

Risk Assessment – Version 3 11 June 2020

This document is a blank risk assessment template that may be used by anyone conducting a risk assessment.

Any need for additional control measures should allocated an action owner and date for when the control will be implemented.

It remains the responsibility of anyone assessing risk to ensure that a risk assessment is suitable and enough before carrying out an activity.

Scope of risk assessment	COVID-19 Staff return to work
Date	11.06.20
Person completing RA	Paula Dixon, Head of Facilities
Responsible Manager	Paula Dixon

Brief description of what is intended:
Staff return to work - Provision of government guidance including social distancing measures to be applied.
Key Crew/ Operators/ Contractors involved:
Kings Cleaning (Cleaning Contractor) KSL (AC Contractors) Workspace (Landlords)

Hazards Identified and Risks Arising <i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i>		Risk Assessment & Precautions Required <i>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</i>
Hazard:	To Whom:	
PRE-RE-ENTRY TO THE OFFICE		
Return to work in the office Person to person transmission	All staff invited to work out of the office	Health Declarations - A written declaration from staff will be required based on the following: <ul style="list-style-type: none"> • that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days • they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days • that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus • that they undertake to declare any symptoms or contact with anyone who has symptoms of coronavirus immediately • that they complete an office access request • that they have a read and understood the <u>office access protocols</u> • Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. Whilst awaiting transport if it is a taxi, a dedicated room (Well-being room on the 5th floor) will be accessible to isolate the person. A follow-up risk controlled deep clean of the room should take place Travel to Work - Follow Government Guidelines: <ul style="list-style-type: none"> • Avoid Public transport if possible • If public transport is necessary, avoid peak travel times and wear a face covering • Stagger working hours to avoid heavy commuter travel • Consider flexi working options • Access if parking is available at the Shepherds Building

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
Face Coverings Person to person transmission	Staff	<ul style="list-style-type: none"> • Face covering may provide some protection against the wearer spreading the virus if they are infected. Staff to discuss with their manager if they would like to wear at work. • If required a mask is available from facilities
Who should go to work? Person to person transmission	Staff	<ul style="list-style-type: none"> • Workers in roles critical to the business and operational continuity who are unable to work remotely should be supported with both travel arrangements and PPE if so required • Staff will only be able to return to the office under an invite only scheme, currently we encourage staff to work from home if they are able to do so • Continual updates between senior management on who should be given permissions to come to work • Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of their team
Arriving to work and leave work Person to person transmission		<ul style="list-style-type: none"> • Staggering arrival and departure times • Providing parking or if and where possible encourage staff to walk, run or cycle in • Encourage staff to enter via their nearest 'safe' desk location entry point East or West receptions to avoid congestion • A one-way flow marking system upon entry and exit points to be visible provided by the Landlord • Use hand sanitiser stations provided at all entry points at ground floor level followed by all entry points into ESUK/ESG and ESI office space
Visits to the office via reception Person to person transmission	Visitors	<ul style="list-style-type: none"> • 5th floor reception desk has a protective screen to shield both the visitor and receptionist • Encourage safe distancing with floor signage and the use of a sanitisation unit upon arrival • To minimise transmission, only the receptionist should sign in a visitor • During breaks the receptionist must sanitise their work area prior to another member of staff covering
Deliveries Person to person transmission	Staff	<ul style="list-style-type: none"> • Post and deliveries; we discourage any personal deliveries being made to the office. If you are notified of a work-related delivery, reception will give you a specific time to collect the post or package which will be left in a drop bin in the reception area

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
<p>Moving around the building Person to person transmission</p>	<p>Staff/Contractors</p>	<ul style="list-style-type: none"> • Encourage staff not to move to different floors, where possible use zoom facilities to connect with others working within the building or use a mobile • Each floor will be clearly marked with a one-way flow system (Keep to the left) • Only one person to use a lift (the building has x6 in total; east, west and central) - signage in place stating this • Provisions and priority must go to any member of staff who declares a disability – measures to assist in other areas of this will be taken up through consultation and PEEP • Encourage staff to use stairwells wherever possible
<p>Office/Workshop Set up Person to person transmission Contaminated surfaces/equipment transmission</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Wherever possible office type activities should be continued to be carried out at home. Where this is not possible, our aim is to adopt a Social Distancing adaptation to the workspace allowing a physical separation of 2metres • Posters and signage will be in place to build awareness of good handwashing guidance, the need to increase handwashing frequency • Information on how to maintain proper hand hygiene is displayed on posters • Where possible 'safe' desks have been identified and for those that are in close-proximity, measures have been taken to ensure people are sitting side by side or back to back rather than facing each other • Production Executives or Senior Exec to take control of the number of staff who are to be invited in • Discourage staff from socialising by keeping activity time in terms of movement as short as possible • All 'safe' desks are to be cleaned/disinfected by the user after use each day, anti-viral spray will be available to facilitate this. A further daily sanitisation will be carried out by a cleaning operative • We have been working with our cleaning Service Provider on ways to improve sanitisation that will be effective against the virus by introducing new methods, and the use of a new viricidal chemical that will help protect the office against contamination. Hygiene action points by staff and visitors see below: <ul style="list-style-type: none"> • Frequent, daily sanitise of high traffic touch points by a cleaning operative • Accessible sanitisation products available across the business to enhanced hygiene measures

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Handwashing facilities are provided with anti-bacterial soap and water including Anti-viral wipes • PPE and/or used tissue waste bins will be located on all floors and kitchens to enable safe disposal • Staff are encouraged to sanitise high-touch office equipment • WC's regularly cleaned and disinfected on a daily rota bases by the Landlord • All routine touch points are b to be cleaned/disinfected on a rotation basis during a 6 hr daily operative shift • All areas to kept well ventilated • Work areas will have access to opening windows to offer ventilation, and as far as possible the length of time spent in workspaces should be limited and workers allowed to take regular breaks for fresh air • Personal equipment (headsets, mice) to be cleaned before issue and then each day. Wherever possible headsets, mice etc should be used exclusively by the same person
IT Department & Equipment Person to person transmission Contaminated surfaces/equipment transmission	Staff	<ul style="list-style-type: none"> • All staff to avoid walk-ins & instead log calls via phone/email/Portal • A designated, quarantine area will be identified for staff to return IT equipment • All IT equipment will be cleaned upon entering and leaving the IT department • IT cleaning equipment will be made available for staff to clean their individual workspaces, we would encourage staff to only use what is appropriate and return the cleaning products to the cleaning points once finished. • For desktide assistance, staff will be required to observe the staff distancing guidelines and where necessary, relocate to a safe distance whilst repairs are carried out • Prior to working on a user's PC, IT will initially clean the PC and surrounding area
Kitchens, WC's & Common Areas Person to person transmission Contaminated surfaces	Staff/Visitors & Contractors	WC's <ul style="list-style-type: none"> • Only one person at a time encourage to use WC facilities practicing safe distancing whilst waiting to use • Landlord to provide safe distancing measures • Landlord to provide antibacterial hand soap

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
		<ul style="list-style-type: none"> Landlord to provide an enhanced cleaning rota of all WC's We will provide paper hand towels. Where possible we discourage using hand dryers <p>Kitchens</p> <ul style="list-style-type: none"> No grouping, no more than one person in kitchens; no food will be available, only tea & coffee. We will be encouraging staff to bring in their own water bottle, cutlery and reusable cup Increase handwashing signage Encourage staff to take staggered breaks <p>Common Areas</p> <ul style="list-style-type: none"> Working collaboratively with the Landlord on how we can achieve safe orientation in and out of the building e.g. reception and stairwells – the current entry and exit orientation of the building is as follows: East and West reception entry points only. Central reception is exit only
<p>Changing Rooms and showers Person to person transmission Contaminated surfaces/equipment transmission</p>	Staff	<ul style="list-style-type: none"> Showers are open to tenants. The Landlord has undertaken a round of sampling to detect legionella bacteria being present. All tests came back negative
<p>Meeting Rooms Person to person transmission</p>	Staff	<p>Only use meeting rooms if necessary. The following controls are in place:</p> <ul style="list-style-type: none"> Limit no of people in a meeting based on the size and orientation of a meeting room space ensuring 2meter social distancing is observed. All meeting room spaces will have social distancing floor signage and a poster will be prominent identifying no of persons who can use the room Enhanced Zoom Facilities in all meeting room spaces Open windows for ventilation Provide hand sanitiser Provide anti-viral wipes for staff to clean equipment before and after use

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <i>significant</i> harm, how and to whom. This includes <i>anybody</i> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
<p>Accidents, and fire evacuation Person to person transmission</p>	Staff/Visitors	<ul style="list-style-type: none"> In an emergency, for example an accident or fire, people do not have to stay 2metres apart – this is noted in the HM Gov return to work guidelines People involved in the provisions of assistance to others should pay attention to sanitisation measures immediately afterwards and where necessary wear PPE (face covering and gloves).
<p>Contractors Person to person transmission Contaminated surfaces/equipment transmission</p>	Contractors	<ul style="list-style-type: none"> Where possible limit PPM visits to out of hours Site guidance on social distancing and hygiene should be explained to contractors upon arrival Limiting the number of contractors at any one time Request a COVID-19 Declaration Form to work on-site from the Service Provider
GENERAL		
<p>Mental health during the coronavirus outbreak <i>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</i></p> <ul style="list-style-type: none"> increased anxiety feeling stressed finding yourself excessively checking for symptoms, in yourself, or others becoming irritable more easily feeling insecure or unsettled 	Staff	<p>Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> If you are taking any prescription medications, make sure you have enough and readily accessible. Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news. Read up-to-date, information Keep up your healthy routines including exercise, Ensure you get a good night's sleep Keep hydrated Keep a balanced diet, Avoid excess alcohol, Use relaxation techniques, Improve your mood by doing something creative,

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p>Identify and list what hazards could cause <i>significant</i> harm, how and to whom. This includes <i>anybody</i> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</p>		<p>Evaluate the risks and decide if existing precautions/controls are adequate or more needs to be done. Consider information from all available authoritative sources</p>
Hazard:	To Whom:	
<ul style="list-style-type: none"> • <i>fearing that normal aches and pains might be the virus</i> • <i>having trouble sleeping</i> • <i>feeling helpless or a lack of control</i> • <i>having irrational thoughts</i> 		<ul style="list-style-type: none"> ▪ Stay connected to others ▪ Try to anticipate distress, seek support and support each other <p>For further advice go to: https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>

Originator	Signature:	Date:
Name: Paula Dixon		