

# COVID-19

## RISK ASSESSMENT

Version No.2  
**25 August 2020**

## COVID-19 RISK ASSESSMENT

This risk assessment can be used by a business during return to work after lockdown or in planning for return to work to identify the control measures that should be put in place to protect employees and others from the risk of coronavirus infection.

NOTE: Usual health and safety concerns such as legionella, hazardous substances, work equipment, etc are completed separately.

Location(s): **5 Floor, Number One Minster Court**

Assessed by: **Justine Howard**

Assessment date: **25 Aug 2020**

Hazard	People at Risk	Control Required	Additional Information	Who	When	Status
<b>Infection Prevention - Workplace Access and Safety</b>						
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Delivery drivers/couriers</li> </ul>	<p>Ensure higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Follow guidelines set by building manager for access into main building and use of lifts.</li> <li>• Split the office so that the two separate companies have their own designated areas for ease of maintaining social distancing, cleanliness and to avoid cross contamination with a larger cohort of people.</li> <li>• Use signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate</li> <li>• Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</li> <li>• Limiting in-office occupancy to appropriate level that affords social distancing.</li> <li>• No visitors permitted until further notice.</li> </ul>		Justine Howard	28 Aug 2020	All Completed

Hazard	People at Risk	Control Required	Additional Information	Who	When	Status
		<ul style="list-style-type: none"> <li>Installing Perspex screens to increase desk safety, where appropriate</li> <li>Establish safe queuing systems by use of room occupancy limits and signage, etc.</li> <li>Delivery drives/couriers limited to reception area only.</li> <li>Ad hoc cleans will be made for any area that the third party contractors (i.e. confidential waste collectors) come into contact with.</li> </ul>				
<b>Infection Prevention - Staff Hygiene &amp; PPE</b>						
Spread of COVID-19	<ul style="list-style-type: none"> <li>Employees</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> </ul>	<p>Communication, signage and measures installed to achieve appropriate levels of hygiene:</p> <ul style="list-style-type: none"> <li>Place min 60% alcohol hand gels at convenient places around the workplace with instructions for use</li> <li>Provide paper towels as an alternative to hand dryers in handwashing facilities</li> <li>Print handwashing instructions/posters and displaying throughout workplace</li> </ul> <p>Display Government public health messages to all staff to include:</p> <ul style="list-style-type: none"> <li>cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>put used tissues in the bin straight away</li> </ul>	<p>Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)</p> <p>Adequate hand cleaning resources to be provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</p> <p>Office 'split in two' in order to lower the risk of infection across a larger cohort of people. Separate entrance and exit, separate kitchen areas and meeting rooms.</p> <p>Toilets have been turned in to Unisex with one toilet (4 cubicles) each for both LPIB &amp; CIBL. The Disabled toilet</p>	Justine Howard	28 Aug 2020	All Completed

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		<ul style="list-style-type: none"> <li>wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>Temperatures to be taken of all staff each day, if red or amber, individual will be sent home to self-isolate</li> <li>avoid close contact with people who are unwell and staff advised not to travel to work if they feel unwell.</li> <li>Staff advised not to touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>Provide individual PPE kits to include:</p> <ul style="list-style-type: none"> <li>Individual Hand Gel</li> <li>Sanitising wipes</li> <li>Face Masks</li> </ul>	<p>in each toilet area has been turned into Disabled/Ladies Only.</p> <p>Staff are not required to wear face coverings while at work but may do so if they wish</p>			
<b>Infection Prevention - Cleaning</b>						
Spread of COVID-19	<ul style="list-style-type: none"> <li>Employees</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Delivery drivers/couriers</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p>Frequently clean and disinfect; using appropriate cleaning products and methods, objects and surfaces that are touched regularly particularly in areas of high use such as:</p> <ul style="list-style-type: none"> <li>door handles,</li> <li>meeting room chairs and tables</li> <li>Kitchen surfaces</li> <li>Display screen controls (meeting room light switches, thermostats etc)</li> </ul>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice and other materials <a href="#">available</a> for display/distribution.</p> <p>Office management to ensure that necessary cleaning procedures are being followed.</p> <p>Deep clean to be carried out before return to office and on a monthly basis.</p>	Justine Howard & reception team	Before and after London Office reopens	All completed / ongoing

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		<ul style="list-style-type: none"> <li>toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</li> </ul>	All staff to be asked to sanitize meeting rooms before vacating. And the kitchen and toilet areas after use.			
<b>Infection Prevention - Workplace Social Distancing</b>						
Spread of COVID-19	<ul style="list-style-type: none"> <li>Employees</li> <li>Visitors to your premises</li> <li>Contractors</li> </ul>	<p>Adaptations to the premises to support social distancing:</p> <ul style="list-style-type: none"> <li>Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage etc</li> <li>Workstations and desks to be arranged/restricted with a minimum separation between them – where necessary screens will be fitted</li> <li>Establishing maximum occupancy limits for offices and work areas</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>Cancelling nonessential meetings</li> <li>Holding essential meetings in rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc</li> </ul>	<p>Employees reminded on importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Meeting room capacity reduced by 50%.</p>	Justine Howard & reception team	Before and after London Office reopens	All completed / ongoing

Hazard	People at Risk	Control Required	Additional Information	Who	When	Status
		<ul style="list-style-type: none"> <li>Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc</li> </ul>				
<b>Confirmed Infection Case On-site</b>						
Confirmed Infection Case On-site	<ul style="list-style-type: none"> <li>Employees</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Delivery drivers/couriers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>Cleaning staff must wear appropriate PPE as guided by their company.</li> <li>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be dealt with in accordance with the cleaning company's guidelines and following the building managers disposal guidelines.</li> </ul>	<p>Sickness/absence procedures and reporting apply as normal.</p> <p>Ahead of returning to the office, communicate to all employees/consultants.</p>	Justine Howard & reception team	Before and after London Office reopens	Ongoing