

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>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 Covid-19 symptoms, or have done within the last 10 days; - they share a household with someone who has tested positive or has exhibited symptoms within the last 10 days. <p>Staff are encouraged to err on the side of caution if they are uncertain about symptoms - and in all cases to refrain from returning until a PCR test shows a negative result.</p> <p>Staff understand that if they have been in close contact with someone who has Covid-19 or exhibits symptoms, they should:</p> <ul style="list-style-type: none"> - self-isolate until a PCR test shows a negative result; and - alert NHS Test and Trace. <p>If a staff member becomes unwell with Covid symptoms while in the workplace:</p> <ul style="list-style-type: none"> - they must inform their manager immediately; - they must leave the office straight away and start a period of self-isolation at home for 10 days, or until a PCR test shows a negative test; ideally they should avoid public transport, but if that's not possible, they must wear a face covering; - they should arrange a test as soon as possible - if it's positive, they must inform NHS Test and Trace. 	<p>Complete</p> <p>An office-wide policy (entitled to "Working safely in Hammersmith") specifying these requirements has been shared with all staff (latest update September 2021).</p> <p>The policy stipulates the safety measures with which staff must abide.</p> <p>The Hammersmith office has its own Test and Trace QR Code which as been advertised around the building.</p> <p>Complete</p> <p>The policy contains an appendix describing the actions to be taken in the event of a staff member manifesting Covid symptoms in the office (or testing positive soon thereafter).</p>

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As per page 1	As per page 1	<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. <i>(continued)</i></p> <p>Ensure that risks from commuting are minimised</p>	<ul style="list-style-type: none"> - they should confirm the locations in which they worked or visited while in the building and the people with whom they had contact in the 48 hours before symptoms manifested - 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/s <p>Staff who are commuting to work are advised to adhere to the government’s “safer travel guidance for passengers”.</p> <ul style="list-style-type: none"> - staff can request a change to their hours, in order to avoid travelling at the busiest times; - staff are reminded that face coverings; remain mandatory on London transport; - staff are encourage to walk or cycle to work if possible; - those who wish to drive can be allocated a parking space, with priority afforded to those with mobility/health issues; or whose attendance is required for operational reasons. 	<p>Complete Information and guidance contained within office policy (which contains the link to government advice).</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.</p>	<p>Staff in the office are required to adhere to social distancing requirements. In addition:</p> <ul style="list-style-type: none"> - in most cases, managers will agree the days and desk locations of those working on a “hybrid basis”; - staff are encouraged to ensure there is a safe distance between them and nearby colleagues (e.g. keeping a one seat space between them and nearest neighbour; or taking advantage of natural barriers such as screens or monitors); - some teams are separated into shifts so that not all are in in at once; others may be encouraged to stagger start and end times to their working day; - staff are encouraged to wear a face covering when in a confined space where it is not possible to maintain social distancing; - a one-way system has been put in place throughout each floor, indicated by signs and floor markings; - staff are encouraged to give way to others in certain smaller spaces (e.g. bathrooms, 5th floor kitchen); - no more than two people should use the lifts at one time; - when using the stairs, staff should adhere to the “give way” system at each landing; - the facilities manager is in contact with the building manager in relation to other building tenants and social distancing measures in place. 	<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. <i>(continued)</i></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"> - meeting participants should continue to observe our social distancing guidance; - where social distancing isn't possible, some participants should attend "virtually" or face covering should be used; - hand-sanitisers, anti-bacterial and disinfectant wipes have been placed in all meeting rooms, to be used by staff before and after meetings. <p>Improve ventilation</p> <ul style="list-style-type: none"> - 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 policy.</p> <p>Complete Landlord has made the modifications to the ventilation system as requested.</p> <p>Complete Additional facilities and signage in place.</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. <i>(continued)</i></p> <p>Take extra precautions in relation to potentially vulnerable groups.</p> <p>Ensure that the risk posed by visitors to the building is minimised.</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 Facilities Manager to ensure the necessary procedures are being followed. - Staff are asked to clean their 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. <p>Any staff who are in higher risk groups (as defined here) are encouraged to speak to their manager about any concerns. Adjustment to their working arrangements and/or environment can be made as necessary.</p> <p>It is the responsibility of the staff member hosting any visitors to ensure that they adhere to all safety requirements.</p>	<p>Complete Cleaning contract has been modified to ensure additional cleaning requirements are supplied.</p> <p>Complete Managers are consulting with their staff about returning to the office on a hybrid basis (from October 2021 onwards).</p> <p>Complete Information and guidance contained within office protocol.</p>

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As per page 1	As per page 1	Ensure that the risk posed by visitors to the building is minimised. <i>(continued)</i>	COVID risk assessments of any on-site contractors should be checked, to ensure that their "safe working" practice align to our own.	Ongoing Facilities Manager to request COVID risk assessment from contractors before they arrive on site. Request correct PPE is used by contractor when on site.
The effects of the pandemic on mental health and wellbeing	Staff	Provide support to those who may be struggling with their mental health. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	Promote mental health & wellbeing awareness to staff <ul style="list-style-type: none"> - Communicate regularly, providing mental health information and an "open door" policy for those needing additional support. - MDs and managers will check in regularly with staff, being especially mindful of those who have been isolated at home; and those who are nervous about returning to an office environment. 	Ongoing Reminders about the Groups' Employee Assistance Programme are sent regularly.
Minor accidents on site or a fire emergency	As per page 1	Fire evacuation arrangements remain unchanged: refer to the notices for the building which are displayed at each call point/fire exit.	As on-site staff numbers continue at reduced level, check there are an adequate number of fire wardens still in place (as some fire wardens may be working from home). <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 compromise social distancing guidance. 	Ongoing Check on availability of Fire Wardens to be managed by Facilities Manager, with further (or updates to) training if necessary.

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Minor accidents on site or a fire emergency	As per page 1	Ensure that there are the requisite number of First Aiders on site.	<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</p> <p>Check on availability of First Aiders to be managed by Facilities Manager, with further (or updates to) training if necessary.</p>