

# PC Futures Risk Assessment

**Originated 18/11/2020 – Last Updated 21/06/2022**

PC Futures, in accordance with the current UK Government guidance the staff and directors have assessed the situation, and this is how we will operate going forward.

We have looked at the risks to us as individuals and as a team and we feel we have gotten a handle on things to protect our staff, business and customers.

- 1) All staff are over or close to 2m spaced from each other which is currently in place due to the office layout. If this is not the case large screens act as deflectors for staff to further limit the spreads of any infection.
- 2) There are still hand sanitisation products available in the office.
- 3) Due consideration has been made for face-to-face meetings. This is to ascertain if they are required. Also, further consideration needs to be given before inviting clients into the office to keep us as protected as we can. We understand this is less of a requirement than it was but still not one to be ignored.
- 4) If a site visit is a must for critical IT support call. We will observe our own COVID friendly policy as we look to keep these visits to a minimum. Assessing the risk on a case-by-case basis and thinking of their own vulnerabilities.
- 5) Masks will be worn if requested by customers so all staff will consider having these with them before they leave.
- 6) We are no longer asking staff to limit their pool of individual interactions for face-to-face meetings in their private life as we feel society has recovered more.
- 7) All staff have been consulted on if they feel they require or wish additional PPE. No changes have been requested.
- 8) For now one member of staff is retaining responsibility for making all office drinks. This is just to keep things as reduced as possible. Access into the kitchen is available for all though as we feel the prior restrictions are not needed.

## **Working Hours/Information**

- 1) There is no change to working hours.
- 2) All staff are to continue working in the office as we feel the worst of the danger has now passed. We are however mindful that we can move to remote working if needed and our disaster recovery procedures worked well. This is likely to only be required with a Government order.

## **Working From Home**

With a strong suspicion of staff having Covid we reserve the right to ask a member of staff to work from home. We think this is unlikely but it's there just in case.

## **Directors Analysis**

Based on the previous lockdown our ability to perform many aspects of our work from home was compromised. As a result, and given our current clients and work load we would now class ourselves as key workers due to the nature of specific service sectors we are servicing.