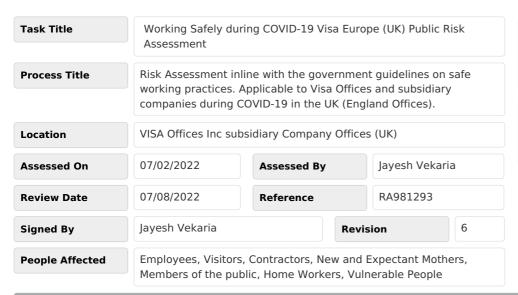


Task Risk Assessment

MEDIUM 12 RISK

MEDIUM 8 RISK

sevron





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

Section 4. Managing Visitors &



Before Controls: Medium Risk (12/25)



REQUIRED CONTROLS

After Controls: Medium Risk (8/25)

8 8





Controls In Place

guidance.

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

High Risk / Clinically Vulnerable people should follow medical



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)

6



Hazard Description

Section 5. Cleaning of the workplace



Hand Sanitizer / Cleaning Wipes available at key



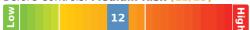
Extraction Fan / HVAC systems are validated as per HSE guidance on fresh air.



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





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 refereed to Occ Health & HR as per Visa processes.