

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” 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><b>Clarify that those who have tested positive for Covid-19 or exhibit symptoms (or have potentially been exposed) must not come into the office.</b></p>	<p><b>Staff have been instructed not to come to the office:</b></p> <ul style="list-style-type: none"> <li>- if they have tested positive for, or are exhibiting symptoms of Covid 19; or</li> <li>- they share a household with someone who has tested positive or has exhibited symptoms; or</li> <li>- they have <u>any</u> cold-like symptoms (not just “classic” Covid symptoms).</li> </ul> <p><b>Staff understand the duration of periods in which they must refrain from entering the office:</b></p> <ul style="list-style-type: none"> <li>- Staff who’ve tested positive must <b>self-isolate</b> for at least five days, ending only after two consecutive negative LFD tests, taken 24 hours apart, from day five.</li> <li>- Those who share a household with someone who’s tested positive <b>must refrain from entering the office</b> for as long as the other person is self-isolating, returning only after two consecutive negative LFD tests, taken 24 hours apart, from day five.</li> <li>- Staff with cold-like symptoms must not to enter the office and test negative before returning.</li> </ul> <p><b>Staff understand that they must alert <a href="#">NHS Test and Trace</a> if they test positive.</b></p> <p><b>If a staff member becomes unwell with Covid symptoms while in the workplace:</b></p> <ul style="list-style-type: none"> <li>- they must inform their manager immediately;</li> <li>- they must leave the office immediately - ideally avoiding public transport, but if that’s not possible, they must wear a face covering;</li> <li>- they must self-isolate for at least five days, ending only after two consecutive negative LFD tests, taken 24 hours apart, from day five;</li> </ul>	<p><b>Complete</b></p> <p>An office-wide policy (entitled to “Working safely in Hammersmith”) specifying these requirements has been shared with all staff (latest update January 2022). The policy stipulates the safety measures with which staff must abide.</p> <p>The office has its own Test &amp; Trace QR Code which Has been advertised around the building.</p> <p><b>Complete</b></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><b>Clarify that those who have tested positive for Covid-19 or exhibit symptoms (or have potentially been exposed) must not come into the office.</b> <i>(continued)</i></p> <p><b>Ensure that risks from commuting are minimised</b></p>	<ul style="list-style-type: none"> <li>- they should arrange a test as soon as possible, informing <a href="#">NHS Test and Trace</a> if positive;</li> <li>- they should confirm the locations in which they worked or visited in the building, and the people with whom they had “close contact” in the 48 hours before symptoms manifested;</li> <li>- those who had “close contact” should also leave the office and refrain from while the staff member is self-isolating;</li> <li>- there will be a deep clean of areas known to have been used by the staff member/s.</li> </ul> <p><b>Staff who are commuting to work are advised to adhere to the government’s “safer travel guidance for passengers”.</b></p> <ul style="list-style-type: none"> <li>- staff can request a change to their hours, in order to avoid travelling at the busiest times;</li> <li>- staff are reminded that face coverings are a condition of carriage on London transport;</li> <li>- staff are encourage to walk or cycle to work if possible;</li> <li>- 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.</li> </ul>	<p><b>Complete</b> 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><b>Ensure that those in the office are adhering to social distancing requirements.</b></p>	<p><b>Staff in the office are required to adhere to social distancing requirements. In addition:</b></p> <ul style="list-style-type: none"> <li>- 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);</li> <li>- 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;</li> <li>- staff are encouraged to wear a face covering if in a confined space where it's not possible to maintain social distancing;</li> <li>- a one-way system has been put in place throughout each floor, indicated by signs and floor markings;</li> <li>- staff are encouraged to give way to others in certain smaller spaces (e.g. bathrooms, 5<sup>th</sup> floor kitchen);</li> <li>- no more than two people should use the lifts at one time;</li> <li>- when using the stairs, staff should adhere to the "give way" system at each landing;</li> <li>- the Facilities Manager is in contact with the Building Manager in relation to other building tenants and social distancing measures in place.</li> </ul>	<p><b>Complete</b> 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><b>Ensure that those in the office are adhering to social distancing requirements.</b> <i>(continued)</i></p> <p><b>Maintain the highest level of hygiene and cleanliness in the office environment.</b></p>	<p><b>Ensure that the risk presented by face-to-face meetings is minimised:</b></p> <ul style="list-style-type: none"> <li>- meeting participants should continue to observe our social distancing guidance;</li> <li>- where social distancing isn't possible, some participants should attend "virtually" or face covering should be used;</li> <li>- hand-sanitisers, anti-bacterial and disinfectant wipes have been placed in all meeting rooms, to be used by staff before and after meetings.</li> </ul> <p><b>Improve ventilation</b></p> <ul style="list-style-type: none"> <li>- The office ventilation system has been altered to draw more fresh air into all offices and meeting rooms.</li> <li>- Staff are encouraged to open windows to offer more ventilation.</li> </ul> <p><b>Ensure that staff participate in regular handwashing.</b></p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- There are dispensers of sanitising gel located at each office entrance and "sanitising stations" on each floor, with signs reminding staff to use them.</li> </ul>	<p><b>Complete</b> Information and guidance contained within office policy.</p> <p><b>Complete</b> Landlord has made the modifications to the ventilation system as requested.</p> <p><b>Complete</b> Additional facilities and signage in place.</p>

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As per page 1	As per page 1	<p><b>Maintain the highest level of hygiene and cleanliness in the office environment.</b> <i>(continued)</i></p> <p><b>Take extra precautions in relation to potentially vulnerable groups.</b></p> <p><b>Ensure that the risk posed by visitors to the building is minimised.</b></p>	<p><b>Enhance the amount of cleaning across the office environment.</b></p> <ul style="list-style-type: none"> <li>- There is 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</li> <li>- Checks will be carried out by the Facilities Manager to ensure the necessary procedures are being followed.</li> <li>- 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.</li> <li>- 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.</li> </ul> <p>Any staff who are in higher risk groups (as defined <a href="#">here</a>) are encouraged to speak to their manager before returning to the office. 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><b>Complete</b> Cleaning contract has been modified to ensure additional cleaning requirements are supplied.</p> <p><b>Complete</b> Managers will discuss plans for returning to the office when it’s deemed safe to commence transitional working arrangements.</p> <p><b>Complete</b> Information and guidance contained within office protocol.</p>

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As per page 1	As per page 1	<b>Ensure that the risk posed by visitors to the building is minimised.</b> <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.	<b>Ongoing</b> Facilities Manager to request COVID risk assessment before contractors arrive on site.
The effects of the pandemic on mental health and wellbeing	Staff	<b>Provide support to those who may be struggling with their mental health.</b> <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>	<b>Promote mental health &amp; wellbeing awareness</b> <ul style="list-style-type: none"> <li>- Communicate regularly, providing mental health information and an “open door” policy for those needing additional support.</li> <li>- Managers check in regularly with staff, especially those who’ve been isolated at home; and those nervous about returning to an office environment.</li> </ul>	<b>Ongoing</b> Reminders about the Groups’ Employee Assistance Programme are sent via all staff “Newsflashes”.
Minor accidents on site or a fire emergency	As per page 1	<b>Fire evacuation arrangements remain unchanged: refer to the notices for the building which are displayed at each call point/fire exit.</b>  <b>Ensure that there are the requisite number of First Aiders on site.</b>	<b>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).</b> <ul style="list-style-type: none"> <li>- If necessary, train more fire wardens from amongst those attending work regularly.</li> <li>- Note that, during an emergency (but not during a drill), staff and others on site may compromise social distancing guidance</li> </ul> <b>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.</b> <ul style="list-style-type: none"> <li>- If necessary, train more first aiders amongst those attending the office regularly.</li> <li>- Note that face mask and gloves should be worn by first aiders giving any first aid treatment.</li> </ul>	<b>Ongoing</b> Check on availability of Fire Wardens to be managed by Facilities Manager, with further (or updates to) training if necessary. Additional fire marshals trained October 2021  <b>Ongoing</b> Check on availability of First Aiders to be managed by Facilities Manager, with further (or updates to) training if necessary. Additional fire aiders trained February 2022