Activity being assessed	VWV operations - Coronavirus pandemic	**Scope of the assessment:**	**VWV's operations at:** Narrow Quay House & 106 Henleaze Road, Bristol 45 Clarendon Road, Watford 24 King William Street, London 3 Brindley Place, Birmingham
Date of assessment	2 December 2021		
Next review date	9 December 2021		
Individuals and groups that may be harmed	VWV people, Clients, Contractors, other building tenants, vulnerable people		

Assessment notes:

Notes from necessary interim assessment on 2 December 2021

- Following the review on 25 November and the subsequent identification of the Omicron variant we have reviewed our decision and will not be relaxing our social distancing measures.

Risk/hazard	Individuals who may be harmed and how	Government recommended steps[1]	Category	VWV existing controls	VWV additional control measures	Implementation	
						Responsible person	**Date for completion**
Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	Any worker, client, contractor or visitor to one of our offices could be harmed through physical or airborne contact with covid-19.	Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises. In every workplace, increasing the frequency of handwashing and surface cleaning. Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from	**1. Strategic oversight of the risks of Covid-19** **1.1 Managing risk**	1. Strategic management of the risks associated with Covid-19 is undertaken by the management board and directors of the service company, led by the managing partner. 2. The managing partner reviews relevant government guidance and seeks specialist advice on its application from H&S lawyers and insurers where necessary. 3. Regular dialogue with office partners, landlords of the office premises and contractors (including Intelligent Office/contract cleaners) who supply people who work in the offices. 4. Communication with all staff[2], clients and visitors to explain and reinforce arrangements	1. Identification of activities where social distancing of 2m is not possible (e.g. seminars/yoga) and considering whether or not they can safely continue. 2. Identification of workers who are especially vulnerable to risks associated with Covid-19. 3. Training staff in the effective risk assessment of their home workspace. 4. To identify key roles for business continuity, arrange cover arrangements in case of ill health or emergency absence and ensure appropriate rotas/work schedules to	Chair of Operations Board Senior Management Team	Before a wider return to work Before a wider return to work

[1] From https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
[2] define

		home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable - you should consider and set out the mitigations you will introduce in your risk assessments). Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Further mitigating actions include: – further increasing the frequency of hand washing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other – using back-to-back or side-to-side working (rather than face-to-face) whenever possible – reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) Where the social distancing guidelines cannot be followed in full, even through re-designing a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all		for the management of Covid-19 (which are in line with Government guidance). 5. Restricted access to offices to those who need to attend in order to undertake their work i.e. (a) staff in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely; and (b) staff in critical roles which might be performed remotely, but who are unable to work remotely due to personal or home circumstances, or the unavailability of safe enabling equipment; and for both groups, only if symptom-free and confirm their agreement to the firm's control measures (as listed in the 'Form to seek consent to go into an office' (the **Form**), which include ensuring social distancing and hygiene arrangements. 6. Facilitating effective home working for all staff wherever possible, including the provision of equipment, training, advice and support (including mental health support). 7. Additional premises and operational control measures for the office as set out below.	keep them apart to minimise the risk of cross-infection.		

		the mitigating actions possible to reduce the risk of transmission between their staff. You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.					
Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.		**1. Strategic oversight of the risks of Covid-19** **1.2 Sharing your risk assessment**	1. Consultation on the draft risk assessment (with Ops Board and SMT). 2. Ongoing communications with stakeholders about the arrangements and encouraging feedback on their effectiveness via staff survey and regular dialogue with line managers/directors.	1. Prominent display of *'Staying Covid19 secure in 2020*' notice in the offices. 2. Consultation on the risk assessment with the Consultation and Information group. 3. Publication of the risk assessment to all staff and on the firm's website.	Intelligent Office Director of HR Managing Partner	Before a wider return to work

		Providing support for workers around mental health and wellbeing. This could include advice or telephone support. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	**2. Who should go to work?** **2.1 Protecting people who are at higher risk**	1. Access is currently restricted to all offices to people who need to attend in order to undertake their work (as set out above). 2. No one who is clinically vulnerable (CV) or clinically extremely vulnerable (CEV) (as defined in the Government Guidance) should be required to attend an office. 3. Anyone who shares a household with anyone who is CV or CEV, is asked to declare that in the Form, that so that consideration can be given as to additional control measures which may be appropriate. 4. Monitoring staff wellbeing through staff survey and discussions with department heads/line managers. 5. Encouragement of staff to take holiday and regular breaks from work.	1. To communicate the information in the Form and seek declarations in the terms set out from all staff returning. 2. HR maintaining a list of those people who are CV or CEV (as defined), those who are otherwise vulnerable and/or who share a household with someone who is, so that individual assessments and additional control measures can be considered for them.	Director of HR Director of HR	Ongoing Ongoing
		Enabling workers to work from home while self-isolating if appropriate. See current guidance for employees and employers relating to statutory sick pay due to COVID-19. See current guidance for people who have symptoms and those who live with others who have symptoms.	**2. Who should go to work** **2.2 People who need to self-isolate**	1. Staff are required to stay away from the offices and to self-isolate where appropriate in accordance with Government Guidance. 2. Those who are self-isolating should work from home where possible and are supported to do so. 3. Pay/SSP arrangements where WFH not possible?	1. Instructing staff, clients, contractors and other visitors not to attend the offices if they are unwell and to comply with Government Guidance on self-isolation. 2. Introducing a prior authority process for staff who wish to work remotely outside England? 3. Providing staff with guidance on issues to consider when booking holiday or working from abroad?	Senior Management Team Managing Partner Director of HR	Ongoing Ongoing Ongoing

Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.	Understanding and taking into account the particular circumstances of those with protected characteristics. Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any measures you are considering implementing inappropriate or challenging for them. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation. Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	**2. Who should go to work** **2.3 Equality in the workplace**		1. HR maintaining a list of those who are CV/CEV/disabled within the meaning of the Equality Act/new and expectant mothers so that appropriate arrangements can be made for their safety, ensuring that everyone is treated fairly and that those with a protected characteristic are not exposed to any detriment. 2. To ensure that these considerations are reflected in individual risk assessments.	Director of HR Director of HR	Ongoing Ongoing

		Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Reducing congestion, for example, by having more entry points to the workplace. Providing more storage for workers for clothes and bags. Using markings and introducing one-way flow at entry and exit points. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads where possible. Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.	**3. Social distancing for workers** **3.1 Coming to work and leaving work**	1. Advance communications about travel and access arrangements. 2. All staff are required to follow Government Guidance regarding their travel to the offices. They should walk/cycle or drive to the office, avoid public transport where possible and wear face coverings if they must use it. 3. Providing hand sanitiser at entry and exit points.	1. Minimising the number of people outside the household or support bubble, from travelling together in any one vehicle by using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. 2. Regular appraisal to review the adequacy of parking and lockers/storage facilities to facilitate safer travel to work. 3. Designated entrances and exits and clear one way arrangements to the offices where necessary to support social distancing. 4. Screens in place in all receptions and ongoing appraisal of face masks/coverings for reception and public-facing workers. 5. Management of clients, contractors and other visitors to the offices to stagger arrival and departure times and ensure clarity of behavioural expectations in light of Covid-19.	Chair of Operations Board + Intelligent Office	Ongoing

		Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or other electronic devices, where permitted, and cleaning them between use. Restricting access between different areas of a building or site. Reducing job and location rotation. Introducing more one-way flow through buildings. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Making sure that people with disabilities are able to access lifts. Managing use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	**3. Social distancing for workers** **3.2 Moving around buildings and worksites**	1. Social distancing rules are applied in all areas of VWV offices. 2. Additional administrative controls are in place to support social distancing.	1. Assessing maximum occupancy levels in the offices and a system for booking attendance/workstations and monitoring compliance. 2. Introduction of one way systems in offices as appropriate to maintain social distancing, especially in high traffic areas. 3. Discouraging unnecessary trips within the offices and between them; and restricting staff access to areas other than the designated work area where practicable to do so. 4. New signage to encourage social distancing and regular hand washing.	Chair of Operations Board + Intelligent Office	Ongoing

Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.	Review layouts and processes to allow people to work further apart from each other. Using floor tape or paint to mark areas to help people comply with social distancing (2m, or 1m with risk mitigation where 2m is not viable). Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, using screens to separate people from each other. Managing occupancy levels to enable social distancing. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.	**3. Social distancing for workers** **3.3 Workplaces and workstations**	1. Re-configured seating, desks and other workstations for staff in the offices to facilitate social distancing and minimise face to face contact. 2. Encouraged staff to bring their own refreshments with them in sealed containers. 3. Decommission shared cupboards, shelving and lockers for personal use and store personal items at workstations instead.	1. Assess maximum occupation levels of each work area to facilitate effective social distancing. 2. Reconfigure remaining workplaces and workstations. 3. Appraisal of the use of Condeco to facilitate desk and room bookings to support the management of occupancy levels across offices. 4. Ensure that workstations have all equipment necessary and floor support is available to minimise traffic between floors	Chair of Operations Board + Senior Management Team	Ongoing

		Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable). Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing.	**3. Social distancing for workers** **3.4 Meetings**	1. Remote working tools have been enhanced to provide stable video and telephone conferencing facilities and electronic signing arrangements to minimise the need for meetings in person. 2. Meetings in person are discouraged and not permitted where social distancing is not possible (whether on or off site).	3. Where meetings are required: a. Attendees in person will be minimised to those who need to attend; b. Social distancing should be maintained and handshakes or other physical contact avoided. c. Meetings should take place outside or in spacious areas, where possible. d. Small meeting rooms where social distancing not possible not to be used by more than one person. e. All attendees to use hand sanitiser before and after the meeting. f. The shared use or transmission of equipment, and stationery should be avoided. g. Signage to encourage social distancing to be introduced in meeting rooms. h. Sanitiser, antibacterial wipes, tissues and lidded bins to be provided in each meeting room. i. Refreshments dispensed with.	Chair of Operations Board + Intelligent Office	Ongoing
Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.	Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases. Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. Using safe outside areas for breaks. Creating additional space by using other parts of the workplace or building that have been freed up by	**3. Social distancing for workers** **3.5 Common areas**	1. Identification of common areas in each office (e.g. reception/stairs/lifts/showers/lockers/toilets/gardens/car parks and bike stores) and consultation with landlords and other tenants as to their use. 2. Consultation about appropriate control measures with landlords, other tenants and contractors in order, wherever possible, to ensure consistency and clarity of arrangements. 3. Decommissioning of sinks/toilets to facilitate social distancing and signage to explain this.	**1.** Regulating use of common areas to reduce concurrent usage and facilitate social distancing. **2.** Communications with staff and other visitors about changes to usual use of the common areas. **3.** Introduction of signage to communicate the new arrangements.	Chair of Operations Board Managing Partner Chair of Operations Board	Ongoing

		remote working. Installing screens to protect staff in receptions or similar areas. Providing packaged meals or similar to avoid fully opening staff canteens. Encouraging workers to bring their own food. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.					
Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.		**3. Social distancing for workers** **3.6 Accidents and ill health**	1. Minimum arrangements for first aiders/responsible persons in place. 2. Staff and other visitors instructed not to attend if they feel unwell, have tested positive or have been in contact with anyone who has. 3. If anyone feels unwell while in the office they should return home immediately if they can. 4. Where it is not safe or they are otherwise unable to do so, social distancing should be maintained.	1. Review of first aider/responsible person training, availability, and roles on site when offices open. 2. Provide first aiders/responsible persons with face masks, gloves and aprons, which should be used when accompanying others who feel unwell and disposed of safely after use. 3. Make arrangements for the isolation of symptomatic individuals who are awaiting treatment/collection. 4. Update accident and incident reporting procedures to reflect reporting of Covid-19 cases.	Director of HR + Intelligent Office	Ongoing

Contraction/transmission of Covid-19 with a risk spectrum ranging from no/minimal symptoms to severe illness/death.	See above - any individual could be harmed through physical or airborne contact with covid-19.	Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.	**3. Social distancing for workers** **3.7 Critical incidents and emergency / evacuation arrangements**	1. Continued testing/drills?	1. Review of fire marshal/responsible person training, availability and roles on site. 2. Instruct all staff and visitors of the priority of emergency procedures (and disapplication of social distancing arrangements as appropriate) until social distancing can be safely resumed. 3. Schedule fire drills as usual. 4. Conduct individual risk assessments for those who are unable to evacuate the building unaccompanied.	Chair of Operations Board + Intelligent Office	Done. Ongoing
		Encouraging visits via remote connection/working where this is an option. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if this is practical. Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	**4. Managing clients, visitors and contractors** **4.1 Managing clients, visitors and contractors**	1. Encouraged remote contact with VWV wherever possible by (a) ensuring that video and telephone conferencing arrangements are stable and appropriate, so the need for visits is minimised (b) managing meetings where they are necessary as above (c) managing visitor access to ensure they use a face mask at all times whilst on site (unless an exception allowed in the Regulations applies) and so that there are limited visitors on site at any one time and contact with other people is minimised (d) restricting visitor access areas when they do attend to that reasonably necessary.	1. Coordination of visits schedule internally (by CG and LP) and with landlords/other tenants in each office to ensure social distancing and minimise possible contact with others. 2. Maintaining a record of all visitors to the offices (names/contact details/date and time in/out) to assist with test and trace procedures.	Managing Partner / PA to Senior Management Team	Ongoing

		Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces. Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety.	**4. Managing clients, visitors and contractors** **4.2 Providing and explaining available guidance**	1. Ensured that the firm provides clear and easily accessible guidance in a variety of formats about arrangements for the management of Covid-19 on site, including details on the website, a pre-visit briefing from a trained representative of the firm and appropriate hosts/signage on site.	1. Review of content of briefings for staff and visitors and ensure that the particular needs of those with protected characteristics, such as those who are hearing or visually impaired, are addressed. 2. Training of reception staff and hosts in the firm's arrangements for the management of visitors.	Chair of Operations Board Intelligent Office	Ongoing Ongoing

		Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	**5. Premises management, cleaning and waste** **5.1 Before (wider) re-opening**	1. Regular checks & testing of fire safety, fixed electrical systems and portable electric items, water and lifts have been maintained throughout the lockdown period. 2. Regular site inspection, servicing and maintenance has continued. 3. One way system throughout offices regularly reviewed and changed as recommended 4. Signage to encourage social distancing and effective hygiene. 5. Ongoing appraisal of equipment that can be removed or decommissioned.	1. Ventilation now confirmed as 100% fresh in all offices (except Henleaze where there is none) 2. Workstations, meeting rooms and work areas reconfigured to facilitate social distancing.	Chair of Operations Board Intelligent Office Head of IT + Intelligent Office Intelligent Office	Done
		Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards, and making sure there are adequate disposal arrangements for cleaning products. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. Maintaining good ventilation	**5. Premises management, cleaning and waste** **5.2 Keeping the workplace clean**	1. Frequent cleaning/housekeeping of work areas/workstations/work equipment in use, especially of objects and surfaces that are touched regularly (including touchpads/door handles/telephones and keyboards). 2. Regular stock control of cleaning materials, disinfectant wipes and hand sanitisers, which are provided to enable staff to use these liberally.	1. Reminders to staff to clean and sanitise individual workstations and equipment before and after use, to remove personal items and dispose of any waste safely. 2. Deep cleaning after a known or suspected case of COVID-19 in accordance with the specific guidance[3].	Managing Partner + Office Partners Managing Partner + Intelligent Office	Ongoing As/when needed

[3] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

		in the work environment. For example, opening windows and doors frequently, where possible.					
		Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards. Providing hand sanitiser in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Enhancing cleaning for busy areas. Providing hand drying facilities – either paper towels or electrical driers. Keeping the facilities well ventilated, for example by fixing doors open where appropriate.	**5. Premises management, cleaning and waste** **5.3 Hygiene: handwashing, sanitation facilities and toilets**	1. Decommissioned/restricted access to toilets and sinks to facilitate social distancing. 2. Handwashing and drying facilities on each floor of the offices. 3. Hand sanitising stations at all receptions/exits; in meeting rooms and on each floor.	1. Signs and posters in place to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. 2. Providing regular reminders to maintain personal hygiene standards.	Intelligent Office + Chair of Operations Board Managing Partner + Office Partners	Ongoing
		Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Providing more waste facilities and more frequent rubbish collection.	**5. Premises management, cleaning and waste** **5.4 Waste management**	1. Continued waste removal (and recycling where appropriate) by cleaners/landlords	1. Reinstate waste services with suppliers (including paper recycling). 2. Review waste disposal needs prior to a wider staff return to work, to include the number and type of bins and arrangements for waste to be taken to collection points.	Intelligent Office	Done

			5. Premises management, cleaning and waste **5.5 Changing rooms and showers**	1. Shower areas are not presently in use.	1. Review of cleaning arrangements (including frequency) for changing rooms and showers. 2. Reconfigure showers/sinks etc. to facilitate social distancing. 3. Staff to use VWV showers only and clean showers/sinks/hairdryers etc. before and after use.	Chair of Operations Board	Ongoing
			5. Premises management, cleaning and waste **5.6 Kitchens and catering**	1. Cessation of catering, provision of refreshments save tea, coffee, milk, sugar and water. 2. Restriction of the use of fridges to the storage f own food in sealed containers.	1. Review the shared use of kitchens/sinks/fridges/microwaves.	Chair of Operations Board + Office Partners	Ongoing
			5. Premises management, cleaning and waste **5.7 Car/bicycle parks**		1. Specific cleaning arrangements to be reviewed with LL 2. We require all third party suppliers who attend site to carry out these services to adhere to the Landlords and our requirements e.g. use hand sanitiser, follow one way systems etc.	Intelligent Office + Operations Board	Done
		Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations. For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards. Following government guidance on managing security risks.	**5. Premises management, cleaning and waste** **5.8 Security**	1. Security implications of other changes in response to COVID-19 have been considered and discussed with the landlords. 2. Security staff now protected by a screen when in reception.	1. Access passes: (a) ensure worker access passes still valid; (b) delete expired passes from system. 2. Office opening times kept under constant review and office access times adjusted accordingly	Intelligent Office Senior Mgt Team + Office Partners	Ongoing

		Cleaning procedures for goods and merchandise entering the site. Cleaning procedures for vehicles. Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. Regular cleaning of vehicles that workers may take home. Restricting non-business deliveries, for example, personal deliveries to workers.	**5. Premises management, cleaning and waste** **5.9 Handling goods, merchandise and other materials**	1. Deliveries - by post, courier, DX or by hand for Bristol, Henleaze, London and Birmingham are managed by IO staff in Bristol; for Watford by IO staff there. 2. Deliveries to reception (to a specified delivery point) only. 3. Where possible, items are scanned and shared as required remotely. 4. Outgoing DX is disabled.	1. Provision of gloves, local handwashing facilities, antibacterial wipes and sanitiser to staff who may handle post, goods or other merchandise. 2. Provision of washing/toilet facilities or sanitiser for people delivering goods and merchandise. 3. Ban on non-business deliveries to offices.	Intelligent Office Intelligent Office Intelligent Office + Office Partners	Ongoing
			6. Personal protective equipment (PPE), work equipment and face coverings **6.1 PPE (including face masks)**		1. Review of PPE needs (face masks/gloves/aprons) for workers at increased risk of contact with Covid-19 e.g. first aiders & anyone involved in the physical care or evacuation of others from the office.	Operations Board	Ongoing

		Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers: wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands change your face covering if it becomes damp or if you've touched it continue to wash your hands regularly change and wash your face covering daily if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste practise social distancing wherever possible	**6. Personal protective equipment (PPE), work equipment and face coverings** **6.2 Work equipment and face coverings**	1. Provision of hand sanitiser, antibacterial wipes, gloves, tissues, and face coverings (where required/requested). 2. The wearing of face coverings in the offices is optional. 3. Perspex screens now in place in all reception areas	1.	Intelligent Office	Ongoing

		As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones. You should assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Check what data you need to collect and how it should be managed.	**7. Workforce management** **7.1 Shift patterns and working groups**	1. As far as possible, where staff are split into teams, fixing these teams so that where contact is unavoidable, this happens between the same group of people. 2. LP keeping staff attendance register (by date). 3. Maintaining our electronic track and trace form for all staff and visitors.	1. Team leaders to manage attendance and workstation allocation with director oversight 2. Staff instructed to take all personal items home and floor support provided for example to collect items such as stationery, files and IT and leave them at designated collection points.	Team Leaders Operations Board + Senior Management Team Managing Partner	Ongoing Ongoing Ongoing

		As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak. Find your local PHE health protection team. If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.	**7. Workforce management** **7.2 Managing outbreaks in the workplace**	1. Ensure all staff records are up to date.	1. Introduction of an action plan in case of a Covid-19 outbreak with (a) an appointed Single Point of Contact for Covid-19 (SPOC); and (b) contact details for each office's local PHE. 2. Ensure local PHE guidance is reviewed and followed (currently to report to PHE if more than 1 case of Covid-19 associated with the workplace). 3. Establish a suitable system to record signs/symptoms of Covid-19 for all staff?	Management Board Management Board + Office Partners Director of HR	Done
		Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. Help people walk, run, or cycle to work where possible. Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	**7. Workforce management** **7.3 Travel to from/work**	See above			

		Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. Minimising the number of people outside your household, or support bubble, travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.. Cleaning shared vehicles between shifts or on handover. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	**7. Workforce management** **7.4 Work-related travel, meals and accommodation (to include client / prospect / intermediary off-site visits / entertainment)**	1. All non-essential business travel prohibited.	1. Review travel policies/prior authority for such travel? Advice for business travel? 2. Ensure destination locations are risk assessed before staff travel there. 3. Minimise the use of public transport and where it is necessary, the use of face coverings is mandatory. 4. Minimise the number of people outside the household or support bubble, travelling together in any one vehicle by using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. 5. Where workers are required to stay away from their home, centrally logging the stay and meal arrangements. 6. Reviewing approved hotels and suppliers for suitability making sure any overnight accommodation meets social distancing guidelines.	Operations Board Individual responsibility Individual responsibility Director of HR Individual responsibility + Director of HR Intelligent Office + Review Travel	Ongoing Ongoing
		Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to	**7. Workforce management** **7.6 Communications, and training - return to the office and ongoing**	1. Ongoing communications with staff about the arrangements in a variety of formats to achieve maximum reach including the Managing Partner newsletter, website content and emails. 2. Front of house teams providing support and direction to staff (& visitors) attending offices.	1. Communications and training about return to office arrangements before staff return and on an ongoing basis thereafter. 2. Mini inductions for everyone on first attending an office to confirm arrangements. 3. Supervision of staff.	Managing Partner Intelligent Office + Director of HR Team Leaders	Ongoing

		working environments. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. Using visual communications, for example whiteboards or signage, to explain changes to schedules or breakdowns without the need for face-to-face communications. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.					
			7. Workforce management **7.7 Terms and conditions and policy review**		1. Ongoing review of the Form as it get used by all staff who wish to return to an office. 2. Review of privacy policy in relation to Covid-19. 3. Review of relevant staff policies to include: Health and Safety/emergency procedures and Disciplinary Policy and appropriate sanctions for breach of Covid-19 arrangements. 4. Review approach to (a) usual working hours of staff, to enable flexible travel arrangements to enable workers to avoid congestion (b) on the storage of personal items to enable workers to keep items with them and avoid shared storage areas.	Managing Partner Head of Risk & Compliance Director of HR Director of HR + Team Leaders	Ongoing

			7. Workforce management **7.8 Cover for key roles**	duplication			
Post and delivery handling	Docucentre staff	Revising pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles. Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. Putting in place procedures to minimise person-to-person contact during deliveries to other sites. Maintaining consistent pairing where 2-person deliveries are required.	**8. Inbound and outbound goods**	duplication			

		Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.					

This Risk Assessment will be reviewed every 4 weeks

Signed by: Simon Heald

Job title: Managing Partner

Date: 2 December 2021

Signature: