

Big Society Capital Limited

Office Work Covid-19 Risk Assessment

RISK ASSESSMENT

Client:	Big Society Capital Limited	Task:	Office Work during Covid-19 Pandemic	Revision #:	1
Date:	06.08.2020	Conducted by:	James Flint (Havio) in consultation with Andrew Aspital (Big Society Capital Limited)		

Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Ill Health in the Office	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Staff are still predominantly working from home and any return to the office will be phased. A maximum of 20 staff will be permitted in the office at any one time in the first phase.</p> <p>Staff members will be given the option as to whether they wish to return at the current time.</p> <p>If any person develops any or all of the following while in the office, they should notify their line manager and return home immediately:</p> <ul style="list-style-type: none"> - high temperature; - persistent cough; - a loss or change to your sense of smell (anosmia) or taste. <p>They must avoid touching anything, be asked to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Staff are to be advised to contact management if they have suspected symptoms or are concerned about Covid-19 when working in the office.</p>	5-Major	2-Unlikely	10-Medium

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Self Isolation	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Management are to consult with staff to determine if they need to self-isolate as per government guidance.</p> <p>People who are self-isolating in accordance with government guidance must not attend the office.</p> <p>Reasonable steps should be taken to enable anyone self-isolating to work from home.</p> <p>For anyone who is deemed in a higher risk category (e.g. underlying health condition, age - over 70, higher BMI, BAME backgrounds) they can return to the office providing all control measures are implemented and stringently followed by all persons. Any persons who are concerned or requires additional support are to consult with management.</p> <p>Anyone who is deemed clinically extremely vulnerable (e.g. persons shielding), or living with someone who is clinically extremely vulnerable, or is pregnant, will not knowingly be permitted to go to the office and are to continue working from home. If any of these persons cannot work from home, this risk assessment must be subject to review to ensure that suitable control measures are in place before they return to work.</p> <p>Government guidance and risk assessment information and advice will be communicated to all relevant persons and regularly reviewed.</p>	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Working Hours	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Flexible working hours will be accommodated.</p> <p>Stagger start/finish times to reduce high footfall of people at one time. This can include a selection of people starting work at 15 min intervals (e.g. 8am, 8:15am, 8:30am, 8:45am etc.).</p> <p>It is advised to keep teams fixed where possible to minimise cross-over of different persons each day. This could involve having set days</p> <p>Consider introducing early/late shifts to reduce the number of staff in the office at any one time.</p> <p>If hot desks cannot be avoided then markers could be placed on them to identify where staff starting early would sit and where staff starting late would sit. For example, those starting at the same time would be spaced as far apart as possible.</p> <p>Stagger break/lunch times to reduce congestion and contact.</p> <p>Clearly communicate working hours and break times to staff.</p>	5-Major	2-Unlikely	10-Medium

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Travel to and from Work	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Wherever possible staff are to be encouraged travel to work alone using their own transport. Bicycle storage is available for a limited number of bikes in the building (approximately 4 bikes). Staff are to adhere to social distancing rules and government guidance when travelling to and from work. Travelling to work at peak times on public transport should be avoided where possible. Staff are encouraged to take their own hand sanitiser (where available) when travelling to and from work. Staff are encouraged to wash their hands or use hand sanitiser on arrival and when leaving work.	5-Major	2-Unlikely	10-Medium

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Building Communal Areas	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Building management have implemented Covid-19 control measures for the communal areas. Building management produce a fortnightly document on Covid-19 measures that is communicated to tenants. Review and agree the control measures to confirm that they are suitable and sufficient for the communal areas. Communicate measures for communal areas with staff and relevant people (visitors, contractors etc.).	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Access and Egress	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>All persons are to use hand sanitiser on entering and leaving the building/office.</p> <p>All persons are to adhere to social distancing rules when entering and leaving the building/office.</p> <p>Entry to, and exit from the building, is to be via main reception lobby.</p> <p>Entry to, and exit from the Big Society office, will be via the main staircase or passenger lifts.</p> <p>Persons are encouraged to use the staircase, where possible, for access and egress.</p> <p>Building management have implemented control measures for access and egress. These are to be communicated to staff.</p> <p>When arriving in the office, and when exiting, staff are to follow a one way system.</p> <p>If numerous persons enter or leave the building at the same time they are to wait on distancing floor markers or areas of safety until it is safe to proceed.</p> <p>Individual access control cards are used for access and egress. Where possible, disable entry point systems that require contact with surfaces.</p>	5-Major	2-Unlikely	10-Medium

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Passenger Lifts	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Follow building management control measures for passenger lifts. All persons are encouraged to use the stairs where possible. Hand sanitiser to be used before pressing lift buttons. Persons are to stand on distancing floor markers when waiting by lifts.	5-Major	2-Unlikely	10-Medium

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Handwashing	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Management are to allow for more regular breaks to enable more hand washing when required.</p> <p>Hand sanitiser is to be made available in the following locations:</p> <ul style="list-style-type: none"> - On entry/exit to the office (by the passenger lifts and by the door to the stairwell/toilets). - In the kitchenette. - At all rest and breakout areas. - In all meeting rooms. - Next to each photocopier/printing areas which is also near the main circulation route around the office. <p>Soap and hand sanitiser is to be regularly monitored to ensure that it remains topped up.</p> <p>Re-usable hand towels are to be removed and not used.</p> <p>Disposable hand towels are to be used to dry hands.</p> <p>Where disposable hand towels are used, provide suitable and sufficient foot pedal rubbish bins, and ensure regular removal and disposal.</p> <p>Hand washing facilities are to be regularly cleaned.</p> <p>Staff are to communicate with their supervisors or line manager if they are low on hand sanitiser or see that soap is low.</p>	5-Major	2-Unlikely	10-Medium

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Cleaning	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Professional cleaning services appointed that clean the office daily. The professional cleaning company should be vetted to confirm that they are meeting health and safety standards.</p> <p>It is advised that a deep clean is carried out weekly.</p> <p>Fogging/misting is to be used if there is an outbreak at the office.</p> <p>Provide disinfectant wipe dispenser stations in the following locations:</p> <ul style="list-style-type: none"> - In the kitchenette. - In all meeting rooms. - In all rest and breakout areas. - At all photocopier/printing areas. - Where any hot desking or sharing equipment takes place. <p>Disinfectant spray and/or wipes are to be used regularly applied on touch points each day e.g. door handles, buttons, taps, work equipment.</p> <p>Focused cleaning attention on higher risk communal areas such as kitchenettes, rest areas, meeting rooms etc.</p> <p>Consider use of table markers to show where hot desking has taken place and requires cleaning.</p>	5-Major	2-Unlikely	10-Medium

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Air Conditioning	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Delivery of fresh air is to be provided through air conditioning units. Liaise with building management to confirm that this has been actioned air conditioning maintenance engineer.	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Close Working (movement around the office/building)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>A minimum social distancing of 2m or greater is to be maintained when moving around the office, as far as reasonably practicable. If 2m cannot be maintained a distance of 1m plus can be applied but further measures will need to be adopted, this will include wearing a face covering and making sure people face away from each other when passing.</p> <p>A one way system is to be implemented clockwise around the main circulation route of the office.</p> <p>Two lanes are to be demarcated outside the kitchenette area - one for queuing for kitchenette facilities (by the glazed partition) and one for movement around the office.</p> <p>One way systems are to be communicated to all persons before arrival to the office, where possible.</p> <p>Where a one way system is not feasible (e.g. narrow corridors/walkways by the reception area), a stop, look and listen approach is to be adopted. To avoid crossing in these instances, persons are to stand in areas of safety (2m apart) when allowing others to pass.</p> <p>"Areas of safety" are advised near the reception area at a 2m distance from the main circulation route.</p> <p>Everyone must take responsibility for their actions and behaviours.</p> <p>Vision panels in doors and open plan office aids visibility of others in the vicinity.</p>	5-Major	2-Unlikely	10-Medium

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Close Working (at a desk/computer) (1 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Staff are still predominantly working from home and any return to the office will be phased. Staff members will be given the option as to whether they wish to return at the current time.</p> <p>A hot desk system will be in place whereby those wishing to come into the office on any given day:</p> <ul style="list-style-type: none"> - will notify management with the request; - will be told they can or cannot work in the office on the requested day; - if they can, they will be assigned a desk to use; - after use the desk will be thoroughly cleaned before another person uses the desk. <p>If staff can be assigned the same desk this should take place to avoid hot desking.</p> <p>All staff are to use their own computer, keyboard and mouse, where possible.</p> <p>Staff are to avoid sharing computers or accessories e.g. mouse, keyboard, chair, telephones.</p> <p>If sharing equipment is unavoidable it must be thoroughly cleaned and wiped down with disinfectant wipes after use.</p> <p>A separate keyboard and mouse will be made available to staff if required.</p>	5-Major	2-Unlikely	10-Medium

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Close Working (at a desk/computer) (2 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>A minimum social distancing of 2m or greater is to be maintained when sitting at desks.</p> <p>Working hours/days are to be planned to maximise social distancing when at desks.</p> <p>Avoid desks where staff will be facing each other. They should sit diagonally at desks to maximise distancing.</p> <p>Staff are not to sit in, or near, the main circulation route where 2m distancing cannot be achieved.</p> <p>The four person desks are to be reduced to one person.</p> <p>The small table in the CEO's office is to be reduced to one person.</p> <p>The high benches are to be reduced to four persons (two on the bench facing the wall, and two on the centre bench).</p> <p>Desks have low level partitions and two computer screens that will offer protection.</p> <p>If 2m distancing cannot be achieved when sat at desks perspex screens (or similar) are to be installed. This should not be required with the capacity at a maximum of 20 persons, but should be reviewed if capacity increases.</p> <p>Teams are not to be changed or mixed, where possible.</p> <p>Teams are to be kept as small as possible.</p>	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Eating and Drinking Arrangements (1 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>All persons are to wash hands thoroughly with water and soap, or use hand sanitizer, before and after eating and drinking.</p> <p>Staff are to be encouraged to take pre-prepared meals and refillable drinking bottles (water bottles, tea/coffee in flasks) from home to avoid using kitchenette facilities.</p> <p>The number of persons using kitchenette amenities (e.g. making tea/coffee, using microwaves) is to be limited to one person at a time.</p> <p>Persons are to stand on distancing floor markers by the kitchen glazing when waiting/queuing for kitchenette area to be free.</p> <p>The informal meeting chairs are to be removed to allow space for the queuing area.</p> <p>Kitchenette rest areas are to be rearranged so that seating is positioned at least 2 metres apart.</p> <p>It is advised that the capacity in the kitchenette rest area is reduced to one person on each table/bench (four persons in total).</p> <p>After using kitchenettes and rest areas persons are to wipe down surfaces and touch points with disinfectant wipes.</p>	5-Major	2-Unlikely	10-Medium

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Eating and Drinking Arrangements (2 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>The selection of food and drink provided in the office is to be limited to water, tea, coffee facilities.</p> <p>It is advised that tea bags, coffee, sugar etc. are provided in individual packets.</p> <p>If individual packets are not available all surfaces touched must be thoroughly cleaned and wiped down with disinfectant wipes after use.</p> <p>Encourage staff to bring in their own mugs.</p> <p>Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.</p> <p>Dispose of rubbish as soon as reasonably practicable. Aim to place rubbish in bins that do not require touching the lid i.e. open bin or foot pedal.</p> <p>If for any reason food or drink is needed from a shop then social distancing rules should be followed and contactless payments used. All persons are encouraged to use hand sanitiser before entering and when leaving shops.</p>	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Rest and Breakout Areas	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	All persons are to wash hands or use hand sanitiser before using rest and breakout areas. Rest and breakout areas are to be rearranged so that seating is positioned at least 2 metres apart. It is advised that the capacity in the reception area is reduced to a maximum of three persons. After using the rest and breakout areas persons are to wipe down surfaces and touch points with disinfectant wipes.	5-Major	2-Unlikely	10-Medium

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Printing and Photocopying	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Staff should avoid printing/copying where possible.</p> <p>Where printing/copying is required it should be planned so that it can be completed in one trip to the copying area.</p> <p>Staff should attend the copying area as soon as items are sent for printing, so as to avoid others picking up their printed paperwork.</p> <p>Only one person at a time is to be permitted in the printing/photocopying area.</p> <p>The printers are to be pushed back to the wall/cupboard to maximise space for social distancing.</p> <p>Persons are to stand on floor markers or in areas of safety when waiting for printing/photocopying areas.</p> <p>Hand sanitiser is to be used before and after using the printer/copier.</p> <p>After using the printer/photocopier persons are to wipe down surfaces and touch points with disinfectant wipes.</p>	5-Major	2-Unlikely	10-Medium

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Meetings (1 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Site meetings are to be conducted using telephony or media platforms.</p> <p>Face to face meetings are to be avoided.</p> <p>If for any reason face to face meetings are required they must be carried out in as where social distancing measures can be achieved.</p> <p>Consider hosting meetings outside if safe to do so.</p> <p>Only absolutely necessary meeting participants should attend.</p> <p>Seating in meeting rooms is to be rearranged to accommodate 2m social distancing.</p> <p>It is advised that the capacity in the meeting rooms is reduced to the numbers listed below:</p> <ul style="list-style-type: none"> - Seven persons in the large meeting room/boardroom. - Two persons in the internal meeting room. - Four persons in the left meeting room. - One person in the right meeting room. <p>Table stickers can be used to denote safe seating locations.</p> <p>The use of larger meeting rooms should always be prioritised.</p>	5-Major	2-Unlikely	10-Medium

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Meetings (2 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Persons attending meetings should not sit directly facing each other. Rooms should be well ventilated. Windows should be opened where possible. Avoid sharing pens and other objects during meetings. Keep the duration of meetings to a minimum. Avoid using seating for short duration meetings. After using the meeting spaces persons are to wipe down surfaces and touch points with disinfectant wipes.	5-Major	2-Unlikely	10-Medium



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Travel for Work Purposes	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Travel for work purposes should be avoided where possible.</p> <p>Wherever possible, staff are to travel alone using their own transport.</p> <p>Staff are to adhere to social distancing rules and government guidance when travelling.</p> <p>Travelling at peak times on public transport should be avoided where possible.</p> <p>Staff are to be provided with masks, hand sanitiser for work travel.</p> <p>Staff are encouraged to wash their hands or use hand sanitiser on before and after travel.</p>	5-Major	2-Unlikely	10-Medium
Toilet Facilities	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Follow building management control measures for toilet facilities.</p> <p>All persons are to wash hands thoroughly (using soap and water) before and after using toilet facilities.</p> <p>Hand soap is to be regularly checked and replenished to ensure that it does not run out.</p> <p>Staff are to notify management who can inform building management if soap levels are low.</p>	5-Major	2-Unlikely	10-Medium

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Lack of Covid-19 Communication (1 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Handwashing/sanitiser signage is advised in the following locations:</p> <ul style="list-style-type: none"> - By all hand sanitiser stations. - By the kitchenette sink. <p>Signage advising persons to use disinfectant wipes to clean surfaces and touch points after use is to be in the following locations:</p> <ul style="list-style-type: none"> - In the kitchenette area. - By all rest and breakout areas. - In all meeting rooms. - At all photocopying/printing areas. - At all hot desk areas. <p>Maximum capacity signage is to be in the following locations:</p> <ul style="list-style-type: none"> - In all kitchenette area. - On all kitchenette tables/rest areas. - By all rest and breakout areas. - In all meeting rooms. <p>Signage is to be installed to communicate one way systems.</p> <p>Floor demarcations are to be installed outside the kitchenette to communicate the lane for kitchenette queuing and the lane for movement around the office.</p> <p>Distancing (2m) floor markers are to be installed in the following locations:</p> <ul style="list-style-type: none"> - In kitchenette queue areas. - By the lifts. - By the photocopier/printing area. - In 'areas of safety'. 	5-Major	2-Unlikely	10-Medium

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Lack of Covid-19 Communication (2 of 2)	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Covid-19 information and awareness signage is to be displayed in strategic locations throughout the office (e.g. main office, kitchenette and by access/egress points).</p> <p>All staff and relevant persons are to be provided with information, instruction and training in relation to this risk assessment and other necessary government advice.</p> <p>Consult and communicate with staff about the proposed implementation. A depicted floor plan and PowerPoint presentation can assist.</p> <p>Display the government display notice in the workplace. This is to be signed by the MD/CEO to show that the five steps to working safer together have been fulfilled.</p> <p>Signage in place is to be reviewed and updated regularly as required.</p> <p>Information, instruction and training is to be refreshed regularly as required.</p>	5-Major	2-Unlikely	10-Medium

RISK ASSESSMENT

Client: Big Society Capital Limited
 Task: Office Work during Covid-19 Pandemic
 Revision #: 1
Date: 06.08.2020
Conducted by: James Flint (Havio) in consultation with Andrew Aspital (Big Society Capital Limited)

Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Visitors and Third Parties	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>All non-essential visitors and third parties will not be permitted at the office.</p> <p>Any essential visitors and third parties must be fully briefed on the site specific rules on or before arrival. This should be communicated electronically where possible.</p> <p>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. For example, they could attend the building on days when staff are not in.</p> <p>Limit the number of visitors at any one time.</p> <p>Maintaining a record of all visitors, if practical.</p> <p>Consider screening essential visitors before they arrive to confirm that they do not pose higher risk. For example a questionnaire could be sent for completion before arrival checking that they have not had symptoms etc. Be mindful of GDPR requirements if this is carried out as this would be treated as confidential information. Liaise the HR for assistance.</p>	5-Major	2-Unlikely	10-Medium

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Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Handling Items	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	Stationery and other objects (e.g. books/folders) are not to be shared. Use hand sanitiser or wash hands before handling items. If sharing items is unavoidable it must be thoroughly cleaned and wiped down with disinfectant wipes after use, where practicable. Only handle and move items when necessary. Minimise the amount of persons in contact with the items.	5-Major	2-Unlikely	10-Medium

RISK ASSESSMENT

Client:	Big Society Capital Limited	Task:	Office Work during Covid-19 Pandemic	Revision #:	1
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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Deliveries	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	4-Likely	20-Critical	<p>Staff are to be advised that personal deliveries are not permitted.</p> <p>Avoid person-to-person contact during deliveries</p> <p>Minimise the need for drivers to enter the building.</p> <p>Plan deliveries to be placed in suitable and safe areas for unloading to maintain social distancing. Display signage to show where the delivery 'drop off zone' is located.</p> <p>Avoid the need to sign documents etc. where possible.</p> <p>Where possible, deliveries are to be left for 72 hours before opening. Alternatively move and store the delivery for 72 hours and wash hands afterwards.</p> <p>If deliveries need to be opened sooner hand sanitiser is to be used before and after. Wipes are to be used where necessary.</p> <p>Only handle and move items when necessary.</p> <p>For heavy and cumbersome items use mechanical aids e.g. trolley.</p> <p>Minimise the amount of persons in contact with the items.</p> <p>Minimise the amount of deliveries by placing one order for multiple items where possible.</p> <p>Tasks are to be arranged so working independently can be achieved. Where this is not possible the 2m social distancing rules must be adhered to.</p>	5-Major	2-Unlikely	10-Medium



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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Smoking	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Ill health caused by Covid 19	5-Major	3-Possible	15-High	All smokers should wash hands thoroughly or use hand sanitiser before smoking. All smokers are to maintain social distancing when in the smoking. Smokers must not enter the smoking area when social distancing cannot be achieved. Smokers should be discouraged from sharing cigarettes and lighters.	5-Major	2-Unlikely	10-Medium

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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
First Aid	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Lack of first aid support. Ill health caused by Covid 19	5-Major	2-Unlikely	10-Medium	<p>Where possible, a trained first aider is to always be on site at any time.</p> <p>It was communicated that building management will always have a trained first aider on site.</p> <p>Persons administering first aid should wash hands beforehand (providing it doesn't compromise the first aid being given).</p> <p>If an accident occurred people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Where a trained first aider is not on site a nominated 'Appointed Person' must look after the first aid facilities and call the emergency services if ever required.</p> <p>First aid boxes are to, where practical, contain a CPR mask/resuscitation face mask along with disposable gloves.</p>	5-Major	1-Rare	5-Low

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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Fire	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Fire. Ill health caused by Covid 19	5-Major	2-Unlikely	10-Medium	<p>Where possible, a trained fire warden is to always be in the office.</p> <p>All staff are to be fully trained to the fire & emergency procedure.</p> <p>If a fire occurred people do not have to stay 2m apart when evacuating if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Fire doors are not to be wedged open. Focus on regular cleaning of door handles and push plates.</p> <p>Keep escape routes and exits clear and easily openable - for example do not block with hand sanitiser tables/stations.</p> <p>Review the suitability of the Muster Point with building management to determine if alternative locations are more appropriate for maintaining social distancing.</p>	5-Major	1-Rare	5-Low

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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Temporary Homeworking	Employees	DSE issues. Lone working risks. Stress and anxiety.	4-High	3-Possible	12-Medium	It was communicated that risks to temporary home workers have been assessed and reasonable measures have been put in place for temporary homeworkers where possible e.g. DSE. It was advised that temporary home working advice and information has been regularly communicated to staff. Specific DSE home workstation assessments to be completed for long-term homeworkers. It was communicated regular contact is maintained with lone working homeworkers. It was communicated that suitable measures are in place for staff well-being such as online team events, mental health awareness training and HR support. Communication and consultation is to be maintained with staff.	4-High	2-Unlikely	8-Medium

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Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Contingency Planning	Employees, Visitors, Contractors, Tenants, General Public, Emergency Services	Loss of business. Stress related illness.	5-Major	4-Likely	20-Critical	Review the risk assessment weekly and update as required. Monitoring compliance of the controls is to be regularly carried out by management. Action is to be taken if the controls are not being followed or working effectively. Stay abreast of government guidance and information daily. Ensure the business continuity plan is maintained and updated as required. Plan how someone would be taken home if they fall ill.	5-Major	2-Unlikely	10-Medium

SIGN OFF SHEET

Project: Big Society Capital Limited

Task: Office Work during Covid-19 Pandemic

Conducted by:

Revision #: 1

Date	Name	Signature
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Date	Name	Signature
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DETERMINING RISK LEVEL

		Severity				
		1-Small	2-Minor	3-Moderate	4-High	5-Major
Likelihood	5-Almost Certain	5-Low	10-Medium	15-High	20-Critical	25-Critical
	4-Likely	4-Low	8-Medium	12-Medium	16-High	20-Critical
	3-Possible	3-Low	6-Low	9-Medium	12-Medium	15-High
	2-Unlikely	2-Low	4-Low	6-Low	8-Medium	10-Medium
	1-Rare	1-Low	2-Low	3-Low	4-Low	5-Low

Prioritisation of Risk		
Residual Risk Level	Action Required	Suggested Timing
Critical (20-25)	Immediately cease the activity	Immediate
High (15-19)	Initiate steps to further control the risk	Immediate
Medium (7-12)	Review for improvement opportunities. Closely monitor the effectiveness of existing risk controls.	Within one month
Low (1-6)	Monitor the effectiveness of risk controls. Reduce the risk further if practicable.	Ongoing control as part of a management system