

What are the hazards?	Who might be harmed and how?	Controls	What further action needs consideration for controlling the risks?	When is the action needed by?
<p>Getting or spreading coronavirus by not being tested</p>	<p>Employees Contractors Delivery workers to/from office</p>	<p>Guidance and support on recognising and reporting symptoms and accessing tests. Tracking and reporting. COVID Secure measures and controls Capped office occupancy and daily booking system</p>	<p>Lateral Flow testing kits for office staff & contractors to reduce the likelihood of the Virus spreading as the restrictions are lifted and when office occupancy cap is increased</p>	<p>To be reviewed by the end of May 2021</p>
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Employees Contractors Delivery workers to/from office</p>	<p>Provide water, soap and drying facilities at wash areas Provide information on how to wash hands properly and display posters Based on the number of workers and the number of people who come into your workplace decide: Provide hand sanitiser for the occasions/areas when people can't wash their hands</p>	<p>Put in place monitoring and supervision to make sure people are following controls (Track & Trace system - Sign in form) Put signs up to remind people to wash their hands also near equipment Provide information to employees about when and where they need to wash/sanitise their hands</p>	<p>Sign in online when start work Google Docs shared file Name and date 14 Aug COMPLETED REVIEWED 21 April 2021 Signs done by 26 Aug COMPLETED REVIEWED 21 April 2021 - Stock continuously replenished.</p>

			<p>If people cannot wash hands, provide information about how and when to use hand sanitiser</p> <p>Identify how we are going to replenish handwashing/sanitising facilities in office - Vicky and Tilisha and IT team</p>	<p>In Guide (14 Aug) and Signs by 26 Aug COMPLETED REVIEWED 21 April 2021 Stock continuously replenished.</p> <p>In Guide (14 Aug) and Signs by 26 Aug COMPLETED REVIEWED 21 April 2021 - Stock continuously replenished.</p> <p>By 14 Aug COMPLETED REVIEWED 21 April 2021</p>
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Employees</p> <p>Contractors</p> <p>Delivery workers to/from office</p>	<p>Identify surfaces that are frequently touched and by many people (often common areas), e.g. door handles, (inside and outside), shared equipment and specify the frequency and level of cleaning and by Employees & Cleaner</p> <p>Provide employees how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p>	<p>Identify if and where additional hand washing/sanitising facilities may be needed (Between each spare desk)</p> <p>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p>	<p>Employee instruction in the Guide - 14 Aug 20 COMPLETED REVIEWED 21 April 2021</p> <p>Cleaning Services: End of Week 'Deep' Clean done each month Once or twice a week general end of day clean dependent on occupancy - 14 Aug 20 COMPLETED</p>

		<p>Reduce the need for people to move around the office/site as far as possible. This will reduce the potential spread of any contamination through touched surfaces</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors</p>	<p>Provide information telling people who needs to clean and when</p> <p>Allocating separate keyboards and mouse per employee located in allocated locker.</p> <p>We need to provide instruction/signs and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> • the products they need to use • precautions they need to follow • the areas they need to clean <p>Identify how you are going to replenish cleaning products and who will monitor this for the office</p>	<p>Actions amended: Cleaning Services - End of month every quarter 'Deep' Clean across whole office. Log weekly cleaning and dated for our records.</p> <p>REVIEWED 21 April 2021 Employee's cleaning requirements in Guide - 14 Aug 20 COMPLETED</p> <p>Updated guide: REVIEWED & UPDATED 21 April 2021</p> <p>Gloves provided for employees - COMPLETED</p> <p>Cover wearing of masks in the Guide - 14 Aug 20 COMPLETED</p> <p>Actions amended: Wearing masks amended in office - Office Guide. Mask wearing now a requirement when in office. REVIEWED 21 April 2021</p>
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				<p>Cover locker allocation and usage with equipment in the Guide - 14 Aug 20 COMPLETED REVIEWED 21 April 2021</p> <p>Cover Cleaning in Guide - 14 Aug 20 COMPLETED REVIEWED 21 April 2021</p> <p>Shared responsibility - allocation by Office Manager</p>
<p>Getting or spreading coronavirus in everyday use high traffic areas such as corridors, toilet facilities and entry/exit points</p>	<p>Employees</p> <p>Contractors</p> <p>Delivery workers to/from office</p>	<p>Identify areas where people will congregate, e.g. meeting rooms and kitchen</p> <p>Also, areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, printer and shared office items</p> <p>Review areas where air movement may be less than in other work areas, e.g. storage cupboards with no opening windows or mechanical ventilation</p>	<p>Put in place monitoring and supervision to ensure people are following controls put in place, e.g. following hygiene procedures, washing hands and following one-way systems/ maximum number of people</p>	<p>Deliveries left in Fulham Green Reception</p> <p>Signs - by 26 Aug COMPLETED</p> <p>And in Guide - 14 Aug COMPLETED</p> <p>Behaviours and reporting</p> <p>H&S checks through periodic visits and Zoom calls - 14 Aug 20 PLANNED.</p>

				REVIEWED 21 April 2021 No change
Spreading Virus by not following social distancing rules	<p>Employees</p> <p>Contractors</p> <p>Deliveries workers to/from office</p>	<p>Identify places where employees would not be able to maintain social distancing rules</p> <p>Keep people apart in line with social distancing rules in the first instance. This will include:</p> <ul style="list-style-type: none"> • holding meetings virtually rather than face-to-face • limiting the number of people in the office at any one time • having allocated days for employees to work in office • rearrange work areas and tasks to allow people to meet social distancing rules (2 metre rules) • using empty spaces in the building for additional rest break areas where safe to do so • providing more parking areas or controlling parking spaces • Ensuring building is providing facilities to help people walk or cycle to work, e.g. bike rack area 	<p>Provide information and instruction using Office Safe Reopening Guide</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>	<p>Recommend number of people in office per day maximum of 15 people. 33 Available desks including one standing desk. Space between each desk.</p> <p>All meeting rooms have been restricted and kitchen area. Signs left on doors.</p> <p>Booking System - Doodle: 14 Aug COMPLETED - Doodle reviewed weekly - Ongoing managed by Officer Manager and PX Advisor.</p> <p>Signs - 26 Aug COMPLETED</p> <p>In Guide - 14 Aug 20 COMPLETED</p> <p>REVIEWED 21 April 2021</p>

<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Employees Contractors</p>	<p>Fresh air may be the preferred way of ventilating the office so opening windows and doors (Excluding fire doors)</p> <p>Additional ventilation provides e.g. desk fans, air movers etc</p> <p>Switch to air conditioning system to draw in fresh air where they can be rather than recirculating air</p>	<p>Maintain air circulation system in line with government guidance and safe temperature for office</p> <p>Office will have air conditioning on and windows open</p>	<p>In Guide - 14 Aug 20 COMPLETED</p> <p>CHECKED & COMPLETED 21 Apr 2021</p> <p>REVIEWED 21 April 2021</p>
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Employees</p>	<p>Identify who falls into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable/Careers of vulnerable • People self-isolating • People with symptoms of coronavirus • Employees that recently travelled 		<p>In Guide - 14 Aug COMPLETED</p> <p>PX have some confidential personal data declarations on these categories</p> <p>Ongoing monitoring of symptoms and self-isolation and travel</p> <p>Office Manager & PX Advisor continuously manage - Track and Trace Electronic form weekly.</p> <p>REVIEWED 21 April 2021</p>

<p>Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)</p>	<p>Employees</p>	<p>Covered in previous sections. Low risk as PPE not a requirement in office/no hazardous materials</p> <p>Reporting systems</p>		<p>HotOffice has an incident reporting system if H&S is not being followed in attendance in office. Reports to PX Team.</p> <p>REVIEWED 21 April 2021</p>
<p>Managing resources and Communications for employees</p> <p>Managing DSE - Working from Home</p>	<p>Employees</p>	<p>Ensuring all employees are following government guidance.</p> <p>Support employees with working from home resources</p>	<p>Provide relevant resources of information for employees to gain access too.</p>	<p>UK COVID Office Guide provided for all UK staff and monitoring all regions.</p> <p>PX Team send regular updates about office and government updates in internal emails including changes.</p> <p>Office standard equipment provided for all employees. Working from home equipment guide provided to all staff across regions</p> <p>REVIEWED 21 April 2021</p>

<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Employees</p>	<p>Have regular keep in touch meetings/calls with employees working at home to talk about any work issues</p> <p>Keep ongoing Working from Home Survey active</p> <p>Talk openly with employees about the possibility that they may be affected and tell them what to do to raise concerns or who to go to (PX Team)</p> <p>Keep employees updated on what is happening so they feel involved and reassured.</p>	<p>Share information and advice with workers about mental health and wellbeing</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified. Also refer to Paycare Employee Assistant Line.</p> <p>Line Managers to report to PX Team with any concerns to PX Team.</p>	<p>Continue with existing actions in place.</p> <p>Offering line manager workshops to support with guidance on Mental Health and managing a team.</p> <p>Regular Mental Health Check Ins and Chat sessions</p> <p>REVIEWED 21 April 2021</p>
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Revised Risk Assessment: 21 April 2021

- Face coverings are now mandatory when walking around the office, in meetings and speaking with anyone in face to face.
- Disposable face masks have been added to list of replenished stock.
- Old posters to be replaced with new posters as requirements for H&S measures have changed.
- Every quarter last Friday of the month there will be a deep clean by our cleaning company.
- Limited number of people in the office per day is maximum capacity of 15 people, 33 available desks in the office including one standing desk. Booking system still mandatory and closely monitored.
- Open areas have been left restricted.
- All meeting rooms have limited amount of capacity and all signs have been displayed clearly on the doors.
- Updated UK Safe reopening office guide has been provided to all staff, been updated in May 2021.
- No longer acquire 212 small office space.
- Continuously regularly provide comms about updates and changes with office from PX Team.
- No change to agile and hybrid working.