

HEY Credit Union Covid-19 Risk Assessment May 2020

What is the hazard?

The spread of Covid-19 Coronavirus. This is a new illness that can affect lungs and air-ways. Symptoms can be mild, moderate, severe or fatal.

Who might be harmed?

Staff, volunteers, visitors to premises (members, prospective members, business contacts), contractors, vulnerable persons (elderly, pregnant, ethnic minorities, those with underlying health conditions).

The next slides show the **Control Measures** and agreed actions in consultation with our staff team, as we prepare cautiously to reopen branches. We will also publish the final version on our website.



Hull & East Yorkshire
Credit Union

The Fairer Alternative

HEYCU Covid-19 Risk Assessment - 1

Hand washing –

- Reminders in staff bulletins, advice posters.
- Replenishment of supplies of soap, tissues, wipes, sanitiser.
- Hand sanitiser and tissues at entry point to all branches.

Cleaning –

- Frequent cleaning of surfaces, office equipment, keyboards, phones, door handles, light switches, kitchen items.
- Avoiding “hot desking”.
- Limitations on cash transactions (max. £100 notes only).

Social Distancing –

- Daily reminders to staff and management monitoring.
- Sneeze screens at all branch counters and physical barriers.
- Limits to number of members in branches at once; Notices at entry points; staff member to monitor entry; appointments where possible; face masks available for staff; Consultation pods and interview rooms out of use.

HEYCU Covid-19 Risk Assessment - 2

Social Distancing –

- Review of staff rotas, start and leave times and home working options (temporary or permanent) to minimise peak travel.
- Encourage staff to use alternatives to public transport.
- Restricted branch opening times in line with similar businesses.
- Staff at alternate work-stations, not facing each other or adjacent.
- All top floor rooms for staff breaks / only one in kitchen at once.
- Inter-branch travel at absolute minimum.
- Ventilation of premises (consider doors open in summer).
- Meetings by video conference until further notice.

Symptoms of Covid-19 –

- Staff and volunteers to notify manager without delay if experience symptoms; send home, give advice, stay in contact re next steps.
- Notify Public Health Authority of anyone affected on premises.

Mental Health –

- Cascading of messages and advice, offering reassurance and support, provide training opportunities.