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1	 <b>Coronavirus Workplace Planning Risk Assessment</b>						
2	V2.7 - updated to 3/11/2020						
3							
4	<b>What are the risks/hazards?</b>	<b>Who might be harmed?</b>	<b>What is already being done to control the risk?</b>	<b>Additional controls needed</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Date completed</b>
5	Not keeping up to date with latest Government guidance	Employees, contractors, agents, suppliers, clients	Signed up to daily updates for UK Government advice, regularly checking websites and information for other international offices.	Regularly look at other sources of advice to ensure latest guidance is being followed	CTh	Ongoing	Ongoing
6	Spread of COVID-19 through unclean hands/surfaces in the workplace	Employees, visitors, other workers in offices	Notice put up in all offices explaining the need for regular handwashing for more than 20 seconds; advice given to employees about the need to regularly clean surfaces, door handles etc.; provision of cleaning equipment as appropriate to clean surfaces, door handles, telephones etc.; hot desking will only be permitted if unavoidable and only if the workstation has been thorough cleaned; as appropriate, provision of hand sanitiser in addition to access to handwashing facilities; 'Coronavirus - General Guidance' sent out; each office has specific guidance given by landlord which must be adhered to; face masks must be worn in communal areas. Risk assessment Government sign 'Staying COVID-19 secure in 2020' - has been put up in all offices. Updated sign put up July 2020.	Ensure regular contact with serviced offices to check their protocols and cleaning regimes in force	CTh	Ongoing	Ongoing
7	Lack of PPE	Employees	PPE is available for employees as is necessary and appropriate to their role; stock levels are being monitored and will be refreshed as appropriate; 'Coronavirus - General Guidance' sent out - PPE section;	May need to monitor any engineers who have been 'on site' and are then returning to the office - advice would be to go home rather than return to office unless essential	JT	Ongoing	Ongoing
8	Mental wellbeing of employees who are being asked to return to work	Employees	Coronavirus - General Guidance' sent out - refers to 360GN Homeworking and mental wellbeing during the Coronavirus pandemic. Phone calls made to cross section of the company to gauge opinion. In addition to the 360GN Homeworking and Mental Wellbeing during the Coronavirus Outbreak; also released in July 2020 the Mental Health and Wellbeing general company policy.	Assessment on a case by case basis of those employees who may need support	JT / CTh	Phone calls - 20/5/2020	Ongoing
9	Clinically vulnerable employees working from an office or on site	Vulnerable employees, members of their household or carers	If possible, clinically vulnerable employees (or those with clinically vulnerable members of their household etc.) should work from home; if it is essential that a clinically vulnerable employee works from an office or on site, Head of HR will assess on a case by case basis whether this is appropriate and what arrangements can be put in place to minimise the risk of the virus to that individual; 'Coronavirus - General Guidance' sent out but cannot cover every scenario so people are encouraged to contact HR if they may be in this category; HR have been made aware of those classed as 'vulnerable' (either themselves or members of their household). Definition of "clinically vulnerable" added to General Guidance to assist employees.	Assessment on a case by case basis of those vulnerable employees to consider minimising the risk of the virus to the individual and alternatives if this is not viable. From 1st August, no longer a need for shielding for clinically vulnerable - strict social distancing instead	JT / CTh	Ongoing	Ongoing

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10	Travel to and from work on public transport	Employees	Questionnaire sent out to find out who this affects; questionnaire has been reviewed and will be acted on accordingly; guidance issued to employees (Coronavirus - General Guidance) about travelling on public transport. Face masks mandatory in England and Scotland when travelling on public transport.	Employees have been advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet.	CTh	20/05/2020	20/05/2020
11	Lift sharing in order to get to work	Employees	Questionnaire sent out to find out who this affects; guidance issued to employees " Coronavirus - General Guidance" about lift sharing; questionnaire has been reviewed and will be acted on accordingly.		CTH	20/05/2020	20/05/2020
12	Entering/exiting the workplace	Employees, visitors, other workers in offices	Contact has been made with the serviced offices to enquire about their plans to ensure social distancing at workplace entry/exit points and all employees will be made aware of these; shift patterns being used to manage office numbers; employees advised to wear face masks in communal areas.	Ensure communication with all employees to reinforce the need to socially distance and ensure good hand hygiene on entering the workplace and returning home - specified in general guidance and Workplace guidance documents but will need re-emphasising as employees return to work.	CTh	Ongoing	Ongoing
13	Not being able to socially distance in the workplace whilst working	Employees	Shift patterns being used to manage office numbers; perspex screens for desks have been installed at the Castle Donington office; they will be put in place across the UK offices for those workstations where social distancing is not feasible; screens to be put in place in St Albans in due course; those who can continue to work from home should do so reducing the number of those in a workplace.	If there is limited space in an office, employees will work back to back or side to side rather than face to face with each other; marker tape should be used if appropriate to highlight 2m distancing (e.g. around workstations); diary system set up to assist with office numbers and available desks.	JT / CTh	Ongoing	Ongoing
14	Not being able to socially distance in the workplace whilst moving around/using facilities	Employees, visitors, other workers in offices	Contact has been made with serviced offices to find out what their plans are for assisting tenants with social distancing; employees are encouraged to bring their own food and refreshments from home reducing the need to move about the office; employees are encouraged not to use shared facilities if they are busy and it is not possible to safely socially distance: they should return when the facilities are less busy; 'Workplace Contingency Planning' sent out setting out plans for each serviced office e.g. one-way system; face masks to be worn in communal areas.	Communicate plans from the serviced offices to employees so they are aware of expectations - done through Workplace Contingency Planning	JT / CTh	Ongoing	Ongoing
15	Serviced offices not being kept clean and so putting employees etc. at risk	Employees, other workers in offices, visitors	Contact has been made with serviced offices to find out what their plans are for cleaning their premises; all have confirmed offices are cleaned accordingly to strict hygiene guidelines and high touchpoint areas cleaned regularly throughout the day.	Monitor all offices on an ongoing basis	JT / CTh	Ongoing	Ongoing
16	More than one employee travelling to and from site/client's customer's home (e.g. a team working at a residential premises)	Employees, client's customers	Consistent pairing for teams travelling together; ensuring that shared vehicles are cleaned regularly; ensure increased ventilation in shared vehicles; TDRC have own vans - one person works on his own (work restricted as on its own); one works with son. PPE equipment available as appropriate.	Being monitored	JT / LT	Ongoing	Ongoing
17	Not being able to social distance whilst working on site/at a client's customer's home	Employees, client's customers	Employees/agents who work on site or in a home environment carry out their own risk assessment to assess if this can be done safely; contact is made with the homeowner to ascertain if any unwell/self-isolating people are resident; the wishes of the person being visited are respected and if they do not wish a visit to go ahead, it will not go ahead; refer to 'Workplace Planning - Subsidence and WYI5' document	Being monitored	JT / LT / AA / CP	Ongoing	Ongoing

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18	No access to handwashing facilities	Employees, suppliers, contractors	Refer to 'Workplace Planning - Subsidence and WYI5' document; guidance issued in " Coronavirus - General Guidance"; hand sanitiser given to those who need it.	Being monitored	JT / LT / AA / CP	Ongoing	Ongoing
19	Employees becoming unwell with the virus / emergency	Employees	Advice given in 'Coronavirus - General Guidance' document	Being monitored	JT / CTh	Ongoing	Ongoing
20	An employee coming to work with Coronavirus symptoms or an employee reporting symptoms who has been at a workplace recently	All employees who have been in contact with the infected employee but those at particular risk (clinically vulnerable)	Coronavirus - General Guidance' sent out which gives advice about this scenario; office closed only if appropriate and employees to work from home until test results known; otherwise office remains open and only closed if positive result comes back and self-isolation for all employees for 14 days with those who can working from home during this period.	Being monitored	JT / CTh	Ongoing	Ongoing
21	Meetings (internal and external)	Employees, potential attendees of meeting	Using technology wherever possible so that a face to face meeting does not have to take place; face to face meetings can only take place if absolutely necessary and with social distancing, good hygiene practices being followed and face coverings worn; if possible, meetings should be held outside or in a well-ventilated area; no sharing of items during the meeting would be permitted (e.g. pens); 'Coronavirus - General Guidance' sent out.	Being monitored	CTh	Ongoing	Ongoing
22	Employees being unaware of what to do, when to return to work etc.	Employees	Coronavirus - General Guidance' has been sent out and is being updated as appropriate; employees who are unsure of what is happening can contact Head of HR to discuss any concerns; email sent out 23/9/20 making it clear to employees whether they should continue to work from the office or whether they should continue to work from home.	Update guidance as appropriate; ensure communications with employees continue so that all employees are aware of Company expectations, their responsibilities etc.	JT / CTh	Ongoing	Ongoing
23	Groups of employees want to get together socially	Employees	Coronavirus - General Guidance' has been sent out; ensure social distancing and good hygiene practices;	Reiterate that employees must adhere to company, site and government guidelines	JT / CTh	Ongoing	Ongoing
24	Personal concerns	Employees	Coronavirus - General Guidance' has been sent out advising employees to contact Head of HR if they have any concerns.	Assessment on a case by case basis of those employees who express a concern	JT	Ongoing	Ongoing
25	Not being aware of issues raised by the altered working environment or the impact on employees, working practices etc.	Employees, client's customers	Employees are aware of changes put in place and working expectations; regular communications with employees to update them as appropriate.	Regularly assessing the impact on employees of the changes to the working environment/workplaces by checking in with employees.	JT / JR / CTh	Ongoing	Ongoing
26	Different advice given by different regional / international governments and states	Employees	Regularly checking US and Australian government and state websites to keep up to date. Have ensured employees in these countries are aware of the links and of their responsibilities, subject to local recommendations. Provided links to Scottish, Welsh and Northern Irish public health websites. Need to also consider regional differences - if government guidelines are stricter than company guidelines, adhere to government guidelines - this is included in General Guidance doc.	Being actively monitored and office/home working adapted as appropriate if local lockdowns are imposed	JT / JR / CTh	Ongoing	Ongoing

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27	Office desks being used by multiple occupants	Employees	Coronavirus - General Guidance' updated to remind employees to use the same workstation when they are in an office.	Booking system to be put in place to control the numbers of employees at an office. Remind employees to use the same workstation on each office attendance if possible. Remind employees of the need to wipe down their workstation and any equipment they have used after they have been in the office.	CTh	Ongoing	Ongoing
28	Spread of COVID-19 through particles in the air	Employees, other workers in offices, visitors	Face coverings must be worn on public transport if used for travel to and from the offices; face masks to be worn in communal office areas.	Remind employees that they should bring their own face coverings to offices otherwise they cannot attend.	CTh	Ongoing	Ongoing
29	Poor ventilation in an office	Employees, other workers in offices, visitors	Increased ventilation through opening the windows in the office area; internal office doors being left open if possible to increase ventilation; 'Coronavirus - General Guidance' sent out which contains advice for employees.		CTh	Ongoing	Ongoing
30	Sharing offices supplies such as pens, staplers etc.	Employees	Updated 'Coronavirus - General Guidance' to let employees know not to share office supplies and that if they need further supplies they should contact Head of HR.	Remind employees that they should not be sharing office supplies when working in an office and HR will supply more equipment if required, or employees can bring their own equipment from home as long as they do not share them.	CTh	Ongoing	Ongoing