



**Covid-19 Risk Assessment
Working on client site
Last Updated 6th April 2021**

The risk of the spread of the Covid-19 virus applies to all staff visiting a client site and to the customers themselves. The following controls are being put in place to minimise the risk of the spread of infection.

Vulnerable persons

Anyone who has been advised by their health care professional, that they are particularly vulnerable to the infection, should continue to work from home until they have been advised otherwise.

Health screening & isolation

All staff that are based on client site, should follow the same rules around testing and isolation as are detailed in full on the 'working at ramsac offices' risk assessment.

Social distancing

It is important that staff are able to maintain a suitable social distance at all times. All clients will be surveyed prior to any site attendance, to ensure that the client premises have been adapted to provide for appropriate social distancing.

PPE

All field-based staff will be issued with a supply of PPE including face masks, disposable gloves and hand sanitiser. Additional supplies should be requested via the Operations team when needed. Face masks must be worn on all public transport and in any work environment where it is not possible to maintain social distance for any reason.

Hand hygiene is critical in the defence against the Covid-19 virus, and should be used on arrival at client sites, and before and after using shared facilities. Gloves should be used if there is no alternative but to use a client's own equipment, such as a keyboard and mouse. They should be used for a minimum period of time only, whilst in direct contact with one person's device, and then removed, disposed of, and hands washed using soap and water or hand sanitiser. Gloves should not be worn for long periods of time and when moving from one device/workstation to another. Proper hand hygiene should always be the primary goal over and above the wearing of gloves.

Travelling to client site

The ideal way to travel to client site is in a private car. If you need to car share with a colleague (which should only be done in exceptional circumstances), face masks should be worn. If you need to use public transport, follow the safety guidance of the travel operator, maintain good hand hygiene and wear a face mask.

We do not encourage the use of London Underground at this stage and we will be happy to reimburse the cost of an Uber if it is not possible to walk to your destination.

Working in a client office

Clients will be expected to provide you with a dedicated workspace for the day, which they will confirm has been cleaned prior to your use. You should use your own laptop and where possible, connect to a client's devices from your own machine. Where this isn't appropriate, remember good hand hygiene and consider the use of the supplied gloves.

It is recommended that you take your own packed lunch to site with you and eat that at your allocated work space where practical to do so. Consider taking your own drinking cup/water bottle and avoid taking part in office 'rounds' choosing to make your own drink and then washing your hands after doing so.

Your own assessment of risk

The government guidelines around social distancing and covid-19 safety precautions are widely understood and updated. You are expected to keep yourself informed of current guidelines which are available at <https://www.gov.uk/coronavirus>

This risk assessment is a generic one, covering all client sites as it is not feasible to attend each site at this stage. It is therefore imperative that you carry out your own dynamic risk assessment upon arrival at a site. If you feel that your safety is in anyway compromised, the company will fully support you in making a decision to leave site. Please report this to the Operations Team immediately so that appropriate remedial actions can be discussed with the client.

No one will be forced to attend client sites against their will, and you should discuss any concerns about doing so with the Head of Technical Services.

Client survey

All clients will be asked to complete [this questionnaire](#) before you visit. You are welcome to review their answers before you attend site.