

**Risk Assessment**

<b>Area of operation</b>	<b>COVID19 Office Premises Assessment</b>
<b>Date revised</b>	<b>25/01/2022</b>
<b>Significant risks</b>	<b>COVID19</b>
<b>Next review date</b>	<b>25/03/2022</b>

Risk Assessment - COVID19 / Social Distancing


No	Task/Event	Hazard	No Exp	Existing Precautions	Like.	Sev.	Risk Status	Additional Action Required
1	Movement around the office	Transmission of coronavirus due to proximity of individuals as they move around the office and via shared touch points such as door handles.	All	<p>Since the start of 2021 we have required all office attendees to wear a mask when moving around the building. This will continue and be reviewed on 15/2/2022.</p> <p><i>We require you to wear a face coverings (unless exempt) when moving around the office particularly in lifts or spaces where people may congregate.</i></p> <p><i>We ask that you show kindness and consideration to colleagues and other visitors to the building remembering that others may be more concerned or worried.</i></p> <p><i>Unless you are exempt, we do expect you to have a mask with you and that if asked by a colleague or visitor you will put it on for the duration of any meeting or period of proximity'.</i></p>	L	L		Communicate new guidance
2	Desks	Hotdesking, transmission via desk surface and equipment such as monitors and keyboards.	All	<p>Hybrid 1.0 is now live and the majority of our desks are bookable via the juggl app.</p> <p>Sanitising wipes are provided, and staff asked to clean desks at the beginning and end of each day.</p>	L	L		Monitor
3	Shared space, deliveries, equipment,	Transmission from shared surfaces such as photocopiers, zip	All	Signs are in place to encourage and remind about the need for hygiene and hand sanitiser and antibacterial hand	L	L		Monitor and issue reminder to cleaning personnel.

	and post	taps and fridges.		<p>wash is provided.</p> <p>Teams instructed to think about social distancing in relation to share food and drinks. Care should be taken to avoid crowding in kitchen spaces.</p> <p>Enhanced cleaning of these areas is taking place daily.</p>				
4	Travel	Transmission from shared public transport.	All	<p>Guidance for the use of public transport, particularly mask wearing, will be provided by government and travel companies and individual choice will be a factor.</p> <p>Core hours of 10-4 continue (subject to local agreement) allowing individuals to travel outside buy times.</p>	M	L		Monitor
5	Hygiene	Transmission from poor hygiene practices.	All	<p>Despite lower occupancy in the building and less square footage we have maintained cleaning levels. We have introduced tick lists and focussed cleaners' time on touch points. Where we see issues emerging we are providing robust feedback.</p> <p>Additional hygiene stations have been set up to provide easy access to hand sanitiser and cleaners are monitoring stock levels.</p>	L	M		Monitor
6	Health and Safety Roles	Low / ad hoc office attendance resulting in insufficient trained fire marshals and first aiders.	All	Weekly available checks are undertaken to ensure adequate provision of suitably qualified staff.	L	L		Monitor

7	Visitors to the building	Transmission from visitors to the building, either clients or contractors.	All	All access is prearranged, and visitors are asked to confirm they are not experiencing symptoms.  Visitors are expected to wear masks for the duration of their attendance.	L	L		Reminder to staff when arranging in person meetings.
8	Air Quality	Airborne transmission due to lack of fresh air and no ability to open windows.	All	The building has stopped re-circulatory air and providing 100% fresh air and have done since the outbreak	L	L		Continue to monitor with CBRE.
9	IT Support delivering deskside support	Transmission due to necessary proximity when providing IT support.	All	Support calls should be carried out virtually. Where this is not possible individuals are encouraged to maintain social distancing and wear masks.	L	L		Monitor
10	IT Support handling, receiving, and delivering IT equipment	Surface transmission when handling deliveries.	All	Hand sanitiser and gloves are provided.	L	L		Monitor
11	Anxiety	Increased anxiety from individuals as social distancing decreases.	All	It is understandable that individuals will take time to adjust to hybrid working and office attendance. As we prepare for this, Line Managers will be given guidance from HR on how to offer appropriate support to individuals.	M	L		Monitor.
12	Individuals who are medically vulnerable or who live with vulnerable individuals	Vaccination is not 100%. Those who are or who live with a vulnerable person may still want to limit contact with others.	All	Individuals are encouraged to speak to their line managers and / or their HR rep. HR will support in providing case by case guidance to support individuals.	L	M		

13	Outbreak of COVID 19 in the office.	Impact of tracing staff who have been in contact with a confirmed case and the impact of subsequent isolation of key individuals.	All	HR to follow risk assessment for all confirmed cases, contacting known contacts.  Weekly reports of any incidents to COO.  If there is a risk of transmission or cluster of cases in the building CBRE should be advised.	L	M		Monitor
14	Larger events and meetings	As normality returns so HAS the appetite for in person events and with it the risk of transmission of COVID 19	All	All in person events to have COVID 19 risk assessment to ensure appropriate mitigation of risks.	M	L		Communicate risk assessment process to all.

Name of Assessor: Louise Ducker

Signature: 

Date of Assessment: 25/01/2022