

## Covid-19 Risk Assessment Form

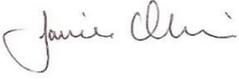
The risk assessment process follows the 4-stage cycle of Plan, Do, Act, Review (PDCA):



Plan	Planning the return to work
Do	The physical return to the workplace
Check	Ongoing monitoring of the controls in place and listening to feedback from employees
Act	Implementing any required improvements suggested by employees and adapting control measures in line with Government guidelines

The Check and Act stages will need to be reviewed regularly and the lifting of any control measures will need to be appropriate and gradual. Depending on changes to the external environment, it may be necessary to reinstate previous lockdown measures, e.g. if there is a second wave of the Pandemic.

**Risk Assessment**

<b>Location</b>		Loftus House
Completed by	Name: Mica MacInnes	Signature: 
Position: Head of HR and L&D		Date: 07 <sup>th</sup> August, 2020
Approved by	Name: Jamie Ollivere	Signature: 
Position: Managing Director		Date: 07 <sup>th</sup> August, 2020

RISK ASSESSMENT						
Hazard	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
<b>People:</b> <b>Work Patterns and Activities</b> <ul style="list-style-type: none"> <li>Contact with other employees, visitors and clients</li> <li>Ability to achieve and maintain social distancing</li> <li>Travel to Site</li> <li>People not maintaining social distancing measures</li> <li>People attending workplace that are symptomatic or asymptomatic</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Follow Government guidelines and work from home	N/A			
		Use of Teams and Zoom to conduct meetings and deliver workshops	N/A			
		Only attend Site where absolutely necessary to conduct essential work activities	Decision to be made on maximum safe number of people on Site – this will be communicated	Core RTW Team	10 AUG 2020	
		Keep to own work area and limit movement around Site	Implement procedure for regular cleaning of own work area	Mica MacInnes/ Jim Barr	31 JUL 2020	31 JUL 2020
		Entry restrictions and controls in place	Procedure and sign-in sheet to be developed	Mica MacInnes/ Jim Barr	31 JUL 2020	31 JUL 2020
		Employees discouraged from handshaking and general close personal greetings	N/A			
		Employees or someone in their household displaying Covid-19 symptoms are to self-isolate and not attend Site, and to arrange a Covid-19 test	N/A			
		Employees who are shielding to stay at home	N/A			
		Hand-washing for at least 20 seconds. Use of alcohol gel to supplement handwashing but not to replace it	Alcohol gel dispensers to be fitted around Loftus House	Martin Parkes/ Dean Smith	03 AUG 2020	03 AUG 2020
		Avoid touching face, mouth, eyes and nose	N/A			
Signage displayed for the following: <ul style="list-style-type: none"> <li>Covid-19 symptoms</li> <li>Handwashing</li> </ul>	Review of additional signage requirements	Jim Barr	31 JUL 2020	03 AUG 2020		

**RISK ASSESSMENT**

Hazard growth

Hazard growth	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
<b>Places: Work Environment</b> <ul style="list-style-type: none"> <li>• Contact with other employees, visitors and clients</li> <li>• Ability to achieve and maintain social distancing</li> <li>• Entry and exit from building and rooms</li> <li>• Movement of air in the workplace</li> <li>• Control of Communal areas</li> <li>• Preparation and readiness of the workplace for employees returning</li> <li>• Travel to Site</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Plan developed prior to return to identify the most effective layout for achieving social distancing, including designated workstations, movement of people between workstations via one-way systems, entry and exit procedures	Review plan following trial and update, as required Temperature checks on all employees upon entering building Communication with Tenants to co-ordinate controls Training to be provided for all employees before return to work	Core RTW Team	10 AUG 2020	
		Visual aids, e.g. floor tape for social distancing		Core RTW Team	31 JUL 2020	31 JUL 2020
		Social distancing measures signs		Core RTW Team	31 JUL 2020	31 JUL 2020
		Deep clean of workplace in advance of return		Dean Smith	31 JUL 2020	30 JUL 2020
		2 hourly cleaning regime in place throughout the day		Mica MacInnes	03 AUG 2020	03 AUG 2020
		Additional cleaning outside working hours		Dean Smith	03 AUG 2020	03 AUG 2020
		Cleaning stations provided to enable staff to clean own work area, shared equipment and touch points		Core RTW Team	31 JUL 2020	31 JUL 2020
		Air conditioning turned off where not essential	N/A			
		Windows and doors open where possible to provide good ventilation and fresh air, and to minimise touch points	N/A			
		Communication with Tenants to ensure co-ordinated approach, and separate entry and exit door agreed		Dean Smith/ Jamie Ollivere	26 JUL 2020	26 JUL 2020
Discourage use of public transport and lift sharing	N/A					

RISK ASSESSMENT						
Hazard	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
<b>Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>Exposure to virus through inhaling droplets</li> <li>Contact with contaminated surfaces</li> <li>Source and disposal considerations</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	No requirement for PPE due to the social distancing measures in place	N/A			
<b>Access to Welfare Provisions</b> <ul style="list-style-type: none"> <li>Shared facilities, including, handwashing facilities, hand sanitiser, toilets, tea point and kitchen</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	2 hourly cleaning regime in place throughout the day	Review regularly	Mica MacInnes/ Dean Smith		
		Additional cleaning outside working hours	N/A			
		Cleaning stations provided to enable staff to clean own work area, shared equipment and touch points between routine cleans	N/A			
		Hand sanitiser available at entrance and at hot spots, e.g. shared equipment and tea point		Martin Parkes/ Dean Smith	03 AUG 2020	03 AUG 2020
		Maximum of 1 person in tea point or kitchen at any one time	Review maximum number after trial	RTW Core Team	07 AUG 2020	07 AUG 2020
		Employees to use own crockery and cutlery and to wash these after use and not leave in communal areas	N/A			
<b>Access and Use of Equipment</b> <ul style="list-style-type: none"> <li>Shared facilities, e.g. printers, filing cabinets and files, hot desks, meeting rooms</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Cleaning stations provided to enable staff to clean own work area, shared equipment and touch points between routine cleans	Wherever possible, employees use their own work station			
		Hand sanitiser available at entrance and at hot spots, e.g. shared equipment and tea point	N/A			
		Access to meeting and conference rooms and use of lift prohibited	Signage placed on meeting room doors and lift	Jim Barr	03 AUG 2020	03 AUG 2020

RISK ASSESSMENT						
Hazard	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
<b>Stress and Wellbeing</b> <ul style="list-style-type: none"> <li>Staff anxiety of exposure to Covid-19 to self and others</li> <li>Uncertainty of control measures in place</li> <li>Feelings of isolation or exclusion</li> <li>Care for children or other dependents</li> <li>Shielding of self or family</li> <li>Home schooling</li> <li>Bereavement</li> <li>Lack of motivation</li> <li>Self-imposed measures to exceed normal working hours while home working</li> <li>Burnout</li> <li>Members of identified vulnerable group, e.g. BAME, pregnancy, obesity</li> </ul>	<b>All:</b> Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Plan for return to work developed and communicated across the business	To be discussed at staff meeting	Mica MacInnes/ Jamie Ollivere	17 JUL 2020	17 JUL 2020
		Employees made aware of the impact of Covid-19 and changes to their working environment	Presentation to be sent to all employees	Mica MacInnes/ Jim Barr	14 AUG 2020	14 AUG 2020
		All employees have access to appropriate technology to enable them to work effectively from home	N/A			
		Regular team meetings to ensure contact with team members	Monthly 1:1s with individual team members and Line Manager to discuss any personal issues regarding home life, including workload and any additional support needed	Line Managers		
		Staff aware of support mechanisms available, e.g. HR and external support services	Review options for additional support, e.g. EAP			
		Annual leave encouraged to be taken	N/A			
		Line Managers to monitor working hours to ensure burnout is avoided	N/A			
		Working from Home self-assessments completed and issues addressed	Provide RTC laptops for all employees	Mike Ball	30 SEP 2020	
		Concerns on workload or support needs are addressed by Line Manager	N/A			
		Employees who are in vulnerable groups are encouraged to contact their Line Manager to discuss support requirements	N/A			

