

	Hazard	Who is affected	Description of hazard	Action to control the risks	Resulting risk
1	Close contact with multiple people	Staff and visitors	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> Reduce office occupancy by enabling homeworking Remind staff regarding social distancing using signage and normal office communications 	Low
2	Air quality	Staff, cleaners and visitors	Contracting COVID-19 by breathing in air which is insufficiently fresh	<ul style="list-style-type: none"> Regular servicing of equipment and replacement of filters 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 Reduce quantity of people in the office by working from home 	Low
3	Symptomatic individual enters the office	Staff, cleaners and visitors	Contracting COVID-19 by contact with an infected person	<ul style="list-style-type: none"> Staff to take a lateral flow test before coming to the office Symptomatic individuals to be instructed to leave the premises and not return within 10 days, unless they have a negative PCR test Instruct staff 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; have PPE and disinfectant ready to use 	Low
4	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 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
5	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 to be advised to avoid public transport if possible Meetings to be attended via video connection where possible 	Low
6	Meetings in the office	Staff	Contracting COVID-19 by close contact between people	<ul style="list-style-type: none"> Hold meetings by video conferencing where possible Where meetings must take place, limit physical attendance to a number of attendees who can safely distance in the space 	Low
7	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 a 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
8	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, weekly newsletters, 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
9	Front door - entering the premises	Staff, cleaners and visitors	Contracting COVID-19 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 provided inside front door with signage directing staff and visitors to use hand sanitiser on arrival 	Low
10	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 to be cleaned regularly by cleaners and Front of House team Hand sanitiser provided next to front door to be used when leaving 	Low

11	Signing into the building	Staff and visitors	Contracting COVID-19 by touching an iPad screen at reception	<ul style="list-style-type: none"> • Provide app as alternative to shared iPads • Staff to download app onto smartphone and sign themselves in • 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
12	WCs	Staff, cleaners and visitors	Contracting COVID-19 by touching flush handles/buttons	<ul style="list-style-type: none"> • Flush handles/buttons to be cleaned twice daily by cleaners • Signage to remind to wash hands with soap for 20 seconds 	Low
13	Showers	Staff	Contracting COVID-19 by cross contamination of personal items such as towels	<ul style="list-style-type: none"> • 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
14	Doors and window handles	Staff, cleaners and visitors	Contracting COVID-19 by touching handles of doors and windows	<ul style="list-style-type: none"> • Door and window handles to be cleaned regularly by cleaners and Front of House staff • Advise staff to avoid touching door handles where possible • Hand sanitiser provided 	Low
15	Kitchen	Staff	Contracting COVID-19 by close contact with others in a highly restricted space	<ul style="list-style-type: none"> • Microwaves spaced around the office to allow distancing while preparing food • Maximum two people to enter kitchen at a time 	Low
16	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 to be checked daily by Front of House and restocked if necessary with soap and paper towels • WCs to be checked twice daily by cleaners and restocked if necessary with soap and paper towels 	Low
17	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
18	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
19	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, etc	<ul style="list-style-type: none"> • Transparent safety screen is fitted onto reception desk • Visitors to be directed verbally around the office where appropriate • Front of House staff to be provided with hand sanitiser and cleaning wipes • Front of House equipment arranged so post can be delivered to / collected from the trestle table on the front side of the desk 	Low
20	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 avoid crowding too closely 	Tolerable
21	Design reviews	Staff	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> • Meeting with five attendees is possible at pin-up board • Additional attendees to attend virtually 	Low
22	Workstations	Staff	Contracting COVID-19 by close contact with others	<ul style="list-style-type: none"> • Daily cleaning of all desk surfaces and chair arms • Reinforce clear desk policy to permit effective cleaning • Allocate each member of staff with a headset with noise cancelling microphone to allow multiple adjacent conference calls 	Low
23	Stairway handrails	Staff, cleaners and visitors	Contracting COVID-19 by holding handrails	<ul style="list-style-type: none"> • Handrails to be cleaned twice daily • Advise staff 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 one passenger at a time and clean controls 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 • Hand sanitiser provided 	Low
26	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"> • Provide smartphone app as alternative to using shared touchscreen • Allow each member of staff to install the app on their own compatible devices • Hand sanitiser provided 	Low

27	Fridges, freezers, microwaves, kettles, ZIP taps	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Items to be regularly cleaned • Hand sanitiser provided 	Low
28	Meeting rooms/areas	Staff and visitors	Contracting COVID-19 by close contact with others in a restricted space	<ul style="list-style-type: none"> • Encourage virtual meetings where possible and limit in-person attendance where possible 	Low
29	Booths (red, orange, yellow)	Staff	Contracting COVID-19 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; re-purpose booths as single person workstations for occasional use by staff with laptops 	Low
30	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
31	Printers & 3D printer	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Surfaces to be cleaned daily by cleaners • Hand sanitiser with signage provided 	Low
32	Binding machine	Staff	Contracting COVID-19 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
33	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 to be cleaned with disinfectant wipes before and after each use 	Low
34	Shared PPE Equipment	Staff	Contracting COVID-19 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
35	Pool cars	Staff	Contracting COVID-19 by touching shared surfaces	<ul style="list-style-type: none"> • Pool cars to be provided with hand sanitiser and cleaning wipes • Car handles and controls, including steering wheel, to be wiped down before and after each use 	Low