

Risk matrix used in risk

		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

Assessment below

RR – residual risk

Coronavirus (COVID-19) risk assessment

Assessment date: 1st Feb 2022

Reviewed By: Katie Thompson Senior Building Operations & Compliance Manager

Review date: 25th Feb 2022

Version: 3.0

Hazard	Risk	Control measures	RR	Persons at risk
Virus transmission for staff in the office or through work activities	4 x 4 = 16	<p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of office infections. A specific risk assessment will be undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>All staff members have been trained in Return to office protocols. Current advice on staying protected delivered through the company lines of communications. The office has sanitation stations. Signage has been placed around the office that encourages cough and sneeze etiquette and the continued use of face masks in busy and high traffic areas. Hand hygiene stations placed at the entrance to the office in each lift lobby and in other high traffic areas across the floors.</p> <p>To ensure that all waste is properly dealt with, in line with our Covid-19 controls, bins will only be provided in designated areas. Staff have been instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</p> <p>Provide soap and water and alcohol-based hand rubs in the office. Ensure that adequate supplies are maintained.</p> <p>Hand rubs are placed in multiple locations and in common areas to encourage hand hygiene. Continue routine environmental cleaning.</p> <p>Any staff experiencing any symptoms or who have come into contact with someone who has symptoms should follow current guidelines. Maintain regular communications</p> <p>Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc. before and after use) and regular handwashing.</p> <p>Keep staff updated with HR & local procedures on reporting absences, isolation and any changes to working practices.</p> <p>Where shared points are used, place sanitiser and cleaning products with signage to encourage their use.</p>	4 x 3 = 12	Individual workers
<p>Suspected case whilst working at the office</p> <p>Confirmed Case</p>	4 x 4 = 16	<p>If a member of staff develops any COVID 19 symptoms while at work, they should:</p> <ol style="list-style-type: none"> 1. Employee and any potentially affected colleagues should return home immediately 2. Arrange PCR test 3. Follow Government guidance on test and trace. 4. Deep clean arranged for office areas used by affected employees. 5. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. <p>For confirmed cases of COVID 19 resulting in hospitalisation we will be guided by the advice of medical professionals.</p> <p>Process in place for intertenant notification of confirmed cases.</p>	4 x 3 = 12	Individual workers
General travel including foreign travel	4 x 4 = 16	<p>Government guidance to wear a face covering whilst using public transport should be adhered to.</p> <p>Travel between MWG offices is permitted with HRD/CEO approval.</p>	4 x 1 = 4	Individual workers

		<p>Where a staff member has recently visited abroad, they must follow government guidance and quarantine as necessary and notify HR.</p> <p>Staff to continue to follow any further national government advice provided</p>		
Access / egress to site	4 x 4 = 16	<p>Visitors to be booked in using the booking tool with CEO/HR approval. Visitors subject to same safety protocols as employees. Only to attend on receipt of a negative lateral flow test result and successful completion of personal health check on day of visit.</p> <p>Monitoring of start and finish times to stagger if numbers dictate as necessary to reduce congestion and contact at all times. Hand sanitiser dispensers at all entry and exit points and at high touchpoints across open plan offices.</p> <p>Regularly clean common areas and high touch points.</p> <p>Antibacterial wipes and cleaning products available throughout the floors.</p> <p>Pedal bins with lids provided for disposal of PPE.</p> <p>No personal deliveries.</p>	4 x 1 = 4	Individual workers
Lounge/Panty/Kitchen/Refreshments	4 x 4 = 16	<p>Hand sanitiser to be available at the entrance of any room where people eat.</p> <p>QR code for track and trace at entrance of the Lounge to be encouraged.</p> <p>Payments taken by contactless card.</p> <p>Sneeze screens in Lounge with contract caterers to continue using face coverings.</p> <p>Drinking water/hot water provided via Ziptaps with cleaning supplies available.</p> <p>All rubbish to be put straight into the appropriate bin.</p> <p>All areas used for eating must be thoroughly cleaned at regular intervals. Cleaning materials available and fully stocked.</p>	4 x 1 = 4	Individual workers
Use of Changing facilities and showers	4 x 4 = 16	<p>Landlord demise showers available for use with enhanced cleaning schedule in place.</p> <p>Showers on L6/7/8 remain out of use currently.</p>	4 x 1 = 4	Individual workers
Working within 2 metres of working team	4 x 4 = 16	<p>Desking in open plan allows for 1m plus working side by side and opposite with the additional protection of monitors .</p> <p>Touchpoints such as desks and door handles should receive additional cleaning throughout the days that staff are granted access to the office.</p> <p>Use of lifts is no longer limited by British Land however signage is in place to encourage giving each other space and the use of face coverings in enclosed areas.</p> <p>Entrance and Exiting the building – 2 large entrances on ground and 1st floor levels allow for adequate space when arriving and leaving..</p> <p>Continue to conduct dynamic risk assessments</p> <p>Cleaning supplies available for user to clean workspace and equipment before and after use. Used wipes to be placed in bins provided for PPE.</p> <p>For First Aid activity where a 2m distance may not be met the appropriate PPE in the form of mask and gloves will be provided. Evaluate mechanisms to track ongoing utilisation to ensure planning capacity is not exceeded (e.g., security, IT network). Provide for hybrid working model, establish clear guidelines, promote healthy work routines, consider allowances for furniture and supplies as appropriate.</p> <p>Prepare contingency plans in anticipation of relapses or changing governmental regulations.</p>	4 x 3 = 12	Individual workers

Personal Health & Safety	4 x 4 = 16	<p>Lateral flow tests to be undertaken twice weekly by staff attending the office. Declaration of compliance to be made in the Personal Health Check form to be completed and submitted on the morning of attendance to the office.</p> <p>Signage & Communication; Posters, Employee Intranet, Digital signage, directional signage and agency location signage</p> <p>Signage reminding employees they are encouraged to continue using face masks in busy or high traffic areas.</p> <p>QR codes displayed to check in to shared/non bookable spaces.</p> <p>Employees not to come into the work place if they are unwell or displaying any symptoms.</p> <p>In the event of a confirmed/suspected case invoke track and trace using booking system data.</p> <p>British Land to be informed of confirmed cases.</p> <p>Supplier Readiness; Cleaning and waste disposal, adjust cleaning specifications and schedules, mail handling, amenity providers Furniture, fixtures, equipment; perspex reception screens, face covering signage, sharing requesting cleainging of shared equipment (printers) etc.</p> <p>Clear desk policy</p> <p>Laptops to be taken home and not left in the office overnight in case of local lockdown.</p>	4 x 3 = 12	Individual workers
--------------------------	------------	---	------------	--------------------