

Hazard	Persons at risk	Controls Required	Additional Controls	Status
<p>Exposure from others due to:</p> <p>Living with someone with a confirmed case of COVID-19</p> <p>Have come into close contact (within 2m for 15 minutes or more) with a confirmed case of COVID-19</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable groups: pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with us in relation to our business</p>	<p>Clarify that those who have tested positive for Covid-19 or exhibit symptoms (or have potentially been exposed) must not come into the office.</p>	<p>Staff have been instructed not to come to the office if:</p> <ul style="list-style-type: none"> - they have tested positive for Covid19; - they are exhibiting symptoms; - they live with someone who has tested positive or is exhibiting symptoms; - they have been exposed to anyone who has exhibited symptoms, to the best of their knowledge. <p>Returning staff will sign a health declaration to confirm this in advance of their first day back.</p> <p>Staff understand that if they have been in contact with someone who has Covid-19 or exhibits symptoms, they should:</p> <ul style="list-style-type: none"> - self-isolate for 14 days; and - participate in the government’s track and trace system. <p>If a staff member becomes unwell with a new continuous cough or a high temperature while in the workplace:</p> <ul style="list-style-type: none"> - they will be sent home and advised to follow the government’s guidance, including its track and trace process; - their manager will maintain regular contact with them; - the appropriate senior manager and Head of HR will decide which colleagues of the affected staff member should go home; - there will be a deep clean of areas known to have been used by the staff member. 	<p>Complete</p> <p>Office protocol specifying these requirements has been shared by senior leaders across the business (by first week of June)</p> <p>All staff required to agree to measures contained within it and sign a health declaration before returning. Records being kept by Office Manager.</p>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Status
As per page 1	As per page 1	<p>Ensure that those in the office are adhering to Social Distancing requirements. (continued)</p>	<ul style="list-style-type: none"> - Some teams are separated into shifts so that not all are in in at once. - Staff will be encouraged to stagger start and end times to their working day. - A one-way system has been put in place throughout each floor and there are signs and floor markings showing 2m distance - There is a one in/one out policy for using the toilets with additional signage. - There is a queuing system in place to use the kitchens with limited numbers allowed in at one time. - Staff are advised not to use the lifts unless absolutely necessary. - The south staircase to be used as entrance to floors and up movement only; with the north staircase as exit and down movement only. - The office manager is in contact with the building manager in relation to other building tenants and social distancing measures in place - The shower rooms in the car park is not to be used (as we can't control social distancing measures). Staff are, instead, advised to use the single shower room in the lift lobby, which is "one in/one out". 	<p>Complete All signage in place, including floor markings for one way system.</p>

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As per page 1	As per page 1	<p>Ensure that those in the office are adhering to Social Distancing requirements. (continued)</p> <p>Maintain the highest level of hygiene and cleanliness in the office environment.</p>	<p>Ensure that the risk presented by face-to-face meetings is minimised.</p> <ul style="list-style-type: none"> - Staff are encouraged to use video or telephone calls wherever possible, rather than face to face meetings. - If an on-site meeting is required, social distancing must be adhered to and only essential participants are to attend. - The 4th floor meeting rooms are limited to 2 people per smaller room and 4 people in the boardrooms. - Hand-sanitisers, anti-bacterial and disinfectant wipes have been placed in all meeting rooms, to be used by staff before and after meetings. - The office ventilation system has been altered to draw more fresh air into all offices and meeting rooms. Staff are encouraged to open windows to offer more ventilation <p>Ensure that staff participate in regular handwashing.</p> <ul style="list-style-type: none"> - There are hand washing facilities with soap and water in kitchens and toilets, with signs advising staff on technique (e.g. for at least 20 seconds; using disposable paper towels). - There are dispensers of sanitising gel located at each office entrance and “sanitising stations” on each floor, with signs reminding staff to use them. - Staff are reminded about “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. 	<p>Complete Information and guidance contained within office protocol.</p> <p>Complete Information and guidance contained within office protocol. Additional resources and facilities in place by 1st June 2020.</p>

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As per page 1	As per page 1	<p>Maintain the highest level of hygiene and cleanliness in the office environment. (continued)</p> <p>Take extra precautions in relation to potentially vulnerable groups.</p>	<p>Enhance the amount of cleaning across the office environment.</p> <ul style="list-style-type: none"> - There will be an increased frequency of cleaning and disinfecting objects and surfaces that are touched regularly e.g. door handles, light switches, reception area using appropriate cleaning products and methods - Checks will be carried out by the Office Manager to ensure the necessary procedures are being followed. - Staff are asked to clean their any space before and after they use it e.g. workstations, kitchen and meeting rooms. This includes any IT peripheral they touch. Anti-bacterial and disinfectant wipes have been provided for staff and can be found around the offices at the “sanitising stations” and in all meeting rooms. - Staff with serious underlying health conditions who’ve been advised to shield against coronavirus must continue to work from home for the duration of their shielding period. - Those in other vulnerable groups (e.g. pregnant workers and those aged 70 or over) will be consulted individually about potential adaptations to their role if there’s a possibility of them returning to the office. 	<p>Complete Cleaning contract has been modified to ensure additional cleaning requirements are supplied.</p> <p>Ongoing Health declaration requires staff to state of they are in a vulnerable group for any reason - if any issues is flagged, office Manager will discuss with the appropriate manager and Head of HR before taking agreeing return to work arrangements.</p>

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As per page 1	As per page 1	<p>Ensure that the risk posed by visitors to the building is minimised.</p> <p>Provide support to those who may be struggling with their mental health. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>No visitors to the building are allowed other than in exceptional circumstances.</p> <ul style="list-style-type: none"> - In such exceptional circumstances, the visitor’s host is responsible for making sure read the office protocols and sign the health declaration in advance of their visit. - Once on site, it’s the host’s responsibility to demonstrate all safety protocols to the visitor. - If any contractors are working in the premises, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the signed Tinopolis declaration should also be obtained from contractors. <p>Promote mental health & wellbeing awareness to staff during the Coronavirus outbreak</p> <ul style="list-style-type: none"> - Communicate regularly, providing mental health information and an “open door” policy for those needing additional support. - Connect staff with trained “mental health first aiders” across the Tinopolis businesses. - MDs and managers will check in with staff, whether in the office, home-working or furloughed, especially if they or a family member are directly affected 	<p>Complete Information and guidance contained within office protocol.</p> <p>Ongoing Reminders being sent about the Groups’ Employee Assistance Programme every 6 weeks.</p> <p>Wellbeing (mental, physical, financial) guidance to provided July 2020, including details of mental health first-aiders.</p>

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Minor accidents on site or a fire emergency	As per page 1	<p>Fire evacuation arrangements remain unchanged: refer to the notices for the building which are displayed at each call point/fire exit.</p> <p>Ensure that there are the requisite number of First Aiders on site.</p>	<p>As on-site staff numbers are reduced, check there are an adequate number of fire wardens still in place (as some fire wardens may be working from home).</p> <ul style="list-style-type: none"> - If necessary, train more fire wardens from amongst those who are attending work regularly. - Note that, during an emergency (but not during a drill), staff and others on site may temporarily breach the 2-metre distance guideline. <p>Ensure that there is at least one First Aider per 50 people on site: an appointed person who will take charge of first aid arrangements.</p> <ul style="list-style-type: none"> - If necessary, train more first aiders from amongst those who are attending work regularly. - Note that face mask and gloves should be worn by first aiders giving any first aid treatment. 	<p>Ongoing Check on availability of Fire Wardens to be managed by Office Manager, with further (or updates to) training if necessary.</p> <p>Ongoing Check on availability of First Aiders to be managed by Office Manager, with further (or updates to) training if necessary.</p>