produced to further manage the risk of COVID-19 within Visa sites inline with policy.

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

****Added Jan 2022**** The Government has lifted the measures put in place under Plan B - This Risk Assessment is the revision inline with the new controls.

Pervious versions of the Public Risk Assessments are available at request if required.

Task Related Hazards & Controls



Hazard Description

Section 4.Managing Visitors & contractors

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



After Controls: **Medium Risk (8/25)**



Controls In Place



High Risk / Clinically Vulnerable people should follow medical guidance.



All contractors to work to revised COVID-19 Controls and Visa requirements.



All Visitors are to be approved as per Visa GSS Procedure. All booked visitors must follow the Visa COVID -19 Entry Requirements.



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



After Controls: **Medium Risk (6/25)**



Hazard Description

Section 5. Cleaning of the workplace

Controls In Place



Hand Sanitizer / Cleaning
Wipes available at key
locations



Extraction Fan / HVAC systems are validated as per HSE guidance
on fresh air.



Enhanced cleaning plan taking place at all points of the site. A
detailed test and inspection schedule is in place for all high
touchpoints



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



After Controls: **Medium Risk (6/25)**



Hazard Description

Section 1. Managing Risk of COVID-19
Virus

Controls In Place



Increased Disinfectant /
Enhanced Cleaning in place
at all times.



Hand Sanitizer / Clean wipes stations available at key points across
the site.



Anyone who is suffering COVID-19 symptoms are not to enter Visa
offices and follow guidance.



Personal hygiene practices are to be followed by everyone - eg.
washing hands for 20 Seconds with soap & water

Emergency Controls In Place



First Aiders on site

General Controls & Emergency Controls

Controls In Place



Cover When Coughing (good hygiene)



Disinfectant points



Hand Sanitizer points



Covid Mandatory controls in place



Face covering voluntary



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

Health Surveillance

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