

RISK ASSESSMENT

GE/214-4



Coronavirus workplace health safety and welfare

RA completed by	D McVerry	Signature		Date	September 2020			
RA reviewed by	I Robertson	Signature		Date	September 2020			
Tasks covered:	Workplace arrangements to reduce the risks to those on site being exposed to coronavirus. This document follows current government guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres							
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity			DR: Degree of risk			RR: Residual risk		
Guidance	1. Identify the people at risk and the significant hazards. 2. Calculate an initial DR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)							

PPE Assessment		Note. In many instances, you will be able to reduce risks further by asking employees/others to wear/use PPE. Identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Standard rules	Standard rules	Standard rules	Standard rules x	Standard rules	Standard rules	Standard rules x	Standard rules
Additional requirements:		There is no requirement for the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of covid-19						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Exposure to the Covid-19 virus	Employees, contractors, and associated parties	Serious ill health conditions and risks	3	5	15	<p>To protect others, employees, contractors, and associated parties must stay at home if they, or someone they live with, has symptoms of coronavirus (Covid-19).</p> <p>Anyone experiencing symptoms should remain at home and get a test immediately.</p> <p>How long an individual need to self-isolate depends on if an individual has Covid-19 or has been in close contact with someone who does.</p> <p>Guidelines for self- isolation as follows:</p> <p>If an individual has symptoms or tests positive Self-isolate for at least 10 days if:</p> <ul style="list-style-type: none"> You have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test You tested positive but have not had any symptoms <p>If you have symptoms, the 10 days starts from when they started.</p> <p>If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms after your test, self-isolate for a further 10 days from when your symptoms start.</p> <p>Stop self-isolating after 10 days if you feel OK You can stop self-isolating after 10 days if either:</p> <ul style="list-style-type: none"> You do not have any symptoms You just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone <p>Keep self-isolating if you feel unwell Keep self-isolating if you have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> A high temperature or feeling hot and shivery A runny nose or sneezing Feeling or being sick Diarrhoea <p>Only stop self-isolating when these symptoms have dissipated</p>	1	5	5

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						<p>If you live or are in a support bubble with an individual who has symptoms or has tested positive Self-isolate for 14 days if:</p> <ul style="list-style-type: none"> Someone has symptoms of coronavirus and tested positive, had an unclear result or did not have a test Tested positive but has not had symptoms <p>This is because it can take 14 days for symptoms to appear.</p> <p>The 14 days starts from:</p> <ul style="list-style-type: none"> when the first person in your home or support bubble started having symptoms the day they were tested, if they have not had symptoms – but if they get symptoms after they were tested, self-isolate for a further 14 days from when their symptoms start <p>Stop self-isolating after 14 days if you do not get symptoms</p> <p>Keep self-isolating and get a test if you get symptoms</p> <ul style="list-style-type: none"> Get a test to check if you have coronavirus if you get symptoms while you're self-isolating. If your test is negative, you should keep self-isolating for the rest of the 14 days. If your test is positive, you should self-isolate for 10 days from when your symptoms started. This might mean you're self-isolating for longer than 14 days overall. <p>If you've been told to self-isolate by NHS Test and Trace Self-isolate for 14 days</p> <ul style="list-style-type: none"> If you've been in close contact with someone who has coronavirus, you may get a text, email or call from the NHS Test and Trace service. They may tell you to self-isolate for 14 day – from the day you were last in contact with the individual – it can take up to 14 days for symptoms to appear. Do not leave your home for any reason – if you need food or medicine order online or ask friends or family to assist Do not have visitors in your home including friends and family – except for essential care Try to avoid contact with anyone also living in the household as much as possible If you live with someone at a <u>higher risk from coronavirus</u> try to arrange for them to stay with friends or family for 14 days People you live with do not need to self-isolate if you do not have symptoms People in your support bubble do not need to self-isolate if you do not have symptoms 			

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						People are actively encouraged to discuss any health, safety or welfare arrangements with their line manager, or HR, at the first opportunity. Health and welfare remain a priority.			
Working in company premises during the Covid-19 pandemic.	Employees, contractors, and associated parties	Serious ill-health conditions and risks	3	5	15	<p>Business continuity teams, chaired by the Managing Partner, meet regularly to review risks to the business and discuss the implementation of appropriate guidelines. Reviews will include, if any, GE HS documentation that requires updating in line with the evolving situation and associated guidelines.</p> <p>Members of the BC team are in regular contact/update with advisory bodies, to provide factual and comprehensive guidelines and localised arrangements to the business and associated parties.</p> <p>Factual advice and guidance to the business will be circulated frequently as it is important to remain open and transparent at all times.</p> <p>Circulation of tailored 'New ways of working' induction documentation circulated to each office and supported by the provision of Q&A sessions. https://geraldeveillp.sharepoint.com/sites/gevesNWOW</p> <p>Senior management, and HR, appreciate there is a likelihood that employees will encounter dilemmas between personal, professional and work obligations and advocate an open door policy to any employee who wishes to discuss issues and concerns as the health, safety and welfare of employees remains a priority.</p>	1	5	5
Working in company premises during the Covid 19 pandemic with a moderate health risk as per government guidelines	Employees, contractors and associated parties	Serious ill-health conditions and risks	3	5	15	<p>The Firm encourages employees to discuss any issues or concerns regarding health, safety and welfare with their line Manager, HR or Facilities or log at workplace@geraldeve.com and concerns will be addressed with the individual accordingly.</p> <p>Employees identified as moderate risk from the government guidelines (see below link) will follow the below controls as well as all other controls measures identified in this document. Public Health England have also highlighted some groups of people who may be at higher risk of infection or suffering from adverse effects if infected, these include older males, high BMI, underlying health conditions such as diabetes and individuals from some Black, Asian or minority ethnicity backgrounds. Whilst not identified as a vulnerable group, their higher risk levels are considered in line with the below.</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</p> <p>An assessment of office location where the moderate health risk employee sits will be completed and if identified as a potential high flow area, the Firm will find a more suitable location to reduce the risk of cross contamination.</p> <p>Moderate health risk employees will be asked to reduce any attendance at other sites or location to an absolute minimum and these should be for as short as possible time frame with consideration to wearing a face covering during the visit to reduce risk of cross contamination from others.</p>	1	5	5

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Sub note on clinically extremely vulnerable groups	Employees, contractors and associated parties		3	5	15	<p>Moderate health risk employees will be asked to reduce attendance at office meetings to an absolute minimum and the time spent at these meeting should be keeping as short as possible with consideration to wearing a face covering during the duration of meeting to reduce risk of cross contamination from others.</p> <p>Moderate health risk employees are encouraged to raise any issues or concerns regarding travel or workplace arrangements to their respective Line Manager, HR or Facilities immediately in order that areas of concern can be discussed and resolved.</p> <p>Where an employee lives with someone who falls into the moderate and high risk categories, the employee will also be treated as someone at higher risk and the above steps also considered.</p> <p>Expert doctors have identified specific medical conditions, based on what is known about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group. https://digital.nhs.uk/coronavirus/shielded-patient-list</p> <p>Employees deemed as clinically extremely vulnerable are advised to take extra precautions during the peak of the pandemic in England. This is known as 'shielding'.</p> <p>At present the Government is advising that you do not need to shield at the moment. This is because the rates of transmission of coronavirus (COVID-19) in the community have fallen.</p> <p>There is specific guidance on what will happen if there is a local lockdown in your area.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/ https://www.gov.scot/publications/coronavirus-covid-19-local-measures/</p> <p>https://gov.wales/coronavirus-regulations-guidance https://gov.wales/sites/default/files/inline-documents/2020-07/Letter.pdf</p> <p>Workplace arrangements for clinically extremely vulnerable individuals must be discussed in the first instance with associated Line Managers, and HR, to be assured that appropriate measures are in place, this may include continuing to work from home.</p>			

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Mental Health & Stress	Employees, contractors and associated parties	Serious mental health issues and concerns	3	5	15	<p>During uncertain times such as this is normal to feel worried, scared or helpless about the current situation and the Firm actively encourages individuals, through its open-door policy, to share any issues and concerns through discussions with line Managers, HR or trusted colleagues.</p> <p>If an individual feels they cannot confide in someone they know, or if doing so has not helped, there are helplines that can assist including:</p> <p>https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</p> <p>ideas to help manage your anxiety</p> <p>https://www.helpguide.org/articles/anxiety/coronavirus-anxiety.htm</p> <p>A change in the way someone acts can be a sign of stress, for example they may:</p> <ul style="list-style-type: none"> • Take more time off • Arrive for work later • Be more twitchy or nervous <p>A change in the way someone thinks or feels can also be a sign of stress, for example:</p> <ul style="list-style-type: none"> • Mood swings • Being withdrawn • Loss of motivation, commitment and confidence • Increased emotional reactions – being more tearful, sensitive or aggressive <p><u>Employees</u> can help look after their own stress levels at work – and if they have a problem please talk to a line Manager, HR, trusted colleague or GP to see what action can be taken</p>			

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New and Expectant Mothers working in premises during the Covid-19 pandemic	All new and expectant Mothers	Serous ill-health conditions and risks	3	5	15	<p>All new and expectant mother complete a Workrite questionnaire to assess if any potatial addtional risk areas require control measures to be added to emoloyees work activities.</p> <p>A Personal Emergency Evacuation Plan (PEEP) will be completed for the new and expected mother, this will be reviewed with the employee to ensure they are made aware of and fully understand the additional safety measures in place in the event of a building evacuation or emergency.</p> <p>An assessmnet of office location where the new and expectant mother works will be completed, and if identified as a potentail high flow area, the Firm will find a more suitable locationin order to reduce the risk of cross contmanation, this may include working from home.</p> <p>New and expectant mothers will be asked to reduce attendance at other sites, or locations, to an absolute minumum and attendance should be for as short as possible time frame with consideration given to wearing a face covering to reduce risk of cross contamnation.</p> <p>New and expectant mothers will be requested to reduce attendance at office meeting and keep to an absolute minimum with time spent at these meeting kept as brief as possible with consideration given to wearing a face covering to reduce risk of cross contamination.</p> <p>New and expectant mothers are encouraged to raise any issues or concerns regarding travel or workplace arrangements to their respective Line Manager, HR or Facilities immediately in order that areas of concern can be discussed and resolved.</p> <p>Further guidance please refer to: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>			

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Working on company premises/ working at home	Employees/ contractors	Serious ill-health conditions and risks	3	4	12	<p>Employees can complete some of their duties from home as per Firm's New Ways of Working – Office and Homeworking policy written in accordance with Government guidelines.</p> <p>Monitoring the health and wellbeing of employees working from the workplace and home remains a priority and the Firm actively encourages teams to stay connected and updated through remote access, team talks, virtual coffee mornings, MS Office Teams, clear review check in sessions and conference/video calls. The Hub provides a collective weekly summary of business-related news, events, initiatives and up to date health, safety, and welfare arrangements in line with government guidelines and best practice.</p> <p>Line Managers will work with HR to maintain clear lines of communication with employees working from home. and their arrangements. including their welfare, mental and physical health, and personal security.</p> <p>Provisions in place to ensure that employees working from home have the right tools, including remote access to work systems, access to Workrite Agile Working Ergonomic Assessment tool and know who to contact to raise any issues or concerns.</p> <p>Employees and pre-approved contractors, are permitted to work on company premises during their assigned red/yellow week subject to the following control measures:</p> <ul style="list-style-type: none"> • Approved red/yellow rota weeks of assigned groups who have acknowledged site-specific safety arrangements as per new ways of working induction documentation on the intranet as follows: https://geraldevellp.sharepoint.com/sites/gevesNWOW • Implementation of reasonable measures to minimise the risk of transmission including enhanced cleaning, social distancing practices, and arrangements to manage the transmission risk when 2m distancing cannot be achieved, hygiene protocols, assigned/configured workstation that comply with 2m social distancing and suitable signage and visual cues. • Screens in place to protect desks in high flow areas • Additional control measures for ICT members when there is the necessity to work in close contact with colleagues - dealing with network or hardware problems • Staggering shift times to prevent people arriving on site at one time. • Enhanced cleaning of workstations and waste removal. • Minimised storage and handling of paper documents by adhering to the principles of the clean desk policy. • Updated guidance notes, policies and procedures taking into account government guidelines, industry standards and best practice. • Taking into consideration the needs of disabled and vulnerable people, and where people are unable to work from home, a separate assessment will be completed to ensure that a safe working environment can be provided. 	1	5	5

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Working on company premises/ working at home	Employees/ Clients	Reputational risk of putting people in high risk situation	3	5	15	<p>Follow governmental guidance, as well as H&S legislation and best practice.</p> <p>Regular communication with employees and clients to update them of our actions and steps being taken to reassure that we are focusing on the health and safety of our employees, clients, and our communities.</p>	1	5	5
Home Working	Employees	Serious ill-health conditions/muscular skeletal disorders/mental health issues and security.	2	5	10	<p>Employees must identify a suitable location to work in their home. It should provide enough separation from likely disruptions and space to allow them to work in a safe manner.</p> <p>Employees should ensure that they check associated household insurance policies and liaise with providers to check homeworking status and follow all safety guidelines provided by the Firm and their associated insurance provider.</p> <p>Appropriate equipment and access to systems etc. to be provided and maintained to ensure employees can complete duties at home.</p> <p>Workstations and work routines should be set up and maintained in accordance with current HSE guidance, and best practice.</p> <p>Employees to complete WorkRite Agile Working Ergonomic Assessment tool and know who to contact to raise any issues or concerns, which will be actioned accordingly.</p> <p>Home working welfare videos and guidance circulated via The Hub and uploaded to the intranet.</p> <p>Employees who are experiencing any issues or concerns as a consequence of working from home, and their set up, are encouraged to also report to their line manager, HR or contact: agileworking@geraldeve.com - ergonomic and welfare concerns will be escalated accordingly.</p> <p>If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed in discussion with the line manager and HR and agreed by the employee.</p> <p>If hazardous substances are to be used, how they are to be used and stored is to be defined in a safe system of work (SSOW).</p>	1	5	5

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Visitors and contractors working or visiting the company premises	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	2	5	10	<p>Until further notice visitors, including contractors, are to be kept to minimum on the premises, by appointment only with restricted access whilst on the premises.</p> <p>Meetings etc must completed by phone, or video conferencing (Skype/Office Teams) etc.</p> <p>Reception set up to enable social distancing for receptionists, employees, visitors, and contractors.</p> <p>Floor markings set out 2m social distancing from reception desk.</p> <p>Signage providing clear instructions of one-way routes, rules of social distancing and etiquette. Installation of screen to further minimise risk of exposure.</p> <p>Reconfiguration of reception waiting furniture in accordance with social distancing.</p> <p>Removal of magazines and other literature.</p> <p>Signing in book and shared passes to be removed. Visitors to wear single use stickers and remain with their host.</p> <p>All visitors and contractors to adhere to site specific safety arrangements, 2m social distancing and adhere to respiratory, and hand hygiene protocol, at all times.</p> <p>Contractors to provide copies of their own risk assessment and policies for minimising risk of transmission. Plan of work provided outlining how social distancing will be maintained and consideration given to scheduling of works taking into account peak/reduced occupancy levels.</p> <p>SSOW must be specific to the tasks/locations etc. of the works being completed. They must identify site-specific risks and appropriate control measures.</p> <p>No works to be authorised, or subsequently completed, without formal documented and agreed SSOW in place.</p>	1	5	5
Preventing infection spreading/ social distancing during working or visiting the company	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>Numbers of employees working in offices limited with start and finish times staggered to achieve social distancing.</p> <p>Occupants enter/exit buildings using access routes available to accommodate social distancing as outlined in site specific induction packs.</p> <p>Walkways and aisles have one-way system and visual cues in place, where possible, to maintain social distancing.</p> <p>Workstation configurations introduced to maintain social distancing as per government guidelines. Restriction on sharing workstations.</p>	1	5	5

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						<p>Visual cues and site-specific arrangements for tea points, toilets, showers and changing room facilities.</p> <p>Screens and barriers introduced in areas where social distancing may be compromised at times.</p> <p>Where 2m is not practical manage transmission risk via fixed teams/partnering and/or limit the activity timescale.</p> <p>Employees to work back-to-back or side-to-side rather than face-to-face whenever possible.</p> <p>In addition to adhering to 2m social distancing all people to be regularly reminded to consider the route and risk of transmission and:</p> <ul style="list-style-type: none"> • Stay at home if they, or someone they live with, has symptoms of Covid-19. • Follow the Firms guidelines on reporting Covid-19 symptoms whilst on the premises – urgently liaise with line manager and HR and follow procedures provided following an assessment of the risks. • Raise concerns at workplace@geraldeve.com or speak to HR or Facilities in confidence if a colleague is not adhering to site safety arrangements and hygiene protocol. • Contact fhelpdesk@geraldeve.com for onsite provisions or to make them aware of a hygiene or safety query/concern. • Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • Dispose of any tissues in appropriate waste receptacles as quickly as possible. Catch it - Bin it- Kill it. • Do not touch face or eyes if hands are not clean. • Adhere to signage displayed across the workplace, including toilets, and changing facilities, to remind all of social distancing respiratory and hand hygiene protocol. • Number of people allowed to use lifts to be identified via signage on floor and as per site induction packs. Numbers allow social distancing rules to be maintained. Staff to look away from each other. 			

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Cleaning and housekeeping of company premises	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	<p>Enhanced cleaning procedures implemented across sites, particularly in relation to areas cleaned and frequency including:</p> <ul style="list-style-type: none"> • Hard surfaces including worktops, tables and window ledges • Toilets - flush and seats • Door handles and push plates • Lift buttons • Taps and washing facilities • Hand rails on staircases and corridors • Food preparation and eating surfaces • Telephony equipment • Keyboards, photocopiers and other office equipment <p>Signage – guidance on handwashing hygiene for all and for 20 seconds and the provision of hand drying facilities - albeit paper towels or dryers.</p> <p>Provision of hand sanitiser around the workplace as back up for soap and water with guidelines.</p> <p>Cleaning schedules reviewed and amended to reflect enhance cleaning provision and control methods employed to minimise exposure to infection including social distancing and PPE.</p> <p>Enhanced waste management with increased rubbish collections and disposal. Gloves to be worn whilst emptying bins and replacing liners coupled with appropriate hand hygiene.</p> <p>Placement of PPE disposal bin at each entrance.</p> <p>In the event of possible contamination, i.e. a person attending site who has a confirmed case, areas that may be contaminated to be deep cleaned/decontaminated.</p>	1	5	5
Using company Toilet, shower and changing facilities	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>Rearrangement of toilets, changing rooms and showers to enable social distancing using clear visual cues including floor markings and signage.</p> <p>Provision of cleaning materials per shower/changing facility for cleaning by users before and after use - in addition to periodical cleans by cleaning personnel.</p> <p>Extending use of facilities across building at Welbeck to compensate for social distancing restrictions in each toilet and shower facility. Security passes to be modified accordingly.</p> <p>Use of visual hook system in place outside GE managed toilets, shower and changing facilities to show if a room has reached the limit of authorised numbers and social distancing markers outside if employees are required to queue.</p>	1	5	5

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						<p>Updated and circulated guidelines for showers, lockers and changing facilities to ensure they are kept clean and clear of personal items.</p> <p>Employees must wash/sanitise their hands before and after using the facilities, as per government guidelines.</p> <p>Covid-19 awareness signage visibly displayed on back of all toilet doors including the requirement to close toilet seat lids when flushing to reduce the risk of transmission.</p> <p>Enhanced cleaning and waste disposal regime in terms of areas cleaned, bins emptied and frequency.</p>			
Travel to the workplace	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>All can help control coronavirus and travel safely by walking and cycling, if possible. Where this is not possible, use public transport or drive whilst adhering to government guidelines:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/getting-around/</p> <p>https://gov.wales/coronavirus-travel</p> <p>Individuals are advised not to travel at all if:</p> <ul style="list-style-type: none"> Experiencing any coronavirus symptoms Self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody who has symptoms Are clinically extremely vulnerable and live in an area where additional public health measures advise to resume shielding Have been advised by NHS test and trace service to self-isolate <p>https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-contact-tracing</p> <p>https://gov.wales/test-trace-protect-your-questions</p> <p>For those who use public transport guidance includes recommendations to (i) keep two metres apart from others, (ii) wear a face covering, (iii) use contactless payments, and (iv) wash and sanitise hands as soon as possible before and after travel.</p>	1	5	5

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Travel to the workplace and car sharing						<p>Please note: You must wear a face covering on public transport and in substantially enclosed areas of transport hubs in UK. You will be breaking the law if you fail to do so and could be fined.</p> <p>https://www.transport.gov.scot/travel-guidance-during-covid-19/guidance-on-the-use-of-face-coverings-on-public-transport-in-scotland/</p> <p>https://gov.wales/requirement-wear-face-covering-public-transport-wales</p> <p>Some individuals don't have to wear a face covering for health, age or equality reasons.</p> <p>You should remove your face covering if asked to do so by a police officer or other relevant person.</p> <p>It is important to wash or sanitise your hands before and after touching your face covering.</p> <p>If you need to dispose of your face covering, use 'black bag' waste bins or litter bins. You should not use a recycling bin, and for this purpose PPE disposal bins have been provided at each office.</p> <p>Individuals should try not to share a vehicle with those outside of the household or support bubble but when essential should:</p> <ul style="list-style-type: none"> • Share the transport with the same people each time • Keep to small groups of people at any one time • Additional safety measures including Perspex screens • Open windows for ventilation • Travel side by side or behind other people, rather than facing them, where seating arrangements allow • Face away from each other • Consider seating arrangements to maximise distance between people in the vehicle • Clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch • Ask all parties to wear a face covering <p>Please note: Employees wishing to share vehicles for the purpose of work and site visits must discuss arrangements with their line Manager and authorisation will be dependent on an assessment of risk and approval from Heads of Business group</p>			

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Travel to the workplace, car sharing and travel abroad						<p>Employees using cars must ensure that the MOT is in date, car has been serviced and deemed safe to drive, and the user has appropriate business insurance and are registered with Licence Bureau. Please contact: fhelpdesk@geraldeve.com/lpdesk@geraldeve.com</p> <p>Drivers in London to pay congestion charge and aware of revised hours of operation.</p> <p>All must adhere to social distancing in line with government guidelines when walking as part of their journey where practical and avoid large congregations of people.</p> <p>Users of Welbeck and Cavendish Square's cycling facilities must adhere to associated guidelines and ensure that they have appropriate cycle insurance in place and the bike is fitted with a cycle lock that conforms to industry standard including the 'sold secure' rating or similar.</p> <p>Individuals planning on travelling aboard in the months ahead must log their destination and dates on Cascade the Firm's absence management system and follow government guidelines at all times.</p> <p>As no travel is risk free individuals should ensure that they keep up to date on the list of exempted destinations and follow all UK guidelines as below:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-individuals-and-businesses-in-scotland</p> <p>https://gov.wales/coronavirus</p> <p>It is advisable to sign up for travel advice email alerts regarding entry restrictions, screening and quarantine requirements and check reputable travel health guidance websites including Travel HealthPro.</p> <p>Check with the UK based embassy of the country travelling to and read associated safe travel guidance websites for precautions to take during travel and check on if there are requirements to wear face coverings.</p> <p>Please note: It is mandatory to wear face coverings on most airlines but check before travelling.</p>			

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Use of welfare facilities	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	<p>Enhanced cleaning and waste disposal in all tea points and welfare facilities. All people to wash their hands with soap and water as they enter/leave an area.</p> <p>Revised arrangements for monitoring of tea points at Welbeck Street with enhanced cleaning arrangements as per site specific induction pack.</p> <p>Users to wipe down hard and contact surfaces after use including worktops and kitchen equipment.</p> <p>Welfare breaks taken outside if sufficient space and appropriate.</p> <p>Welfare/break out facilities are to be setup, where practical, so that the 2m social distancing rule can be maintained. This may include removing chairs and staggering break times etc. Screens used when potential for social distance is compromised.</p> <p>Implementation of one-way system if practical with signage and visual cues for route, social distancing, and specific control measures.</p> <p>Maximum number of people allowed in the facility to be displayed prominently and marked out accordingly. Breaks staggered where practical to minimise numbers to achieve social distancing</p> <p>Restriction on the use of crockery with the initial provision of recyclable disposable items, where practical and in accordance with waste streams. Personal mugs and cutlery permitted if cleaned and stored appropriately by the individual. Crockery should not be shared, and users should prepare their own drinks on site.</p> <p>Employees to bring own food and drinks where possible. Food provided by the Firm's catering contractor at Welbeck Street will be packaged with clear guidance as to preparation arrangements.</p> <p>Stringent arrangements for the storing and disposal of food in tea points and kitchens.</p> <p>Allocation of specific isolation room/area per office for people on the premises experiencing covid-19 related symptoms coupled with site specific procedures for symptomatic employees.</p>	1	5	5
Attending Training and meetings	Employees, contractors, and others	Serious ill-health conditions	3	5	15	<p>All employees must complete an induction of the new guidelines and arrangements for returning to the workplace which includes control measures implemented. Documentation must be acknowledged and returned to line managers/HR to confirm they have read and understood the arrangements.</p> <p>Covid-19 awareness training undertaken where required – national offices.</p> <p>Face to face training to be avoided where practicable.</p> <p>Meetings completed, where possible, by video conferencing. External meeting requests are subject to an assessment of risks and advanced discussion of arrangements.</p>	1	5	5

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						<p>Amendment to Condeco set up and clear down times to account for enhanced cleaning arrangements after each meeting. Users liaise with fhelpdesk@geraldeve.com for enquiries.</p> <p>Modifications to meeting room guidelines outlining new arrangements regarding bookings, enhanced cleaning, social distancing, and etiquette.</p> <p>Internal meetings kept short as possible and no paperwork, stationery, equipment, or materials to be shared before, during or after the meeting.</p>			
Using areas that have inbound and outbound goods including post and deliveries	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	2	5	10	<p>Delivery and collection points to be clearly identified with signage. Employees managing the process must direct delivery drivers/couriers to these points.</p> <p>Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so.</p> <p>Delivery drivers/couriers to be encouraged to stay in their vehicles and drop off where practicable.</p> <p>Maintaining 2m social distancing where possible.</p> <p>Delivery drivers/couriers to be allowed to use welfare facilities.</p> <p>No personal post delivered to offices.</p> <p>Non-perishable deliveries including post should be moved to a designated place for quarantine, and if practical, left for 72 hours before processing whereby external packaging should be removed and disposed appropriately and handlers wash their hands immediately.</p> <p>Time sensitive post including legal documents, notices, contracts, cheques, and couriered packages should be processed using the appropriate control measures with the provision of PPE. Handlers should dispose of external packaging immediately using the appropriate waste streams and wash hands immediately.</p> <p>All post to be scanned to nominated individuals and processed accordingly. Hard copies of post will be sent to employees upon request only.</p> <p>Access to post room facilities strictly restricted in line with social distancing. All requests for items from the post room must be emailed to fhelpdesk@geraldeve.com and delivered accordingly following hygiene protocol at all times.</p>	1	5	5

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Handling Paper files	Employees and associated parties		2	5	10	<p>A quarantine period of 72 hours should be maintained for files and documents between being touched by different individuals, to achieve this below control measure have been implemented.</p> <p>Filing– All paperwork currently located in the various client filing trays will have had enough time elapsed to allow for filing to take place.</p> <p>When using/filing into a file located in the racking, employee will need to use gloves to search for the file to ensure files are not touched unnecessarily. Once you have finished with the file you must mark the file with a post-it notes as a visual indicator to show the time and date the file was last handled.</p> <p>Files in Racking- If any colleague should remove a file from the racking for reference, then they should mark on the file the time and date of handling to give a visual indication to other colleagues. Once you have finished with the file, you are responsible for returning the file to the system ensuring the post it note has been completed showing the date and time last touched. Please do not touch any files around a file with a post note for a period of 72 hours.</p> <p>Emergency Access – If access to the file is required by someone else within the restriction period – gloves should be worn, and the file cleaned down with wipes to minimize any risk. Once task is complete gloves and wipes should be disposed of in correct waste stream and hands washed thoroughly in accordance with guidelines. The returning of the file to the system remains the same as the above guidance.</p> <p>To enable sufficient time to pass from printing documents - Mon – Fri filing trays for each week (Red and Yellow) to be used with all printing from that particular day being put in the relevant days tray, however this will be mixed client paperwork. This will then indicate the required period has passed to allow paperwork to be touched. i.e. yellow week filing can be handled the following week – Red week, Monday’s tray can be filed/relocated to the client trays on Thursday etc.</p> <p>Paperwork requiring signing/authorization– this should be produced electronically where possible with the last person in the authorization chain printing off and attaching the relevant emails before adding to the relevant days filing tray.</p>	1	5	5

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Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
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Use of areas with Security	Employees, contractors, and associated parties	Safety and welfare	2	5	10	<p>All should adhere to security protocol when undertaking their roles at all time and follow Firm guidelines regarding safety and security.</p> <p>Guidance material including policies and procedures for lone working, surveying safely, inspections and site visits can be located on the intranet under the risk management and health and safety pages.</p> <p>The Firm supports a worker's decision made in good faith to withdraw from premises, or a task, if there is anything that the worker feels compromises their personal safety. Workers should address their concerns immediately with their respective line manager or HR.</p>	1	5	5
Activities that following prescribed safe systems of work	Employees, contractors, and associated parties	Accident or injury caused by working in an unsafe manner	3	5	15	<p>Under no circumstances are employees or contractors to be asked to complete tasks that they're not deemed competent or authorised to perform. There are to be no exceptions to this rule.</p> <p>Prescribed safe systems of work must always be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected.</p> <p>There may be times due to staff absences when direct supervision levels may be less than normal. During these times, employees are expected to maintain normal working practices. Anyone failing to do so to be subject to the Firm's disciplinary procedures.</p> <p>If a pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</p>	1	5	5
Use of Emergency and First Aid Provisions	Employees, contractors, and associated parties	Accident, injury of fatality	3	5	15	<p>Provision and circulation of updated procedures that take into account minimizing the risk of transmission and the provision of revised training and awareness sessions/courses.</p> <p>Fire Safety - Revision of fire procedures to factor that during an unplanned evacuation it is recommended that occupiers disperse a safe distance away from the building but remain in the vicinity to hear when it is safe to return to the office. Fire Marshals will be required to attend muster points to confirm their floors are clear and will be updated as to when it is safe to return to the workplace.</p> <p>First Aid - HSE has stated that those who are unable to complete requalification training due to the Coronavirus outbreak may extend the recertification date by up to three months. This applies to certificates expiring on or after 16th March 2020.</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>	1	5	5

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						<p>If someone at the firm has a confirmed diagnosis of Covid 19 HR/Facilities will review guidance (see below link) to ascertain if incident is reportable as per RIDDOR guidance: https://www.hse.gov.uk/coronavirus/riddor/index.htm</p> <p>Personal Emergency Evacuation Plans – Must be in place for employees who require additional assistance to enable them to exit a building in the event of an emergency. Consideration must be given as to how this is facilitated in line of social distancing on premises.</p> <p>Provision of emergency procedures, and associated PPE, for confined spaces where there is a necessity, due to an emergency, to exceed the personnel/2m social distancing limit.</p>			
Air quality in office environment and building services	Employees, contractors, and associated parties	Welfare	2	5	10	<p>In line with recommendations from REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations) & CIBSE (Chartered Institution of Building Services) continue with current maintenance regimes to SFG20 specification for main air handling unit (AHU) plant.</p> <p>Pull forward any servicing and filter changes of the main AHU and include cleaning and disinfection of the internal parts, such as coils and chambers.</p> <p>Increasing extraction and reduce supply air to create a negative pressure in the property for several intervals during the day to ensure fresh air quality. <i>Negative pressure within the building means extracting more air from the building than putting into the building, which will allow for more changes to take place throughout the day providing better air quality on the floors.</i></p> <p>Run toilet extract systems 24/7 at increased extract and reduced supply to maintain negative pressure.</p> <p>Extending mechanical ventilation run times within the building.</p> <p>Full pasteurisation of the hot water services within the building.</p>	1	5	5

Risk Assessment									
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Exposure to the Covid-19 virus during Building site visits or secondment on behalf of the company	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>Pre-inspection/Visits Checks and Controls</p> <p>Written confirmation of whether the site/building is occupied is required before visit takes place. If site has building maintenance and security, then this will be deemed unoccupied for the purpose of this risk assessment. If occupied the control measure below details requirements for inspection/visit to take place.</p> <p>Employees must ensure they obtain from client/occupier a Covid-19 secure certificate prior to inspection or visit. If one is not available, employees should risk assess with their line manager and for example, if the premises are vacant this is likely to be acceptable and if occupied then a decision may depend on as to why a certificate cannot be provided.</p> <p>An employee attending site visit must obtain all relevant Risk Assessment and site rules, including any specific Covid-19 guidance for review before site visit. They should also get written confirmation there are no 'at risk' people on site during the visit.</p> <p>Employees must review current Government guidelines regarding Covid 19 to ensure they comply, and any material differences should be highlighted to their manager before visits are conducted.</p> <p>Employees will make sure they have appropriate PPE for the visit; both general site visit PPE, hard hat, boots, safety glasses and high viz as well as any Covid-19 appropriate PPE, which in limited circumstances may include disposable paper coveralls, face covering (as per Government guidelines) and disposable gloves and more generally, hand sanitizer and surface disinfectant wipes. All necessary PPE mentioned will be obtainable from fhelpdesk@geraldeve.com (subject to availability from suppliers) or purchased and expensed with line manager approval.</p> <p>A plan to travel to site should be made in advance and employees should follow government guidelines regarding safe travel. Please refer to travel section for further guidance.</p> <p>Employees should review all GE Risk Assessments relevant for the type of site visit, as well as reviewing all relevant Gerald Eve Health and Safety documentation for the task, e.g., Surveying Safely, Lone Working, etc.</p> <p>Employees should plan other tasks involved to make sure they reduce the attendance time to an absolute minimum.</p>	1	5	5

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						<p>Employees should consider having access to the use of video equipment, such as smart phones, that can be used during visit/inspection to reduce numbers in attendance as well as requiring clients to attend future visits as well as marketing opportunities.</p> <p>If clients /3rd parties are to be involved in visit, then numbers should be kept to a minimum and this number should reflect the size of building/site and the need to maintain social distancing at all times during the visit.</p> <p>Employees working at a client site, or at an external site, are required to obtain risk assessments and Covid secure certificates for the premises they work on.</p> <p>Employees on secondment who are required to work at a client's site/office are required to provide to HR a copy of the client's secure certificate.</p>			