



Health and Safety Risk Assessment: Covid19 (London Office)

Risk Assessment conducted by: Emma Cannon, Head of People

Assessment conducted on: 23 June 2020

Date of next review due: 23 July 2020 (thereafter bi-monthly until deemed otherwise, due to the nature of the risk)

Hazard and risk level	Who may be harmed and how	Controls already in place	Additional controls required, and when	Owner(s)
COVID19 infection Likelihood: High Severity: Potentially fatal	Who: Workers / employees Other people using shared office space Cleaners Contractors / visitors Vulnerable individuals (over 60, pregnant, or with underlying health conditions) Anyone else who comes into contact with infected persons How: COVID19 is transmitted by inhaling airborne particles, eg	Hand washing: Hand washing facilities and reminder signage are already in place and workers have been given repeated guidance on hand washing and hygiene. Visitors, cleaners and contractors are also reminded via signage.	All additional controls are required prior to re-opening office. Additional hand sanitiser stations to be provided in communal areas (kitchen, toilets, doorways and general office spaces). Additional hand washing reminder signage will be posted at key points throughout the office.	Head of People (provision and monitoring of controls) All

	<p>cough or sneeze droplets from an infected person, and by touch, eg via contaminated surfaces.</p>		<p>Disinfectant wipes will be provided throughout the office, especially in shared areas such as kitchens and toilets, and signage posted reminding people to wipe down any surfaces touched.</p>	
		<p>Air and surface cleansing:</p> <p>Enhanced and monitored/verified cleaning routine is in place, including: daily cleans as well as night cleans more frequent cleaning of heavily-used areas such as door handles, light switches etc., application of antimicrobial cleaning agents every 14/30 days.</p>	<p>Disinfectant wipes to be provided throughout the office, especially in shared areas such as kitchens, toilets and printer/copiers, and signage posted reminding people to wipe down any surfaces touched. Workers to be reminded to keep desks and offices clutter-free to permit thorough daily cleaning.</p> <p>Workers reminded to avoid touching surfaces unnecessarily and to wash hands/use sanitiser regularly.</p> <p>Face masks to be provided if workers wish to wear them (workers very strongly advised to wear masks and gloves if taking public transport to and from the office, and to wash hands immediately upon entering the office).</p> <p>Hand sanitizers to be provided</p>	<p>Building management</p> <p>Head of People (ensure provision of wipes and signage)</p> <p>All</p>

			<p>to workers for use during commutes.</p> <p>Workers will be required to bring in their own drinks and food, including their own dishes and cutlery, and to avoid preparing food or eating in communal kitchen areas. Items normally provided communally to workers, such as milk, snacks and fruit, will not be provided.</p>	
		<p>Social distancing:</p> <p>All employees are able to work remotely indefinitely and have been advised to continue to do so as much as possible.</p> <p>All employees are required to refrain from visiting clients/associates in person until September 2020 earliest (to be reviewed in Sept and may be extended)</p> <p>Communal areas have been demarcated by floor taping (2m distance) and some areas (such as the basement cafe and the lifts) have maximum number access and/or one-way systems in place to maintain social distancing.</p>	<p>Floor tape to be applied in general office areas.</p> <p>An office visit booking system to be applied to restrict the number of people in the office to 20 max on any given day.</p> <p>Workers will be required to sit at least 2m from others, and diagonally, not directly opposite or next to.</p> <p>Only one person at a time will be allowed in the kitchen and toilet areas.</p> <p>No pets or visitors to be permitted to enter the offices.</p> <p>All workers reminded through signage and guidance</p>	All

		<p>All meeting rooms have been taken out of service.</p> <p>Deliveries must be collected from main Reception (receptionists will not enter Duco offices)</p>	<p>documents to maintain social distancing at all times while in the office.</p>	
		<p>Reporting symptoms and self-isolating:</p> <p>All workers have already been asked to notify the People Team if they experience COVID19 symptoms or have tested positive for COVID19.</p> <p>All workers are already required to stay self-isolated for 14 days if they have COVID19 symptoms or have been exposed to someone with COVID19.</p>	<p>Workers will be required to temperature-test before attending the office and not attend if their temperature is 38.5C or higher.</p> <p>Workers will be required to notify the People Team immediately if they experience COVID19 symptoms or test positive for COVID19, and either not attend the office or (if already in) to leave the office immediately and self-isolate for 14 days. The People Team will notify any colleagues that an infected person may have been in contact with of the potential exposure, and require them to self-isolate for 14 days.</p>	<p>All</p> <p>The People Team</p>
		<p>Air-conditioning:</p> <p>The air conditioning units are already switched off or turned to the lowest fan setting to reduce the potential risk for</p>	<p>Workers will be encouraged to seat themselves away from air conditioning vents and near open windows as much as possible, and to keep the fan</p>	<p>Building management</p> <p>All</p>

		airflow distributing contaminated droplets.	setting on low or off at all times.	
		<p>Travelling: Workers are able to work from home, negating the need to commute to and from work.</p> <p>Travel to client / other sites has been strongly discouraged until September 2020.</p> <p>International business travel has been prohibited until September 2020</p>	<p>Workers attending the office will be strongly encouraged to walk, cycle or drive rather than take public transport. Workers will also be strongly encouraged to avoid peak-hour travel.</p> <p>Workers will be provided with face masks and personal hand sanitisers to mitigate the risks of infection while using public transport.</p>	<p>Head of People (provision of equipment)</p> <p>All</p>
<p>Fire, accident, injury, illness, security:</p> <p>Likelihood: Low</p> <p>Severity: Potentially fatal</p>	<p>Who: Workers</p> <p>How: There may be no fire marshals or first aiders on site due to restricted attendance numbers, and potentially no building receptionist. This creates an additional hazard because of lack of guidance and control in the event of an emergency.</p> <p>Workers may also be at increased risk of attack / burglary due to reduced</p>	<p>Fire and first aid provisions: Fire escape routes and alarm points are clearly signposted.</p> <p>The first aid boxes are clearly signposted and accessible.</p>	<p>Workers will be made aware of the lack of fire marshals and first aiders, and advised to contact Building Security and/or the emergency services and to follow the advice provided in the event of an incident.</p>	<p>All</p>

	attendance.			
<p>Lone working:</p> <p>Likelihood: Low - Moderate</p> <p>Severity: Potentially fatal</p>	<p>Who: Workers</p> <p>How: Workers may find themselves alone in the office due to restricted access numbers, which creates an additional hazard in respect of no one around to raise the alarm / assist if the worker falls ill, suffers an accident/injury or is attacked.</p>	None	<p>An attendance sheet which requires at least two workers to be present on any given day will help mitigate this risk.</p> <p>Workers will be encouraged not to work alone and to take reasonable precautions to ensure their personal health and safety if they are alone.</p>	All
<p>Mental health impact:</p> <p>Likelihood: Low</p> <p>Severity: Low to Moderate</p>	<p>Who: Workers</p> <p>How: Workers may experience mental health problems (or existing problems may be compounded) due to travelling and working in such odd and restricted conditions.</p>	<p>Employees have been encouraged to contact the People Team and/or their manager and/or colleagues if they are experiencing any mental health problems. The Head of People is a qualified Mental Health First Aider.</p> <p>Employees have access to an Employee Assistance Programme for 24/7 professional counselling and support.</p>	<p>Employees will be reminded of the importance of seeking help in the event of mental health issues and posters with the EAP details will be put up in the office.</p>	The People Team