

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff & Freelance workers • Visitors • Cleaners • Security Guards • Delivery Drivers • Vulnerable groups • Clinically vulnerable groups • Anyone else who physically comes in contact with us in relation to our business <p>The above people could contract and spread COVID-19 in the workplace</p>	<p><u>Enabling and encouraging workers to work from home</u></p> <ul style="list-style-type: none"> • All workers are currently working from home. Those who cannot work from home have been placed on furlough leave. • We have supplied workers with equipment to allow them to work from home safely • We are identifying vulnerable and clinically vulnerable people in the workforce and/or those that live with clinically vulnerable or vulnerable people 	<p><u>Determining who should return to the office and when</u></p> <ul style="list-style-type: none"> • Questionnaire sent out to fully determine all workers personal situations • Clinically extremely vulnerable people, and people who live with clinically extremely vulnerable people, should continue to work from home. If this isn't possible, we will consider the following options: <ul style="list-style-type: none"> - Other roles they could fulfil in the business that can be done from home - Furlough where possible or other types of leave where appropriate • Clinically vulnerable people, and people who live with vulnerable people, should work from home in the first instance. If this isn't possible, we will consider the following options: <ul style="list-style-type: none"> - Other roles they could fulfil in the business that can be done from home 	EOT/ All workers	<p>Questionnaire sent out on 12/06/2020</p> <p>We will assess our workers suitability to office working once questionnaires are returned. We expect questionnaires to be returned by 24/06/2020.</p> <p>The first people to return for work that cannot be done from home on will do so the w/c 29/06/2020.</p>	

			<ul style="list-style-type: none"> - Furlough where possible or other types of leave where appropriate - Stringent controls in place to ensure risks are minimised. Separate risk assessments will be carried out for these people. • Workers to sign up to safe working policy 			
		<p><u>Personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water • Paper towels 	<p><u>Personal hygiene</u></p> <ul style="list-style-type: none"> • Signs to remind people to wash their hands regularly for 20 seconds and the importance of proper drying with disposable towels • Signs to remind people to wash their hands when they first arrive in the office • Hand driers to remain broken/turned off • Hand moisturiser available where hand washing facilities are • Gel sanitisers in any area where washing facilities not readily available • Tissues available in the office • Signs to inform people to catch coughs and sneezes in tissues and put the tissue in “nappy” bags provided • Workers to sign up to safe working policy 	EOT/All workers	<p>First office set up to ready for the w/c 29.06.2020</p> <p>Office to be set up on a case by case basis in the first instance depending on needs</p> <p>Wider set up to follow dependent on easing of government lockdown guidelines</p>	

		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Daily cleans 	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Bi-weekly deep cleaning of the office all surfaces to be cleaned Cleaners to use up to date cleaning materials for COVID as recommended by COSHH Disinfectant spray/wipes available throughout the office Signs to inform people to wipe down handrails, door handles and light switches regularly with disinfectant Signs to inform people to wipe down their keyboard/mouse/laptop/desk at the end of the day with disinfectant Signs to inform people that bikes and helmets are to be disinfected at doorway before entering the building Signs to inform people that helmets are to be placed in personal boxes and bikes to be taken up on to the roof Workers to sign up to safe working policy 	EOT/All workers/cleaners	<p>To be done in preparation for first people in the office w/c 29/06/2020</p> <p>Office to be set up on a case by case basis in the first instance depending on needs</p> <p>Wider set up to follow dependent on easing of government lockdown guidelines</p>	
		<p><u>Social Distancing</u></p> <p>Nothing</p>	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Reducing the number of persons in any work area to comply with the 2-metre gap Signs to remind people to socially distance at a 2-meter gap Tape on floor to indicate safe social distance 	EOT/all workers	<p>To be done in preparation for first people in the office w/c 29/06/2020</p> <p>Office to be set up on a</p>	

			<ul style="list-style-type: none"> • Reconfiguring the office/desk plan making use of all space available including the 3rd floor • Staggering start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • One-way system on stairs and signs to inform people of this • One person at a time policy for lift and kitchens and signs to inform people of this • Communal areas inside or limits or used for additional office space • Roof can be used but 2-meter gap still applies. Signs to remind people of this • Workers to disinfect the area they touched while on the roof. Signs to remind them to do this. • Workers to sign up to safe working policy 		<p>case by case basis in the first instance depending on needs</p> <p>Wider set up to follow dependent on easing of government lockdown guidelines</p>	
		<p><u>Workers with symptoms of COVID- 19 or that have been contacted by “Track and Trace”</u></p> <p>Nothing</p>	<p><u>Workers with symptoms of COVID-19 or that have been contacted by “Track and Trace”</u></p> <ul style="list-style-type: none"> • If a worker or someone the worker lives with develops symptoms of COVID-19* the worker should not travel to work. They should work from home if they are well enough or take sick leave if not • If a worker becomes unwell at work with COVID-19 symptoms*, they should avoid other workers and isolate immediately in <i>No Room For</i> 	All workers	From the 14 days running up to each worker being present in the office	

			<p>Squares immediately. A taxi with a Perspex screen will be booked and paid for by the company (Addison Lee are fitting these in their cars)</p> <ul style="list-style-type: none"> • If testing is not available workers who have symptoms or who live with someone who does should remain at home for 14 days. • The above policy will be communicated to staff over email signs and verbally at SE ALL meeting • If a worker is contacted by “Track and Trace” they must follow guidance and stay at home for 14 days. • Workers to sign up to safe working policy <p>*https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p>			
		<p><u>Travel to/from work</u> Cycle to work scheme</p>	<p><u>Travel to/from work</u></p> <ul style="list-style-type: none"> • Public transport to be avoided where possible • Cycling and walking encouraged • Cycle to work scheme to be communicated to staff regularly by EOT • Bike racks on roof • Workers to sign up to safe working policy 	All workers / EOT	From the date each worker starts in the office	

		<u>Travel for work</u>	<u>Travel for work</u> <ul style="list-style-type: none"> • Travel for work should be avoided where possible • If travel is unavoidable public transport should be avoided • Workers to sign up to safe working policy 	All workers	Immediately	
		<u>Third Party premises</u> <ul style="list-style-type: none"> • Workers to abide by H&S rules at third party premises 	<u>Third Party premises</u> <ul style="list-style-type: none"> • Workers to abide by H&S rules at third party premises • If the premises seem unsafe workers are encouraged to speak to the responsible person there • If it is necessary for workers to work out of a 3rd party office they should not work at the SE office too • Workers to sign up to safe working policy 	All applicable workers	Immediately	
		<u>Other office considerations</u>	<u>Other office considerations</u> <ul style="list-style-type: none"> • New policy to be signed by everyone who works at the office, before they return, to indicate they understand what is expected of them • Sign in book removed. Receptionist to log everyone who comes in and out. Workers to be informed of new process • No visitors unless absolutely necessary. Worker who has organised for the visitor to attend must inform them of all workplace guidance and ensure they follow it 	All workers	Ahead of workers returning First workers to return for work that cannot be done remotely on 29/06/2020	

			<ul style="list-style-type: none"> • New joiners to the business and new freelancers need to be informed of all guidance and sign the policy before they start work in the office • Buzzer not to be used. Tape will be placed over all keys and sign put up to indicate it is not to be used. Fobs are required for all. Anyone who has a visitor attending must go “collect” them (at a safe distance) from outside • Receptionist/other designated person to make and serve pots of coffee and hot water in reception • Workers to bring in their own crockery and cutlery. Workers to be informed • No food preparation in the kitchen or wider office until further notice • Portable air conditioners not to be used. • Pedal bins to replace other types of bins on premises • Workers to sign up to safe working policy 			
	The current situation can have a negative impact of their mental health	<p><u>Mental Health</u> We are promoting mental health & wellbeing awareness to staff during the outbreak. Letting workers know the support we have available:</p> <ol style="list-style-type: none"> 1) EAP 2) Free Calm App 3) Mental Health First Aiders 	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> • Continue to promote mental health & wellbeing awareness to staff during the outbreak and return to office working • Workers to sign up to safe working policy 	EOT	Immediately/ Continually	

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