

COVID-19 Deliveries Risk Assessment Form

Location: Grosvenor House	Date: 02/06/2020	Assessed by Paul Kyte / Mark Day / Darren Borrás
Task: Risk of the Covid-19 virus to the WP Southampton Office facility.	Review Date: n/a	Reference Nº: 05

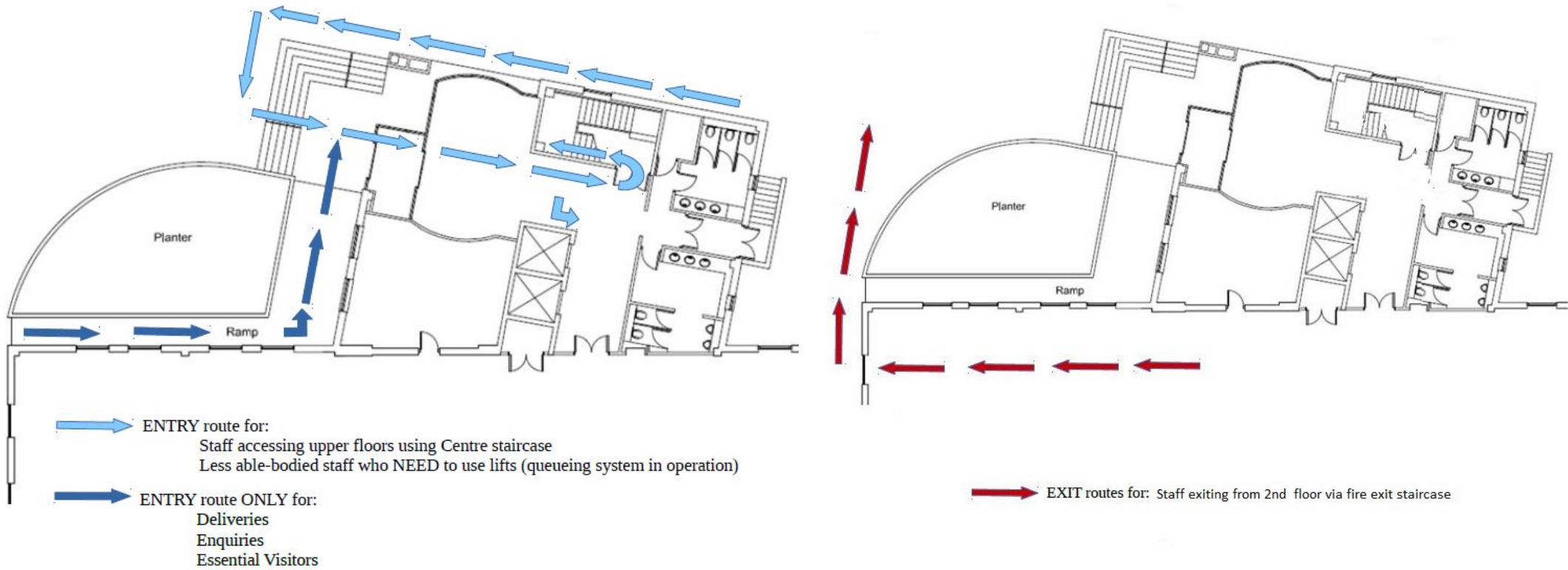
Ref	Area	Activities	Persons at Risk	How at Risk	Controls in Place	Additional controls required
1	Building Entry and Exit	Main pathway to access/egress the Office for 48 members of Staff. Used frequently throughout working period	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance Various contaminated surfaces (that may remain active for several hours)	<ul style="list-style-type: none"> Restrict vulnerable persons from Workplace. Staff to self-isolate for 7 days if displaying symptoms of Covid-19. Staff self-isolate for 14 days if a member of the household displays signs of Covid-19. Restrict Staff attendance to essential duties only. Restrict Visitors to site. Essential Contractors only to site. Provision of Face Mask and gloves at entry/exit points. Provision of sanitizers and wipes at entry/exit points. Provision of advice on the safe use and handling of face masks. Directional movement established within area with high pedestrian traffic (see plan). Lifts use restriction (to maximum of 2 persons within a defined Category). Non security access/egress doors permanently kept opened. 	<ul style="list-style-type: none"> One-way pedestrian walk system introduced throughout the building. Access via reception and main staircase and lifts (strictly where necessary), Exit via the front emergency exit staircase and Fire Escape Door access.

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2	People	Contact with different persons on Site during work period	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Vulnerable persons to remain away from the workplace as necessary in line with latest government guidance. Staff self-isolate for 7 days if displaying symptoms of Covid-19. Staff self-isolate for 14 days if a member of the household displays signs of Covid-19. Multiple hand wash materials and points available. Hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Face coverings (mask and visors provided). Advice and Guidance provided for safe handling and use of face covering. Advice on use of Public transport (to be avoided where possible, to wear a face mask where necessary). Update on Covid19 Government Guidance: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#symptoms 	<ul style="list-style-type: none"> Management to provide support, information and advice. Return to work induction to be available informing staff of support, materials available and expectations. Management to establish Health monitoring programme.
3	Office Cleaning	Equipment and building cleaning by External contractors	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Offices to be cleaned nightly with appropriate virus killing materials focused on areas of high use such as door handles, light switches, coffee machines, printer/copying area using appropriate cleaning products and methods. In addition, all touch surfaces to be cleaned 4 times per day (Mon-Fri) min 1 hour per day. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Limited use of high-touch items and equipment, for example, printers or whiteboards - clean down all surfaces before and after use. 	<ul style="list-style-type: none"> Cleaning company to provide monthly report confirming cleaning that has taken place.

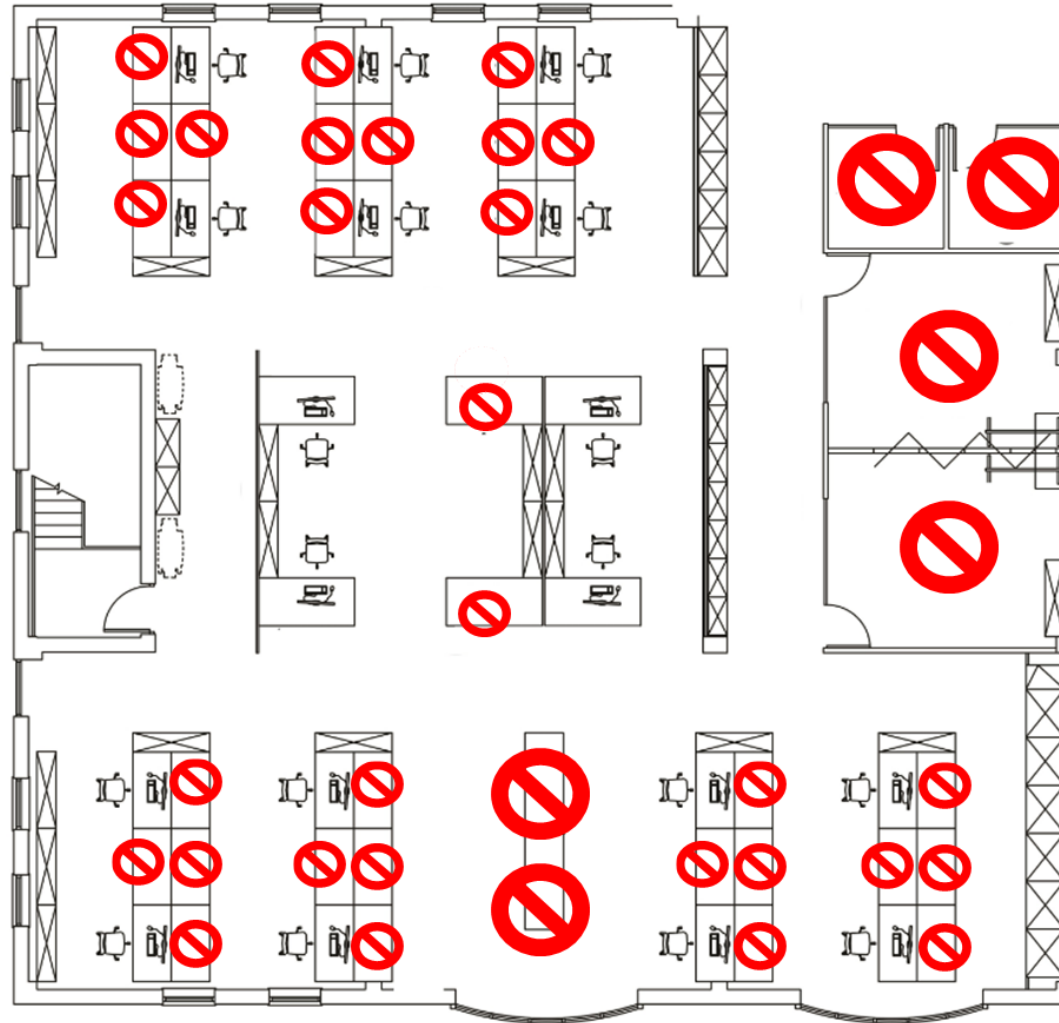
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4	Office	Conduct of normal work activities persons with mandatory Face mask use	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Office attendance restricted for essential work only (others working from home where possible). Maximum seating arrangement to comply with the 2-metre distancing gap. One-way system implemented (Annex 1). Restriction on work equipment sharing (exception being the photocopier). Mandatory face covering (mask or shield provided). Staggered start/finish pattern in place (minimise building entry/exit congestion). Where possible, use Conference calling facility (as opposed to face to face meetings). Regular communication/information updates. Regular advice on safe health hygiene practices. Storage of personal items and clothing in personal drawers or under desks (Communal coat cupboards locked indefinitely). Provision of sanitisers and wipes. 	
5	Meeting Rooms	Conduct of normal work activities	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Use restricted to Senior Management approval only. Sao Paulo Maximum occupancy set to 4. London Maximum occupancy set to 4. Paris, Madrid – out of use. Common Working Area closed indefinitely. Contractors and visitors restricted from meeting rooms or common areas. 	
6	Kitchen / Coffee Machines	Recreational and welfare activities provision	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Restricted use to maximum of 1 person at anytime. Seating facility suspended indefinitely. Surfaces to be cleaned 4x per day. Provision of Sanitizer and Wipes for hand use. 	
7	Toilets	Welfare Amenities Provision	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Restricted use to maximum of 2 people at anytime by management company, it is suggested all wait to ensure solo occupancy. Provision of Sanitizers and Wipes. Frequent cleaning of Surfaces by Cleaning Contractors. 	

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8	Breaks	Recreational and welfare activities provision	Office staff	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Where possible, breaks and lunch taken outside office area. Maintain 2m social distancing. Office staff advised to bring their own food. Kitchen to be used for drinks only. Wash hands before returning to the office. 	
9	Waste Management	All office based generated waste, including face masks and gloves supplied for Covid19 purposes	All Office Staff, Visitors and Contractors	Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Waste bins have been placed in each desk row. Arrangement in place for collection and disposal of all other waste matter (including used PPE). 	
10	Transportation (Staff Commuting)	Staff daily travel from home to office and back	Office staff	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Staff Advice on safe public conduct. Staff encouraged on use of personal vehicle to work (avoid public transport if possible). Mandatory use of sanitizers prior to building entry. Mandatory use of face mask within premises. 	<ul style="list-style-type: none"> Staff to contact Management with any concern immediately.
11	Visitors and Contractors	Visits to site for different activities	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> All visitors to Grosvenor House Office require prior approval by a Senior Manager. Any contractors to follow COVID19 risk assessments and RAMS. All meeting to be carried out via online platforms i.e. Zoom. 	
12	Fire Alarms, Accidents and Emergencies	Unplanned events	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> During Fire or Emergency Evacuation, 2 metre distancing to be relaxed but with face covering and hand gloves mandatory. No physical contact to be allowed between staff. During Incident Management – if no injury occurs, all staff remaining at scene of incident maintain 2m distancing. For injured persons, First Aider assesses situation before any assistance provided. Use of gloves mandatory. All Operators involved in the provision of assistance to wash hands immediately afterwards. All equipment involved to be cleaned immediately. 	<ul style="list-style-type: none"> Staff to contact Management with any concern immediately.

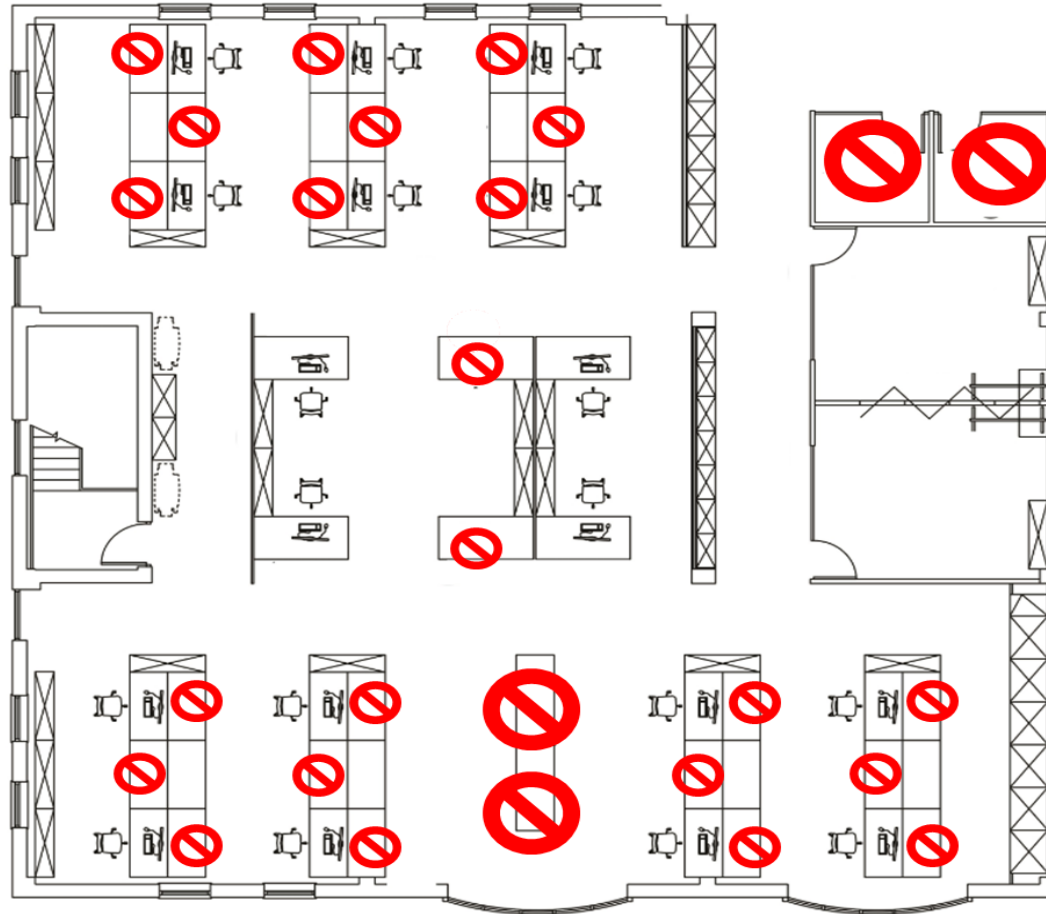
Entering / Exiting the Building



Seating Plan (Phase 1)



Seating Plan (Phase 2)



Office Walking Routes

