

1. RISK ASSESSMENT

Activity:	Working Safely during COVID-19 at our Head Office
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Project:	Head Office, Levels 2 & 3, 32 Harbour Exchange Square, London. E14 9GE
Date:	7 th August 2020
Assessed by:	Jason Dodd

Persons at risk:	
Operatives	✓
Persons in the vicinity	✓
Visitors	✓
Public / 3 rd parties	✓

High (H): Possible death, long term serious injury or long term adverse health effects

Medium (M): Injury with no foreseeable long term effect

Low (L): Minor injury, no lost time from work or no injury

No	Hazards	Pre Control Risk Rating			Control Measures	Post Control Risk Rating		
		High	Med	Low		High	Med	Low
1	Site staff attending the offices	X			Apologies to our staff out on our sites, but no Site Staff can attend the Head Office until further notice, you can understand our actions in this regard. Trying to generally social distance our staff is very important.			X
2	Guests or Visitors attending our office	X			No Guests or Visitors can attend the Head Office until further notice. Please carry out all business by way of Teams Meetings, phone calls or other forms of Video/audio conferencing. Any meeting that cannot be managed remotely must take place away from our office and then precautions must be taken.			X
3	High Temperature / Temperatures must be taken every day	X			We have installed temperature monitors on both levels of our office. They must be used by all staff every day. If you record high, an alarm will sound, please do not enter the office. Contact your line manager for further instructions. Do not touch the temperature monitor, it is touchless. if it does not work then retry, if it still does not work, advise your line manager and re-test or they will use an alternative temperature monitor.			X

4	Attending the offices if you feel unwell	X			This of course is in relation to showing symptoms of Covid-19. Please contact your line manager by phone for further instructions. Do not self-diagnose.		X	
5	Attending the offices if a member of your household and immediate family is feeling unwell	X			This of course is in relation to showing symptoms of Covid-19. Please contact your line manager by phone for further instructions. Do not self-diagnose.		X	
6	What to do if you become unwell whilst at work	X			This of course is in relation to showing symptoms of Covid-19. Please contact your line manager by phone for further instructions. Do not self-diagnose.		X	
7	Use of Covid-19 PPE provided		X		There has been an extensive effort made in order to provide the best Covid-19 PPE including, hand sanitiser, gloves, masks automatic soap dispensers, automatic paper towel dispensers, temperature monitors, signs and notices.			X
8	Cleaning of your workstation, office, meeting rooms, kitchen, toilets, other than the toilet seats		X		Do not self-clean or self-sanitise your work areas. We have arranged for deep cleaning each week above the normal daily cleaning. We have also arranged for Electrostatic treatments to be carried out periodically in line with the manufacturer's recommendations. Self-cleaning or self-sanitising will destroy this protection.			X
9	Consumption of Hot food within the office		X		Food in the office is restricted to cold food only until further notice. Sandwiches and snacks can be consumed at your desk. Please do not leave any excess food or wrappers out, please dispose of them immediately after eating. You are encouraged to bring a cold packed lunch in order to avoid purchasing food from outside. Hot food cannot be brought into our office or consumed anywhere in our office until further notice.			X
10	Kitchen use	X			The kitchens cannot be crowded at any time. Please use common sense and apply social distancing when using the kitchens. Always use the soap dispensers and towel dispensers for cleaning and washing your hands, when first entering and then when leaving the kitchen. Please be			X

					mindful of others following you to use the kitchens. Wipe down exposed surfaces such as zip taps, taps and kettle handles. Disinfection wipes are provided to the kitchens, please use once and dispose in the regular rubbish bins. Please do not remove these wipes for use in other areas.			
11	Toilet use	X			The toilets cannot be crowded at any time. Please use common sense and apply social distancing when using the toilets. Always use the soap dispensers and towel dispensers for cleaning and washing your hands, when first entering and then when leaving the toilets. Please be mindful of others following you to use the toilets. Wipe down exposed surfaces such as toilet flushing handles and seats after use. Disinfection wipes are provided to the toilets, please use once, and dispose in the regular rubbish bins. Please do not remove these wipes for use in other areas.			X
12	Remain on the same level where you are working		X		Office staff working on level 2 must remain on level 2, and not go to level 3 for any reason. The same applies vice-versa. Any communication between these floors must be carried out by your phone or Video/audio conferencing, unless prior agreed with a Managing Director. Any drawings or deliveries of any kind between floors must be left in a common area for collection by the requesting staff members.			X
13	Working only at your workstation	X			Please confine your work to your workstation. Do not use other work areas unless it has been requested for the purpose of a meeting. Only use your desk phone. Request all calls are sent to your desk phone if you are called onto a call and are away from your workstation. Please keep your workstation tidy at all times and clear at the end of the day for cleaning purposes.			X
14	Travelling to and from work	X			All staff are encouraged not to use public transport unless there is no alternative. Anyone wanting to drive can claim a parking allowance. If public transport is unavoidable then we request that our staff use face and hand covering. Both masks and gloves are available for our staff at the office and will be distributed by Jason Dodd. Please dispose of gloves and masks into the yellow bins provided as soon as you enter the office, not into any of the regular waste bins. Please wash your hands thoroughly each time to enter our office, and regular throughout the day.			X

15	Accessing levels 2 & 3		X		The passenger lift can only be used for up to 2 persons at any one time, and then only if both are using face coverings. The staircase should be used for exiting only. The lift must not be used for exiting the office.			X
16	Office Meetings		X		When office staff meetings are unavoidable, they will be requested by a director. Please do not exceed the number of people to anyone meeting room, this will be displayed by stickers on the walls or glass of each meeting room. Our staff can if preferred, wear masks in all meetings that take place within our office. A booking procedure will be in place for all meeting rooms, this will be controlled by Nicole and must be adhered to at all times.			X
17	Office Machines and Equipment	X			Please follow the directions to use gloves for all machines including but not restricted to photocopiers, and shredders. Please dispose of the gloves into the yellow bins provided.			X
18	Office Signage		X		Follow the office signage and comply with its instructions at all times. Keep a minimum 1M social distancing at all times. Use the passing points at pinch points as directed by the signage.			X
19	Hygiene	X			Hygiene of course is one of the most important rules. You are encouraged to wash your hands regularly and more so when you are coming into a 1m location with others, such as unavoidable meetings. Face and hand coverings are available for our staff when traveling. Extensive PPE has been provided please use it to avoid infection.			X
20	Business meetings or social events outside of our office	X			Any unavoidable business meetings or site visits that our client requires, or any business social events, will require discussion and approval from a Managing Director, prior to any arrangements being made.			X
21	Staff deployed to site part time	X			Any staff that are required to go to site for work purpose, must first seek approval from their line Director.		X	

22	Personal deliveries to the office	X			There can be no personal deliveries made to our office, this includes food deliveries.			X
23	Covid-19 Tracking and Tracing	X			If you have been contacted by any authority and advised you are being tracked or traced for potential infection of Covid-19. Contact your line manager by telephone immediately.			X
24	Air Bridge Restrictions	X			Please advise your line manager if you intend to go to or have been to any country with air bridge restrictions, that require self-isolation when returning to UK.			X
25	Social Distancing	X			Please observe the government guidelines and our signage for social distancing. If you observe anyone breaking these guidelines, then please respectfully remind your colleagues, as we may have a tendency to forget or relax the guidelines from time to time.			X
26	Emergency Evacuations		X		In the event of any emergency evacuation of our office, use due diligence but leave the building as soon as you can, always follow the evacuation procedures that are in place.			X

I have read and understood the information as set out in this risk assessment and I accept that I must comply with the rules and guidance. I understand that the measures implemented by Bancroft are to reduce the risk of exposure to and spread of Covid-19 at work and protect all members of staff.

I have been made aware that any failure to comply with these rules could result in disciplinary action against me.

Name:

Signed:

Date: