

**Health and Safety 01.02
Risk Assessment Record**

Risk Assessment Ref:	OS-UK	Task or activity:	UK - Covid-19 Response	Assessment Date:	29/5/20	Produced by:	Sarah Slade
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The purpose of this risk assessment is to identify methods of control that can eliminate or reduce the level of risk to As Low As Reasonably Practicable (ALARP).

Description of activity:

General office duties in the Buro Happold UK offices, this risk assessment is an addition of the office risk assessments that are already in place. During the Covid-19 crisis Buro Happold are required to take additional controls to prevent employees and those who might be affected by our acts or omissions whilst in the workplace. These additional controls are in line with local government guidelines. The minimum controls are highlighted in the assessment below.

How COVID-19 is spread

There are 2 main ways by which COVID-19 can be transmitted:

- Person-to-person through close contact caused by respiratory secretions containing the virus.
- By someone touching a surface or object that has been contaminated by respiratory secretions and then touching their own mouth, nose or eyes.

Groups exposed to the identified hazards

Employees	<input checked="" type="checkbox"/>	Sub-Consultants	<input type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Clients/visitors	<input checked="" type="checkbox"/>	Members of the public	<input type="checkbox"/>	Others - please specify:	<input type="checkbox"/>
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Hazard Number	Hazard Description	Existing control measures	
01	Spread of Covid-19 (Coronavirus)	Hand Hygiene	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available
		Cleaning	<ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Task conducted by contract cleaners.

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		Social Distancing	<ul style="list-style-type: none"> • Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers in the office at any one time. Also relocating workers to other tasks. • Redesigning processes to ensure social distancing in place. • Employees encouraged to continue to work from home • Social distancing also to be adhered to in canteen area and smoking area.
		Reception / Front of House procedures	<ul style="list-style-type: none"> • Hand sanitiser gel available for reception desks where it is not possible for staff to leave wash hands regularly or if they have concerns about having touched paperwork, deliveries etc. • Have disinfectant wipes available at reception desks to allow staff to wipe them down on a regular basis. • Employees encouraged to continue to work from home • Temperature checks for all staff, visitors and contractors
		PPE use	<ul style="list-style-type: none"> • Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours
		Symptoms of Covid-19	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or visitor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as client premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.
		Contractors / Visitors	<ul style="list-style-type: none"> • Contactless signing in and out process • Temperature checks • Promote good hand hygiene

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	Catering (where applicable)/rest areas	<p>It is unlikely that coronavirus is transmitted through food. Café to remain open where there are no practical alternatives to obtain food.</p> <ul style="list-style-type: none"> As far as reasonably possible, a distance of 2 metres should be maintained between users Employees can still use rest areas if they apply the same social distancing Notices promoting hand hygiene and social distancing should be placed visibly
	Fire Safety	<ul style="list-style-type: none"> Fire wardens – assess provision needed for staff numbers Ensure social distancing at assembly point
	First Aid Provision	<ul style="list-style-type: none"> Assess first aid provision based on staff numbers Ensure adequate first aid cover during office hours.
	Mental Health	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help
	Homeworking	<ul style="list-style-type: none"> For all people working at home using display screen equipment (DSE) information and training is available on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly

Hazard Number	Additional Control Measures	
01	Spread of Covid-19 (Coronavirus)	<p>Hand Hygiene</p> <ul style="list-style-type: none"> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice Posters, leaflets and other materials are available for display.
		<p>Cleaning</p> <ul style="list-style-type: none"> Provide cleaning apparatus for allocated desking to include – disinfectant wipes, screen wipes guidance Clear desk policy in place
		<p>Social Distancing</p> <ul style="list-style-type: none"> Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

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		<ul style="list-style-type: none"> • Management checks to ensure this is adhered to.
	Reception/FOH Procedures	<ul style="list-style-type: none"> • Contactless signing in and out process
	PPE Use	<ul style="list-style-type: none"> • Face masks will be mandatory while moving around the offices. • If employees have to conduct a business critical site visit and they have to use public transport or the client rules stipulate face coverings must be worn then Buro Happold will supply face mask/face covering. • If an employee chooses to wear a face covering in the workplace, Buro Happold will support the use but they must: <ul style="list-style-type: none"> ○ Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ○ When wearing a face covering, avoid touching 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.
	Symptoms of Covid-19	<ul style="list-style-type: none"> • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.
	Contractors/Visitors	<ul style="list-style-type: none"> • Limit 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. • As part of the test and trace process, all visitors and contractors will be required to provide a contact number before entering the premises, anyone that refuses to provide their information will be refused entry to the building.
	Catering/Rest Areas	<ul style="list-style-type: none"> • If possible, increase the number of hand washing stations, accessible hand sanitisation points

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	Fire Safety	<ul style="list-style-type: none"> • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
	First Aid Provision	<ul style="list-style-type: none"> • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
	Mental Health	<ul style="list-style-type: none"> • 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). • Promote Mental Health First Aiders and intranet Mental Wellbeing page for internal and external support.
	Home working	<ul style="list-style-type: none"> • Line managers to keep in contact with their teams on a regular basis
	Poor workplace ventilation leading to risks of coronavirus spreading	<ul style="list-style-type: none"> • Office management team to evaluate all forms of ventilation in the building using the Buro Happold ventilation guidance report. • Identify if you need additional ventilation to increase air flow in all or parts of your workplace • Fresh air is the preferred way of ventilating so opening windows and doors (that are not fire doors) can help • Provide additional ventilation where possible, eg mechanical ventilation, desk fans, air movers etc • Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air

Additional or special arrangements

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Please confirm

	YES	NO
Do the identified control measures provide adequate levels of protection and control?	<input type="checkbox"/>	<input type="checkbox"/>
Have all identified control measures been implemented in full?	<input type="checkbox"/>	<input type="checkbox"/>
Have all relevant staff been made aware of the hazards and associated control measures?	<input type="checkbox"/>	<input type="checkbox"/>

Review date	Reviewed by	Amendments	Next review date

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10/06/20	Sarah Slade	Addition of homeworking and ventilation.	
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