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- Review dates**
- i. 21 July 2020
 - ii. 11 August 2020
 - iii. 26 August 2020

This is a COVID-19 Risk Assessment which assesses the specific risk of the spread of coronavirus. The results of this assessment will be shared with all who work here.

This risk assessment will be reviewed if it is no longer valid, the government issue new guidance or at the time set in the review date above.

Hazard	Who Can be Harmed and How	Control Measures
COVID-19 (Coronavirus)	Employees attending the workplace and spreading the virus to anyone in the workplace.	<ul style="list-style-type: none"> - The maximum number of employees that can safely work on the premises is 15 (if meeting room is also used). Staff attendance will be on a rotational basis and any staff with concerns will be encouraged to speak with their line manager or the Operations Manager. - Government guidance in terms of any regional lockdowns will be monitored by the Operations Manager, and team members will be encouraged to flag any lockdowns local to their area. - Employees will work on a rotational basis, with flexible start and finish times. - Those that are required to attend will follow all measures in this assessment. - Employees who wish to wear face coverings will be provided with masks if required, will be supported and given guidance on using them safely.
COVID-19 (Coronavirus)	Employees attending the workplace at the same time leading to an increased risk of virus spread.	<ul style="list-style-type: none"> - The Hallam Street door will be closed to employees arriving or departing the workplace, only the Weymouth Street entrance door is to be used. - Flexible start and finish times are already in place and will be maintained. - Reception area will only be attended by one employee, and the reception desk will be protected with a wraparound Perspex screen. - Hands free sanitiser station will be provided at the entrance / exit to the workplace. - Car parking spaces (3) are available if required. - Bike racks are available in car park or the terrace can be used for a limited number. - A cycle loan scheme has been implemented to assist those staff wishing to purchase a cycle.

<p>COVID-19 (Coronavirus)</p>	<p>Employees catching the virus because the layout of the workplace / furniture does not allow for 2m separation.</p>	<p>Corridors / Walkways / Access Routes</p> <ul style="list-style-type: none"> - A one-way system will be in operation around the workplace and will be clearly marked. <p>Workstations</p> <ul style="list-style-type: none"> - Workstations that can be used will be marked accordingly, those that can't be used will be marked with a red cross. - Each workstation will have a cleaning station so that employees can clean throughout the day, but as a minimum, to wipe on commencing or finishing their working day. - Staff to be informed of clear desk policy, no personal items to be left on desks to ensure thorough clean can be carried out on a daily basis. <p>Meeting Rooms</p> <ul style="list-style-type: none"> - Having assessed the meeting rooms, under current Government guidance (as of June 2020) only Portland and Weymouth can be used with a maximum capacity of four occupants when combined. - Furniture in these rooms will be adjusted so that they provide a 2m separation. - Hand sanitiser, tissues and a waste bin will be provided. - Only face-to-face meetings that cannot be carried out virtually will be allowed. - Face-to-face meetings must be kept to the shortest possible time. - Meeting rooms will have cleaning products available.
<p>COVID-19 (Coronavirus)</p>	<p>Visitors, contractors, members of the public or any non-employee attending the workplace and potentially spreading the virus.</p>	<p>Planned Visitors</p> <ul style="list-style-type: none"> - Only essential visitors will be permitted to attend the workplace. - Communication will be had with contractors to determine if works can be undertaken outside of normal hours, where this is not possible, contractors will be asked to provide their workers with suitable PPE to enable their site visit. - The time visitors are on site will be limited to only what is necessary. - Any non-employee visiting site will be recorded in the visitors log by the reception staff, with contact details in case contacts of a virus victim need to be traced. - All visitors will be given a specific briefing on the measures they are expected to follow. - Hosts of visitors will be made aware of their new COVID-19 specific responsibilities. <p>Deliveries</p> <ul style="list-style-type: none"> - Where possible deliveries will be scheduled so that multiple deliveries are not happening at the same time. - Deliveries will be dropped off at the marked points in the reception area. - Employees will be discouraged from ordering anything non-work related and having it delivered to the workplace.

		<ul style="list-style-type: none"> - Larger orders will be placed for routine items to reduce the number of deliveries. - Gloves will be provided for staff members to collect deliveries.
COVID-19 (Coronavirus)	Employees coming into work with symptoms of Coronavirus potentially spreading the virus to anyone on site.	<ul style="list-style-type: none"> - Employees are advised not to come in and to self-isolate where they or someone in their household have symptoms of Coronavirus as advised by UK government. - Managers to ensure that they remain up to date on government guidelines and business updates as the guidance may change. - Managers to send anyone home who is showing symptoms to self-isolate. - The workstation of that individual will be immediately and thoroughly cleaned ensuring the minimum personal protective equipment (PPE) is worn – disposable gloves and apron. Waste associated with the cleaning will be secured and marked until it is confirmed if the employee has a confirmed case. - Areas where a symptomatic person has passed through will be cleaned as normal.
COVID-19 (Coronavirus)	Spread of Coronavirus to anyone in the workplace due to the virus being left on surfaces potentially spreading the virus.	<p>Cleaning</p> <ul style="list-style-type: none"> - The workplace will be deep cleaned and sanitised prior to re-opening. - Contracted daily cleaning is in place with extra general cleaning undertaken. <p>Specific cleaning will be undertaken on:</p> <ul style="list-style-type: none"> • Surfaces that are touched regularly such as doors, workstations, keyboards, printers. • Busy areas – bathrooms, kitchen. <p>Cleaning products will be readily available on the 'safe' desks and at various points around the office to facilitate regular cleaning of highly used touch points such as door handles, light switches and IT equipment.</p> <ul style="list-style-type: none"> - More waste facilities will be provided, and waste will be disposed of frequently in the normal manner. <p>General Measures</p> <ul style="list-style-type: none"> - Posters will be displayed to give guidance on hand washing. - Internal doors are being left open where possible to reduce touch points to employees.
COVID-19 (Coronavirus)	Employees who are clinically vulnerable, clinically extremely vulnerable, expectant mothers, or have a protected characteristic	<ul style="list-style-type: none"> - Managers will have discussions with everyone in their team who is clinically extremely vulnerable, clinically vulnerable, expectant mothers, or who has a protected characteristic. - If possible, anyone in these categories will work from home. - If working from home is not possible then a specific assessment will be undertaken for that individual and measures implemented.
COVID-19 (Coronavirus)	Spread of the virus to anyone in the workplace due to poor hygiene facilities.	<ul style="list-style-type: none"> - Handwashing facilities will be available including water, soap and paper towels. - Extra stocks will be held to ensure an uninterrupted supply.

		<ul style="list-style-type: none"> - Hand sanitiser and tissues will be placed in multiple locations throughout the workplace.
<p>COVID-19 (Coronavirus)</p>	<p>Spread of the virus to anyone in the workplace due to food preparation and taking breaks.</p>	<p>Drink Preparation</p> <ul style="list-style-type: none"> - Hand sanitiser will be available, and use will be encouraged before making drinks. - Employees are encouraged only to make drinks for themselves. <p>Food Preparation</p> <ul style="list-style-type: none"> - Employees are encouraged to bring in their own pre-prepared food into the workplace or go out to the nearby shop. - Fridges must only contain pre-prepared food. <p>Breaks</p> <ul style="list-style-type: none"> - Breaks will be staggered to avoid crowding. - Employees will be encouraged to take breaks on site either at their desk, in the boardroom or in the breakout area. If they are to go off site to maintain social distancing.
<p>COVID-19 (Coronavirus)</p>	<p>Employees not following measures as they are unaware of what is required.</p>	<ul style="list-style-type: none"> - The findings of this risk assessment will be published on the external website and sent out to all employees - Managers will brief their teams both before re-occupation and on the first day back. - Signage will be displayed in the following areas as a reminder of the measures in place: <ul style="list-style-type: none"> • Entrance / exit to the workplace. • Welfare facilities. • Corridors • Kitchen – Single occupant only
<p>COVID-19 (Coronavirus)</p>	<p>First Aiders risk contracting the virus when administering first aid.</p>	<ul style="list-style-type: none"> - First Aiders will ensure they are aware of the risks to themselves and others. - First Aiders will wash their hands or use alcohol gel, before and after treating a casualty. - First Aiders will have PPE available (facemask, nitrile gloves) and will use it when treating a casualty.
<p>Mental Health and Wellbeing</p>	<p>Employees may be anxious in returning to work due to the increased risk of contracting coronavirus.</p>	<ul style="list-style-type: none"> - Clear, consistent, and regular communication will be given to employees to ensure they understand the measures in place to protect them. - Employees will be consulted with on measures that affect their health and safety - Employees will be reminded of the programmes / support available to them e.g. Medicash, Avivacare. - Employee survey has been undertaken.

Mental Health and Wellbeing	Employees dealing with challenging domestic situations leading to an increase in stress levels.	- Managers will have discussions with their teams before re-occupation to understand the challenges some employees may face and determine what measures can be put into place to give support.
Fire	Increased fire risk to those in the workplace due to measure in place to manage COVID-19.	- Fire evacuations will be completed as usual with social distancing maintained as best as possible.
Legionella	Increased risk if employees are exposed to COVID-19 and legionella bacteria from water systems.	- Legionella risk assessment and management plan will be reviewed prior to re-occupying the workplace