

Coronavirus (COVID-19) Risk Assessment – June 2020

Explanatory notes re Risk Rating

L = Likelihood (1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost certain)

S = Severity: (1 = Negligible, 2 = Minor, 3 = Moderate, 4 = Major, 5 = Catastrophic)

R = Risk (R= L x S)

Risk banding:

1 - 3 = Low Risk Quick, easy measures implemented immediately, and further action planned for when resources permit

4 - 10 = Moderate Risk Actions implemented as soon as possible but no later than a year

12 - 16 = High Risk Actions implemented as soon as possible but no later than six months

20 - 25 = Extreme Risk Requires urgent action and controls to be put in place

Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Coming to work and leaving work	Employees - potential for contracting COVID 19, and associated health concerns.	4	5	High	<ul style="list-style-type: none"> Default position is remote working for all employees, with only essential visits to site. Wherever possible employees should travel to site alone using their own transport. Public transport is to be avoided at all times, especially peak time Employees will adhere to Knight Frank guidelines regarding entry, exit and communal areas within CityView Handwashing facilities, or hand sanitiser where not possible, will be provided at entry and exit points. 	1	5	Low
Coming to work and leaving work - shared private vehicles	As above	4	5	High	<p>Company advice is not to share vehicles unless there is no other option. If vehicles are shared:</p> <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing away from each is encouraged as it may help to reduce the risk of transmission Hands should be washed for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle The private vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 	1	5	Low

Working close to others in the office	As above	4	5	High	<ul style="list-style-type: none"> The default position for all employees is to work remotely with only essential visits to site Where essential site visits are made, social distancing guidelines should be observed at all time. Visits to site should be as short as possible, whilst ensuring all tasks are completed. Employees must increase the frequency of hand washing Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by sticking with the Two Team Model 	1	5	Low
Moving around CityView	As above	4	5	High	<ul style="list-style-type: none"> Employees will observe guidance as set out by Knight Frank, published separately, relating to all communal areas in CityView High traffic areas including corridors, lifts and walkways will be regulated to maintain social distancing. 	1	5	Low
Workplace areas where people work statically	As above	4	5	High	<p>Employees have an assigned workstation which they should use at all times.</p> <ul style="list-style-type: none"> If workstations need to be shared, they should be shared by the smallest possible number of people. People will work side by side or facing away from each other rather than face-to-face, where possible A consistent pairing system will be used if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. 	1	5	Low
Meetings	As above	4	5	High	<ul style="list-style-type: none"> Remote working tools should be used to avoid in-person meetings. Meeting rooms at CityView office are not to be used until further notice At such a time as meeting rooms are reopened, only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. To avoid transmission during meetings, pens, paperwork and or other objects will not be shared. Hand sanitiser will be provided in meeting rooms For areas where regular meetings take place, signage will be used to help people maintain social distancing. 	1	5	Low
Rest Areas, kitchens & canteens	As above	4	5	High	<ul style="list-style-type: none"> Social distancing guidelines will be adhered to at all times within the kitchen and rest areas. In the event that employees bring food in to the office, this should be in a single container that can be cleaned before being placed in to the fridge, if chilling is necessary. Employees should also stay on site once they have entered it and avoid using local shops. Employees should wash their hands before and after using the water tap and coffee machine. Antibacterial wipes will be provided for cleaning the controls on the water tap and coffee machine after use. Surfaces that are touched regularly, will be frequently cleaned using standard cleaning products e.g. kettles, refrigerators, microwaves 	1	5	Low

					<ul style="list-style-type: none"> • Hand cleaning facilities or hand sanitiser will be available in the kitchen and should be used by employees when entering and leaving the area • All rubbish should be put straight in the bin and not left for someone else to clear up • Tables should be cleaned between each use • Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use 			
Managing customers, visitors and contractors	As above	4	5	High	<ul style="list-style-type: none"> • Where visits to the premises are necessary, guidance on social distancing and hygiene will be explained to visitors on or before arrival. • Visitors will be encouraged to hold meetings via remote connection/where possible • The number of visitors will be limited at any one time. • Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people where possible. • A record of all visitors will be maintained. 	1	5	Low
Cleanliness of the workplace	As above	4	5	High	<ul style="list-style-type: none"> • Work areas will be frequently cleaned, and equipment cleaned between uses, using usual cleaning products. • Work spaces will be cleaned and waste and belongings removed from the work area at the end of the day. • All hand tools, controls, machinery and equipment will be cleaned after use. • If cleaning is being done after a known or suspected case of COVID-19 then reference is to be made to the specific guidance. • For devices that cannot be conventionally cleaned, barrier protection should be used, such as gloves. 	1	5	Low
Hygiene – handwashing, sanitation facilities and toilets	As above	4	5	High	<ul style="list-style-type: none"> • Adequate supplies of soap and fresh water will be readily available and kept topped up at all times • Signs will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Regular reminders and signage to maintain hygiene standards will be provided. • Hand sanitisers will be provided in multiple locations in addition to washrooms. • Clear use and cleaning guidance will be set for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • Knight Frank to enhance cleaning for busy areas. 	1	5	Low
Changing rooms and showers	As above	4	5	High	<ul style="list-style-type: none"> • Knight Frank to confirm additional cleaning schedule for the shower facilities • Used towels and any worn clothes are to be kept in a sealed bag 	1	5	Low
Handling equipment, materials, waste, and onsite vehicles	As above	4	5	High	<ul style="list-style-type: none"> • The parts of shared equipment touched will be cleaned after each use, for example the printer or Company van • Increased handwashing recommended for employees handling goods and merchandise or providing hand sanitiser where this is not practical. 	1	5	Low
Personal Protective Equipment, including Face coverings	As above	4	5	High	<ul style="list-style-type: none"> • Where PPE is already in use for a particular work activity to protect against non-COVID-19 risks, then this will continue to be used e.g. at construction site 	1	5	Low

					<ul style="list-style-type: none"> Wearing a face mask is not a legal or a Company requirement, but can be worn at employee discretion. <p>Where face covering is worn employees must undertake the following:</p> <ul style="list-style-type: none"> Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, employees must avoid touching their face or face covering, as it could contaminate them with germs from your hands. Face covering to be changed if it becomes damp or if it has been touched. Employees to continue to wash their hands regularly. Change and wash the face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully using standard waste disposal methods. Staff to continue to practise social distancing wherever possible. Clinical face masks will not be used. If PPE is required for being on site, employees are required to ensure they take the appropriate measures to ensure they have it. 			
Vulnerable people who are at a higher risk of contracting Covid-19	As above	4	5	High	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals are strongly advised not to work outside the home. Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), are advised to take extra care in observing social distancing and will be helped to work from home, either in their current role or in an alternative role. Support is provided for employees around mental health and wellbeing including access to EAP and internal Mental Health First Aider 	1	5	Low
Provision of adequate information to staff	As above	4	5	High	<ul style="list-style-type: none"> Employees will be briefed in local procedures and the content of this risk assessment 'Coronavirus Return to Work' policy will be provided to all employees "Staying Covid-19 Secure in 2020" displayed in key places General Covid-19 safety poster displayed in key places 	1	5	Low
Provision of adequate information to visitors, public etc	As above	4	5	High	<ul style="list-style-type: none"> Signage will be provided at entrances to the office to remind visitors and employees to maintain social distancing. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors 	1	5	Low
Shift patterns and working groups	As above	4	5	High	<ul style="list-style-type: none"> The Two Team Model will be adhered to reduce contact amongst staff 	1	5	Low
Work-related travel – cars and business visits	As above	4	5	High	<ul style="list-style-type: none"> Non-essential travel minimised – remote options considered first. The number of people travelling together in any one vehicle will be minimised, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Shared vehicles cleaned after use. Where employees are required to stay away from their home, the stay will be logged and any overnight accommodation will meet social distancing guidelines. 	1	5	Low

Work-related travel – Deliveries to other sites	As above	4	5	High	<ul style="list-style-type: none"> Procedures put in place to minimise person-to-person contact during deliveries to other sites. Consistent pairing where two-person deliveries are required will minimise contact. Contact during exchange of documentation will be minimised, for example, by using electronically signed and exchanged documents. 	1	5	Low
Communications and training - Returning to work	As above	4	5	High	<ul style="list-style-type: none"> Clear, consistent and regular communication will be provided to improve understanding and consistency of ways of working. Ideal will engage with employees through existing communication routes to explain and agree any changes in working arrangements. Communication and training materials will be given to employees prior to returning to the office. 	1	5	Low
Communications and training - communications and signage	As above	4	5	High	<ul style="list-style-type: none"> There will be ongoing engagement with employees to monitor and understand any unforeseen impacts of changes to working environments. There will be an awareness and focus on the importance of mental health at times of uncertainty. Simple, clear messaging will be used to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. Using visual communications, for example, signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. Communicating approaches and operational procedures to suppliers and customers to help their adoption and to share experience. 	1	5	Low
Inbound and outbound goods	As above	4	5	High	<ul style="list-style-type: none"> Unnecessary contact minimised, for example, non-contact deliveries where possible. Ordering larger quantities less often to reduce deliveries Where possible and safe, single employees will load or unload vehicles. Where possible, the same pairs of people will be used for loads where more than one is needed. Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice. 	1	5	Low
Wellbeing of staff working at home	As above	4	5	High	<ul style="list-style-type: none"> Management will monitor the wellbeing of people who are working from home and helping them stay connected to others. Management will keep in touch with off-site employees on their working arrangements including their welfare, mental and physical health and personal security. Management will provide equipment for people to work from home safely and effectively, for example, remote access to work systems 	1	5	Low
Employees who need to self isolate	As above	4	5	High	<ul style="list-style-type: none"> Management will ensure that individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms Management will enable employees to work from home while self-isolating if appropriate. 	1	5	Low

					<ul style="list-style-type: none"> Employees have an obligation to notify POD if they, or someone in their household is self-isolating due to symptoms of COVID-19. 			
Raising concerns about Covid-19 procedures	As above	4	5	High	<ul style="list-style-type: none"> Contact your Line Manager or POD. Use the HSE form available at https://www.hse.gov.uk/contact/concerns.htm Contact HSE by phone on 0300 003 1647 	1	5	Low
First Aid & Emergencies	As above	4	5	High	<ul style="list-style-type: none"> The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. Any one attending the office should ensure that their Line Manager is notified before arriving and on leaving, per current lone worker processes. 	1	5	Low
Equality in the workplace	As above	4	5	High	<ul style="list-style-type: none"> Management to understand and take into account the particular circumstances of those with different protected characteristics. Management to involve and communicate appropriately with employees whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them. Management to consider whether any particular measures or adjustments need to be implemented to take account of duties under the equalities legislation. Management to make reasonable adjustments to avoid disabled employees being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. Management to ensure that the steps being taken do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. 	1	5	Low
<p>Managerial / Supervisory</p> <ul style="list-style-type: none"> Ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person Information notes are to be sent out and any updates communicated in a timely manner to the workforce. This must include letting staff know about symptoms and actions the medical professionals are advising people to take. Assessment to be reviewed every month or where significant change has occurred A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work. Managers / Supervisors to monitor the arrangements to ensure that they are effective 								
<p>Training</p> <ul style="list-style-type: none"> Managers to be briefed in the Company specific processes and procedures for COVID 19 management Staff to be given information on risks and controls in relation to COVID 19. 								