

COVID-19 Office Risk Assessment Form

Location: Grosvenor House, 2 nd floor suite 1	Date: 29/09/2020	Assessed by John Cubbin / Paul Kyte / Mark Day / Darren Borrás
Task: Risk of the Covid-19 virus to the WP Southampton Office facility.	Review Date: 02/11/2020	Reference N ^o : 07

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 10 days if displaying symptoms of Covid-19. Staff self-isolate for 14 days if a member of the household displays signs of Covid-19. No visitors to site except in exceptional circumstances Essential Contractors only to site. Provision of Face Masks at entry points. Provision of sanitisers at entry points. NHS QR venue checkin posters in main entry area Provision of advice on the safe use and handling of face masks. 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. Lifts use restriction (to maximum of 2 persons within a defined Category). Face coverings to be used when entering the building and remaining in place until sat at designated desk 	<ul style="list-style-type: none"> Contactless thermometer to be acquired and placed in main entry area of office

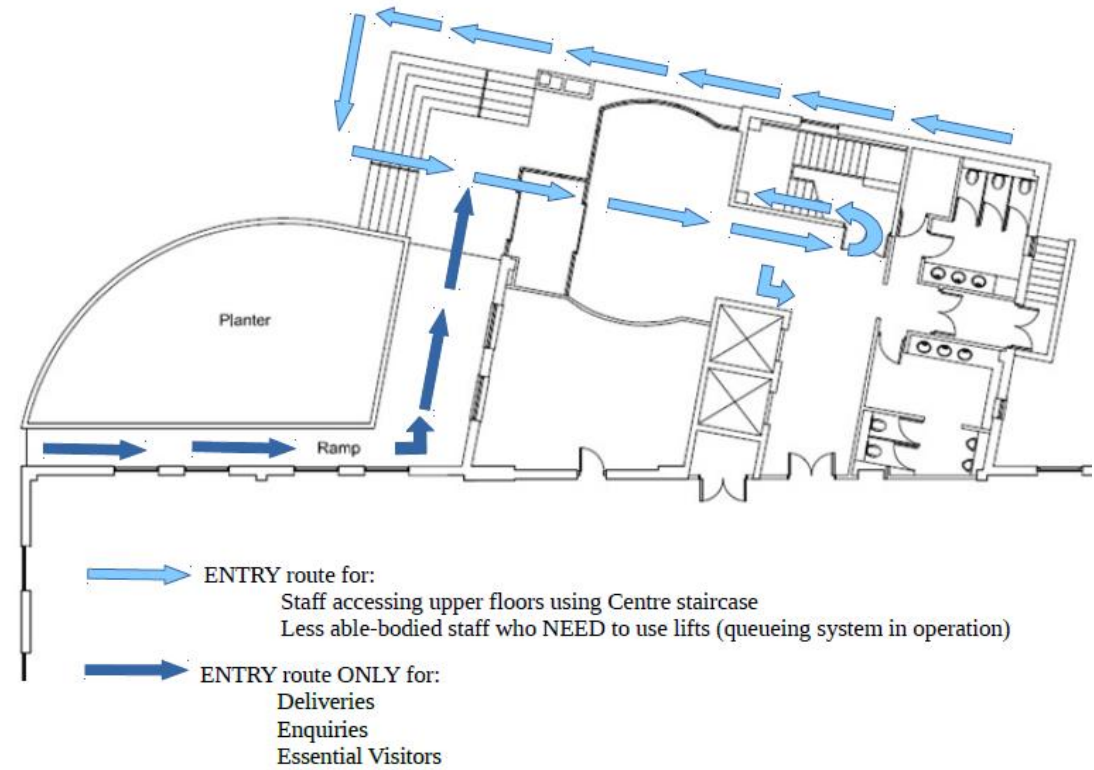
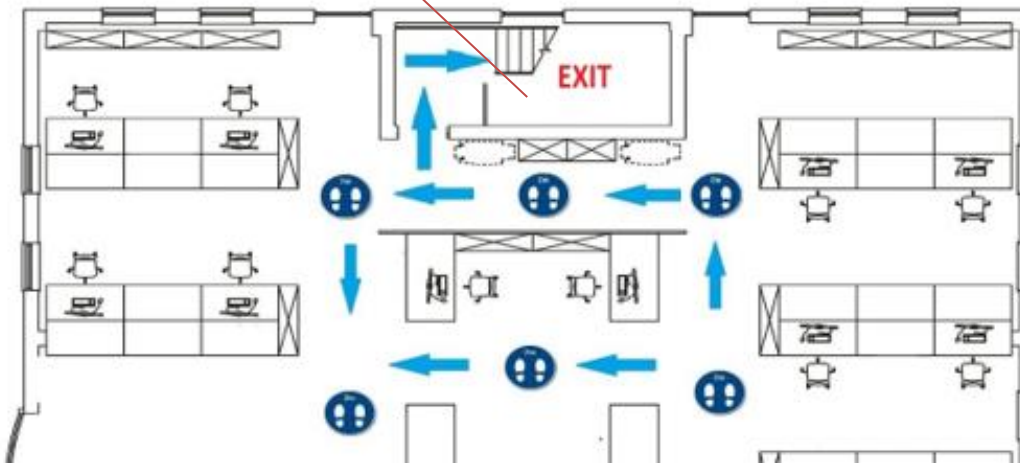
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2	People	Contact with different persons on Site during work period	All Office Staff, Visitors and Contractors	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Adapt Staff attendance to reduce where Staff can work effectively from home Vulnerable persons to remain away from the workplace Staff self-isolate for 10 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 Management to provide support, information and advice. Health monitoring programme in place for new / none regular attendees Regular information, instruction and signage produced by P&C Twice monthly antibody testing scheduled for October and November, to be reviewed end of November 	<ul style="list-style-type: none"> Line Managers to inform P&C of weekly attendance of their teams
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. Checks will be carried out by line managers (who will set an example of best practice) to ensure that the necessary procedures are being followed. 	

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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"> Adapt Staff attendance to reduce where Staff can work effectively from home Maximum seating arrangement to comply with a 2-metre distancing gap. One-way system implemented (Annex 1). Mandatory Face coverings when not sitting at your allocated desk including entering the office and exiting the building If deemed necessary, staggered start/finish pattern in place (minimise building entry/exit congestion). Where possible, use Conference calling facility (as opposed to face to face meetings). Storage of personal items and clothing in personal drawers or under desks 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 – 1 only Common Working Area adapted for limited use, see signage 	
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 2 persons at anytime. Seating facility suspended Surfaces to be cleaned 4x per day. Provision of Sanitizer 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 advised all wait to ensure solo occupancy. Provision of Sanitizers. Frequent cleaning of Surfaces by Cleaning Contractors. 	

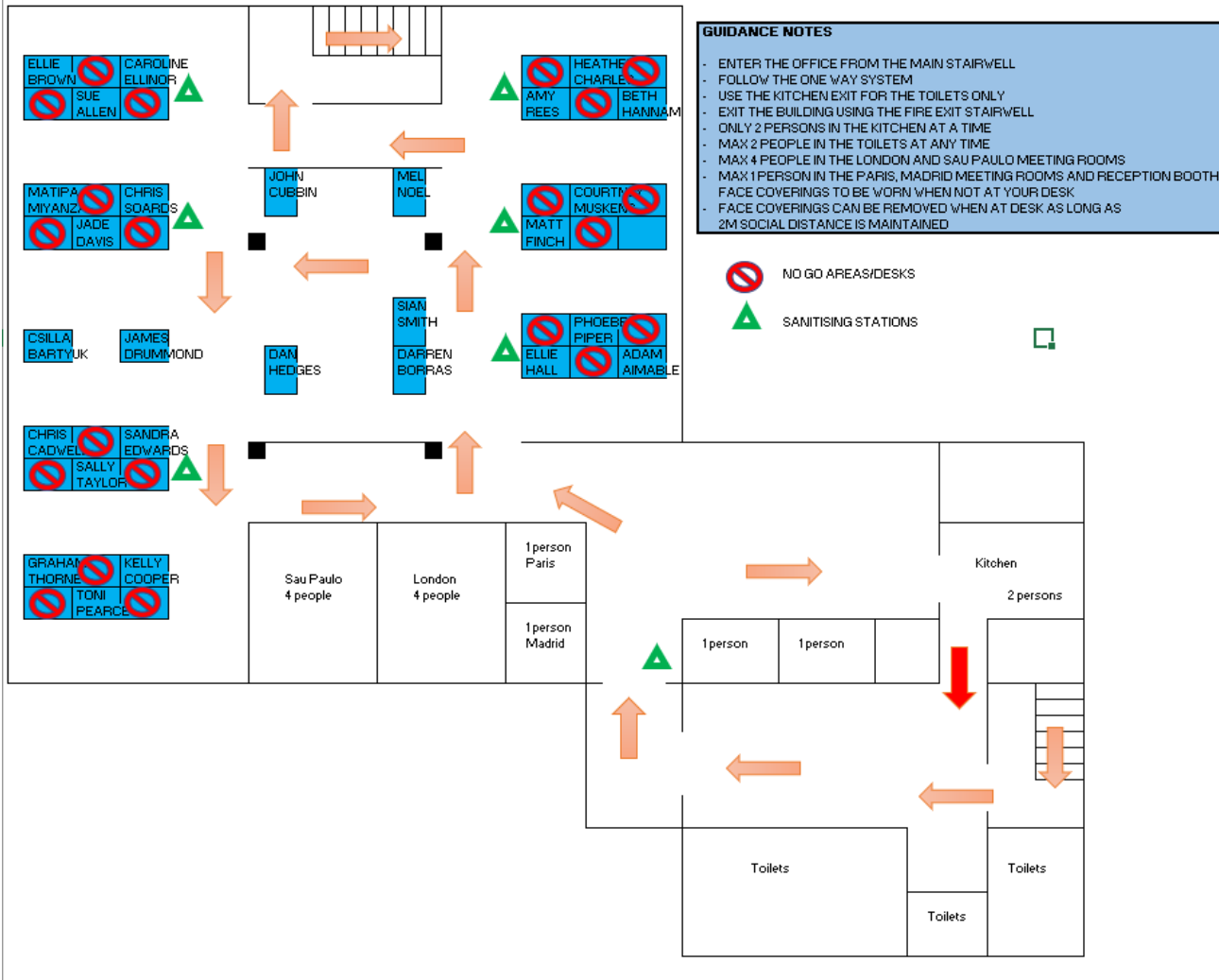
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8	Breaks	Recreational and welfare activities provision	Office staff	Breathing/Sneezing/Coughing from infected person within proximity or less 2m distance. Various contaminated surfaces (that may remain active for several hours).	<ul style="list-style-type: none"> Where possible, breaks and lunch taken outside office area. Maintain 2m social distancing. Office staff advised to bring their own food. Wash hands before using and 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 Face coverings only if within 2 metres of someone. 	<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 P&C Any contractors to follow COVID19 risk assessments and RAMS. All meeting to be carried out via online platforms i.e. Zoom. Mandatory Face coverings 	
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 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. 	

Entering / Exiting the Building

Fire Exit Stairwell, 2nd floor



Seating Plan



Office Walking Routes

