

Health and Safety 01.02
Risk Assessment Record

Risk Assessment Ref:	OS-UK	Task or activity:	UK (United Kingdom) - 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 is 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 checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Clients/visitors	<input checked="" type="checkbox"/>	Members of the public	<input checked="" type="checkbox"/>	Others - please specify:	<input type="checkbox"/>
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Hazard Number	Hazard Description	Control measures	
01	Spread of Covid-19 (Coronavirus)	General – Management	<ul style="list-style-type: none"> • Information on Covid Control measure must be communicated to all staff, visitors and contractors. • Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.
		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 • Pedal bins or opened topped bins will be used to reduce touch points.

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			<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. • Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.
	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. • Provide cleaning apparatus for allocated desking to include – disinfectant wipes, screen wipes guidance • Clear desk policy in place
	Social Distancing		<ul style="list-style-type: none"> • Condeco desk booking in place to allow for social distancing. • Employees reminded to respect the personal space of their colleagues. • Redesigning processes to ensure social distancing in place. • Social distancing also to be adhered to in canteen area and smoking area. Seating has been reduced to accommodate social distancing.
	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. • Contactless signing in and out process in place
	Face Masks / Coverings		<ul style="list-style-type: none"> • Encourage the wearing of a face covering / mask when moving around the building or in communal areas. The mask can be removed when sat at their desk.
	Persons with positive Covid-19 tests or persons		<ul style="list-style-type: none"> • Staff to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance.

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		informed they are close contacts	<ul style="list-style-type: none"> Line managers will maintain regular contact with staff members during this time. Positive case to be reported to reportingc19 email address to enable track and trace practices.
		Persons with symptoms of Covid-19 at work	<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 government 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 workplace premises such as client premises), the management team of the workplace will identify people who may have been in contact as per the NHS (National Health Service) test and trace process. 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"> Contactless signing in and out process Promote good hand hygiene
		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 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. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.
		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, e.g., take regular breaks, stretching exercises, set the equipment up properly. Line managers to stay connected with their teams on a regular basis.
		Travel	<ul style="list-style-type: none"> If you need to travel, we encourage you to walk or cycle where possible, and to plan and avoid busy times and routes on public transport. This will allow you to practise social distancing while you travel.

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			<ul style="list-style-type: none"> You must not travel if you are experiencing any coronavirus symptoms, are self-isolating because of coronavirus symptoms, are sharing a household or support bubble with somebody with symptoms or have been told to self-isolate after being contacted by NHS Test and Trace. Follow government guidance for the local area.
	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, e.g., 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 Air quality sensors have been installed to assess whether an area / space is poorly ventilated.

Additional or special arrangements

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

Review date	Reviewed by	Amendments	Next review date
	Sarah Slade	Addition of homeworking and ventilation.	01/08/20

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10/06/20			
13/08/20	Sarah Slade	Amendments to face coverings in the office	30/09/20
11/09/20	Sarah Slade	Addition of Vulnerable Workers	31/10/20
20/10/20	Sarah Slade	Addition to home working for government tier system	01/01/21
30/03/21	Sarah Slade	Revisions due to local restrictions being relaxed, re-opening of the offices.	12/07/21
17/12/21	William Parfitt	Amendments to home working control measures	10/01/22
06/01/22	Sarah Slade	Amendments made following government guidance	06/03/22
27/01/22	Sarah Slade	Amendments made following lifting of Plan B restrictions	06/05/22