

	Hazard	Who is affected	Description of hazard	Action to control the risks	Resulting risk
1	Staff travel to and from office	Staff	Contracting COVID-19 through close contact with members of the public	<ul style="list-style-type: none"> Travel to work survey conducted 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 COVID-19 by pulling front door handle	<ul style="list-style-type: none"> Handle is being cleaned regularly by cleaners and Front of House team - four times per day Hand sanitiser has been provided inside front door Signage directing staff and visitors to use hand sanitiser on arrival has been provided 	Low
3	Front door - Leaving the premises	Staff, cleaners and visitors	Contracting COVID-19 by pushing door unlock button, then pushing door handle	<ul style="list-style-type: none"> Handle and button is being cleaned regularly by cleaners and Front of House team Hand sanitiser has been provided next to front door which can be used when leaving 	Low
4	Signing into the building	Staff and visitors	Contracting COVID-19 by touching an iPad screen at reception	<ul style="list-style-type: none"> Shared iPads removed to eliminate risk Staff have download the app onto their smartphones and sign themselves in Visitors to speak to receptionist at Front of House, who log people in and out of the building on their computer Maintain social distancing for queue to sign in Staggered start times for staff if necessary 	Low
5	Symptomatic individual enters the office	Staff, cleaners and visitors	Contracting COVID-19 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 10 days, unless they have a negative test Staff instructed not to come into the office if they have symptoms or have been required to isolate Additional cleaning and disinfection of potentially infected areas to be carried out on the same day, according to published government guidelines; prepared with PPE and disinfectant ready to use 	Low
6	WCs	Staff, cleaners and visitors	Contracting COVID-19 by touching door handles, flush handles	<ul style="list-style-type: none"> Staff encouraged to avoid touching door handles where possible Flush handles are being cleaned twice daily by cleaners Signage to remind to wash hands with soap for at least 20 seconds has been provided 	Low
7	Showers	Staff	Contracting COVID-19 by touching door handle Contracting COVID-19 by cross contamination of personal items such as towels	<ul style="list-style-type: none"> Handle is being cleaned regularly (daily) Shower to be cleaned after each use; cleaning products to be provided 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 COVID-19 by touching door handle	<ul style="list-style-type: none"> Door handles are being cleaned regularly by cleaners and Front of House staff Staff advised to avoid touching door handles where possible Hand sanitiser provided 	Low
9	Windows	Staff	Contracting COVID-19 by touching window handle	<ul style="list-style-type: none"> Window handles are being cleaned daily 	Low
10	Staff eating lunch in the café areas	Staff	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> Staff generally eat lunch at their desks or have staggered lunch slots Capacity of tables is indicated by signage and not to be exceeded 	Low
11	Work related travel during the day, such as site visits or visits to other offices	Staff	Contracting COVID-19 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 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 COVID-19 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 COVID-19 by close contact between people	<ul style="list-style-type: none"> Meetings being held by video conferencing where possible, avoiding face-to-face meetings Where meetings have to take place, physical attendance limited to a number of attendees that can safely distance in the space Meetings should not take place physically at a workstation; staff should either book a meeting space with appropriate capacity or use screensharing within Teams 	Low
14	Kitchen	Staff	Contracting COVID-19 by close contact with others in a highly restricted space	<ul style="list-style-type: none"> Oven, hobs and toaster have been taken out of use; fridge and a single microwave retained Remaining microwaves are spaced around the office to allow distancing Two people to enter kitchen at a time Food should be pre-prepared at home or bought in; food should not be prepared in the office 	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 kitchen/teapoint is being checked daily by Front of House and restocked with soap and paper towels if necessary WC blocks are being checked twice daily by cleaners and restocked with soap and paper towels 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 etc 	Low
18	Front of House	Front of House staff	Contracting COVID-19 by touching surfaces on packages Contracting COVID-19 by close face-to-face contact with visitors, postmen, couriers	<ul style="list-style-type: none"> Transparent safety screen has been fitted onto reception desk Floor tape at reception indicates 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 have been provided with hand sanitiser and cleaning wipes Front of house equipment has been rearranged so post can be delivered to / collected from the trestle table on 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 COVID-19 by close contact with others	<ul style="list-style-type: none"> Meeting with 5 attendees is possible at pin-up board Additional attendees to attend virtually 	Low
21	Workstations	Staff	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> Spacing between adjacent staff has been adjusted to give compliant distancing Additional desks added where necessary Daily cleaning of all desk surfaces and chair arms Clear desk policy reinforced to permit effective cleaning All workstations have been provided with hand sanitiser Each member of staff allocated with a headset with noise cancelling microphone to allow multiple adjacent conference calls 	Low
22	Stairways	Staff, cleaners and visitors	Contracting COVID-19 by close contact with others in a restricted space	<ul style="list-style-type: none"> A one way system has been implemented; front staircase for upward travel, rear staircase for downward travel Users instructed to maintain a separation behind the person in front Signage provided on the one way system and social distancing 	Low
23	Stairway handrails	Staff, cleaners and visitors	Contracting COVID-19 by holding handrails	<ul style="list-style-type: none"> Handrails are being cleaned twice daily Staff advised to avoid holding handrails where possible 	Low
24	Passenger lifts	Staff, cleaners and visitors	Contracting COVID-19 by close contact with others in a restricted space	<ul style="list-style-type: none"> Limit to 1 passenger at a time and controls cleaned at least daily 	Low
25	Light switches	Staff and cleaners	Contracting COVID-19 by touching switch	<ul style="list-style-type: none"> Daily cleaning of all light switches 	Low

26	Air quality	Staff, cleaners and visitors	Contracting COVID-19 by breathing in air which is insufficiently fresh	<ul style="list-style-type: none"> • Full recommissioning service of ventilation equipment prior to reoccupation • Mechanical ventilation changed to 24 hour operation • Intake and extraction flow rates increased to highest appropriate level • All windows are being kept open during working hours where possible 	Low
27	Coffee Machine	Staff, cleaners and visitors	Contracting COVID-19 by: <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 • Hand sanitiser provided, to be used after performing maintenance, adding beans or milk, etc • Individuals to make their own drinks rather than making rounds of drinks 	Low
28	Fridges, freezers, microwaves, kettles, ZIP taps	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Items are being regularly cleaned • Hand sanitiser has been provided • Individuals to make their own drinks rather than making rounds of drinks • Microwaves allocated to groups of staff to limit number of people at each one 	Low
29	Meeting rooms	Staff and visitors	Contracting COVID-19 by close contact with others in a restricted space	<ul style="list-style-type: none"> • Attendance limited in each space to a level where social distancing is possible • Surplus chairs removed 	Low
30	Booths (red, orange, yellow)	Staff	Contracting COVID-19 by close contact with others in a restricted space	<ul style="list-style-type: none"> • Seating removed to leave a single chair in each booth • Booths re-purposed as single person workstations for occasional use by staff with laptops 	Low
31	Small meeting tables on first floor	Staff	Contracting COVID-19 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 have been left with a single chair for use by one person; additional chairs have been removed 	Low
32	Steel pin-up boards	Staff	Contracting COVID-19 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 COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Surfaces are being cleaned daily by cleaners • Hand sanitiser with signage has been provided 	Low
34	3D printer	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Single member of staff responsible for 3D printing, including loading material and cleaning the printer between jobs 	Low
35	Binding machine	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Cleaning wipes have been provided; binding machine to be cleaned before and after each use 	Low
36	Shared IT equipment	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Use of shared equipment to be avoided where possible • Items are being cleaned with disinfectant wipes before and after each use 	Low
37	Shared PPE Equipment	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • PPE 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 COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Pool cars have been 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 provided where necessary and possible, such as chair and 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
41	General social distancing	Staff and visitors	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> • Minimum separation of 2m when face-to-face or 1m with any other alignment • Staff reminded of social distancing using signage and normal office communications • Senior staff to lead by example • Evaluate fixed shifts to limit the attendance on any one day 	Low