

	Hazard	Who is affected	Description of hazard	Action to control the risks	Resulting risk
1	Staff travel to and from office	Staff	Contracting COVID19 through close contact with members of the public	<ul style="list-style-type: none"> Travel to work survey Encourage switch to walking/cycling where possible Promote scooter/motorbike/car rather than public transport Car sharing is permitted with the windows open Provision of additional bike racks Adjust individual working hours to allow travel outside peak hours, particularly when reliant on public transport 	Low
2	Front door - entering the premises	Staff, cleaners and visitors	Contracting COVID19 by pulling front door handle	<ul style="list-style-type: none"> Handle to be cleaned regularly by cleaners and Front of House team (four times per day) Hand sanitiser to be provided inside front door. Signage directing staff and visitors to use hand sanitiser on arrival 	Low
3	Front door - Leaving the premises	Staff, cleaners and visitors	Contracting COVID19 by pushing door unlock button, then pushing door handle	<ul style="list-style-type: none"> Handle and button to be cleaned regularly by Front of House team and cleaners Hand sanitiser to be provided next to front door which could be used when leaving 	Low
4	Signing into the building	Staff and visitors	Contracting COVID19 by touching an iPad screen at reception	<ul style="list-style-type: none"> Remove shared iPads to eliminate risk Staff and visitors to speak to receptionist at Front of House, who will log people in and out of the building on their computer Maintain social distancing for queue to sign in Consider staggered start times for staff if necessary 	Low
5	Symptomatic individual enters the office	Staff, cleaners and visitors	Contracting COVID19 by contact with an infected person	<ul style="list-style-type: none"> Symptomatic individuals to be instructed to leave the premises and not return within 7 days Instruct staff not to come into the office if they have symptoms or have been required to isolate Additional cleaning of potentially infected areas to be carried out on the same day. 	Low
6	WCs	Staff, cleaners and visitors	Contracting COVID19 by touching door handles, flush handles	<ul style="list-style-type: none"> Encourage staff to avoid touching door handles where possible Flush handles to be cleaned twice daily by cleaners Signage to remind to wash hands with soap for 20 seconds. 	Low
7	Showers	Staff	Contracting COVID19 by touching door handle Contracting COVID19 by cross contamination of personal items such as towels	<ul style="list-style-type: none"> Handle to be cleaned regularly (daily) Staff towels, shower gels etc to be removed from the shower room after use and taken home each night. No personal items to be left in the shared facilities 	Low
8	Doors	Staff, cleaners and visitors	Contracting COVID19 by touching door handle	<ul style="list-style-type: none"> Door handles to be cleaned regularly by cleaners and Front of House staff Advise staff to avoid touching door handles where possible Provide hand sanitiser 	Low
9	Windows	Staff	Contracting COVID19 by touching window handle	<ul style="list-style-type: none"> Window handles to be cleaned daily 	Low
10	Staff eating lunch in the café areas	Staff	Contracting COVID19 by close contact with others	<ul style="list-style-type: none"> Staff to generally eat lunch at their desks or have staggered lunch slots Capacity for only a small number (3) to eat at café area at the same time. 	Low
11	Work related travel during the day, such as site visits or visits to other offices.	Staff	Contracting COVID19 by close contact with others	<ul style="list-style-type: none"> Site assessment for each site to be requested and reviewed Appropriate PPE to be provided and used Staff to follow current advice regarding face coverings and social distancing Staff to be advised to avoid public transport if possible Meetings to be attended via video connection where possible 	Low
12	Lunchtime travel to shops and food outlets	Staff	Contracting COVID19 by close contact with others. Close social interaction between staff.	<ul style="list-style-type: none"> Staff to observe social distancing and avoid travelling in groups Breaks to be staggered to reduce the number of people going at once Staff to bring a pre-prepared packed lunch if possible 	Low
13	Meetings	Staff	Contracting COVID19 by close contact with a large number of people	<ul style="list-style-type: none"> Hold meetings by video conferencing where possible, avoiding face to face meetings Where meetings have to take place, limit physical attendance to a number of attendees that can safely distance in the space 	Low

14	Kitchen	Staff	Contracting COVID19 by close contact with others in a highly restricted space	<ul style="list-style-type: none"> Oven, hobs, toaster to be taken out of use. Kitchen to retain fridge and a single microwave Remaining microwaves spaced around the office to allow distancing Single person to enter kitchen at a time Encourage staff to bring in food that does not require preparation 	Low
15	Handwashing	Staff, cleaners and visitors	Insufficient handwashing due to shortages of soap or paper towels in certain areas	<ul style="list-style-type: none"> Buffer stocks of disposable hand towels and hand soaps required Each facility to be checked twice daily and restocked if necessary 	Low
16	Hand drying	Staff, cleaners and visitors	Some areas have fabric rather than disposable towels - risk of infection transfer from shared towels.	<ul style="list-style-type: none"> Fabric towels have been removed and replaced with additional paper towel dispensers and waste bins 	Low
17	Cleaning	Staff, cleaners and visitors	Insufficient cleaning due to running out of consumable items	<ul style="list-style-type: none"> Buffer stock of consumable items to be maintained - cleaning liquids, cloths, disposable wipes 	Low
18	Front of House	Front of House staff	<p>Contracting COVID19 by touching surfaces on packages</p> <p>Contracting COVID19 by close face to face contact with visitors, postmen, couriers</p>	<ul style="list-style-type: none"> Transparent safety screen to be fitted onto reception desk Floor tape at reception to indicate safe distance for visitors to stand Visitors to be directed verbally around the office where appropriate. When it is necessary to accompany visitors around the office, staff to maintain a 2m social distancing gap Front of House staff to be provided with hand sanitiser and cleaning wipes Front of house equipment to be rearranged so post can be collected from the front side of the desk 	Low
19	Emergency escape	Staff and visitors	It is difficult to maintain social distancing in an emergency escape scenario	<ul style="list-style-type: none"> Once at the assembly point, staff and visitors should stay socially distanced at 2m, or 1m with face coverings 	Tolerable
20	Design reviews	Staff	Contracting COVID19 by close contact with others	<ul style="list-style-type: none"> Meeting with 5 attendees possible at pin-up board Additional attendees to attend virtually 	Low
21	Workstations	Staff	Contracting COVID19 by close contact with others	<ul style="list-style-type: none"> Adjust spacing between adjacent staff to give compliant distancing Daily cleaning of all desk surfaces and chair arms Reinforce clear desk policy to permit effective cleaning All workstations to be provided with hand sanitiser 	Low
22	Stairways	Staff, cleaners and visitors	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> Implement a one way system. Front staircase for upward travel, rear staircase for downward travel Instruct users to maintain a separation behind the person in front Signage 	Low
23	Stairway handrails	Staff, cleaners and visitors	Contracting COVID19 by holding handrails	<ul style="list-style-type: none"> Handrails to be cleaned twice daily Instruct staff to avoid holding handrails where possible 	Low
24	Passenger lifts	Staff, cleaners and visitors	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> Limit to 1 passenger at a time and clean controls at least daily 	Low
25	Light switches	Staff and cleaners	Contracting COVID19 by touching switch	<ul style="list-style-type: none"> Daily cleaning of all light switches 	Low
26	Air quality	Staff, cleaners and visitors	Contracting COVID19 by breathing in air which is insufficiently fresh	<ul style="list-style-type: none"> Full recommissioning service of ventilation equipment prior to reoccupation Change mechanical ventilation to 24 hour operation Increase intake and extraction flow rates to highest appropriate level All windows to be kept open during working hours where possible. 	Low
27	Coffee Machine	Staff, cleaners and visitors	<p>Contracting COVID19 by</p> <ul style="list-style-type: none"> touching iPad screen changing consumables or performing maintenance waiting in queue for machine 	<ul style="list-style-type: none"> Signage on iPad directing staff to use smartphone app instead Allow each member of staff to install the app on their own compatible devices Front of House to be responsible for changing all consumables (Coffee beans, milk, etc) as well as emptying waste containers and performing daily maintenance and cleaning No other staff to change consumables or perform maintenance. 	Low
28	Fridges, freezers, microwaves, kettles, ZIP taps	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> Items to be regularly cleaned Hand sanitiser to be provided 	Low
29	Meeting rooms	Staff	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> Limit the attendance in each space to a level where social distancing is possible Remove surplus chairs 	Low
30	Booths (red, orange, yellow)	Staff	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> Remove seating to leave a single chair in each booth Repurpose booths as single person workstations for occasional use by staff with laptops 	Low

31	Small meeting tables on first floor	Staff	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> • Tables are too small to allow for social distancing • Tables to be left with a single chair for use by one person, additional chairs to be removed 	Low
32	Steel pin-up boards	Staff	Contracting COVID19 by close contact with others in a restricted space	<ul style="list-style-type: none"> • Staff to maintain social distancing when using pin-up boards 	Low
33	Printers	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • Surfaces to be cleaned daily by cleaners • Hand sanitiser with signage to be provided 	Low
34	3D printer	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • Single member of staff to be responsible for 3D printing, including loading material and cleaning the printer between jobs 	Low
35	Binding machine	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • Cleaning wipes to be provided. Binding machine to be cleaned before and after each use 	Low
36	Shared IT equipment	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • Use of shared equipment to be avoided where possible • Items to be cleaned with disinfectant wipes before and after each use 	Low
37	Shared PPE Equipment	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • PPE to be more permanently allocated to individuals who might be expected to attend site • Additional PPE to be purchased if necessary. 	Low
38	Pool cars	Staff	Contracting COVID19 by touching shared surfaces	<ul style="list-style-type: none"> • Pool cars to be provided with cleaning wipes and hand sanitiser • Car handles and controls including steering wheel to be wiped down before and after each use 	Low
39	Physical constraints - homeworking	Staff	Health problems caused by physical constraints	<ul style="list-style-type: none"> • Each member of staff to assess physical workspace at home • Improvements to be provided where necessary and possible such as chair, desk • Where environment cannot be improved, person may have to work in the office as they are unable to work safely from home 	Low
40	Mental wellbeing - homeworking	Staff	Health problems caused by isolation and lack of interaction	<ul style="list-style-type: none"> • Encourage regular Teams meetings • Regular communications including updates from directors, quizzes, puzzles and personal articles written by individual members of staff • Where situation cannot be improved, person may need to work in the office as they are unable to work safely from home 	Low