

	Hazard	Who is affected	Description of hazard	Action to control the risks	Resulting risk
1	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 	Low
2	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 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
3	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 Provision of additional bike racks 	Low
4	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 	Low
5	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
6	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