

# Risk assessment

In preparation to return to the office environment, the following risks have been identified. These risks were seen as having a high, medium or low level of risk depending on how hazardous they were perceived to employees in the current office conditions.

RISKS IDENTIFIED	LEVEL OF RISK
Use of public transport to commute to work	High
Use of the lift	High
Attending meetings	High
Use of the kitchen areas	High
Use of confined spaces (e.g. printer room)	High
Anxiety over coming to the office	High
Employee shows symptoms of Covid-19 whilst in the office	High
Use of printing equipment at GFH	Medium
Cleanliness of the office	Medium
Seating within social distancing proximity of one another	Low

## We have done this:

- ✓ Provide protective equipment for employees: gloves, antibacterial wipes, face masks, plastic screening, contactless sanitiser dispensers
- ✓ Discuss commute with those using public transport
- ✓ Protection of vulnerable employees and made special adjustments for their safety
- ✓ Limit the number of people in certain spaces, including meetings
- ✓ Limit the use of the lift
- ✓ Provide details on the counselling service benefit for any employee who is anxious about their safety
- ✓ Limit the number of people returning to the office at once
- ✓ Organise a deep clean for the office
- ✓ Office to be cleaned daily
- ✓ Provide Covid-19 policy to inform all employees of the impact on regular working practises
- ✓ Made use of additional space for desk space
- ✓ Restrict visitors from attending the office, except service workers
- ✓ Introduce essential departments back to the office initially
- ✓ Keep physical meeting times to a minimum
- ✓ Provide signage and information for employees, including the daily SMT message
- ✓ Provide an isolation area for anyone displaying coronavirus symptom
- ✓ Limit the number of people in the office

## Now we need **you** to do this:

- ✓ Wash your hands regularly for a minimum of 20 seconds
- ✓ Catch coughs and sneezes in your hands and wash them thoroughly straight afterwards
- ✓ Use a face covering or face mask whilst talking to others in the office
- ✓ Ensure you practice social distancing and respect your colleagues by doing so
- ✓ Regularly wipe down surfaces, before and after use, using the antibacterial wipes provided
- ✓ Use antibacterial wipes on doors, handrails, and lift keypad
- ✓ Individuals make their own drinks; no tray rounds made
- ✗ Do not come into the office until you are invited to do so; if you are a remote worker only come into the office with permission from your line manager
- ✓ Speak directly to your line manager or HR if you are feeling anxious about coming into the office environment
- ✓ Restrict the number of people attending a meeting relative to the size of the meeting room. If it is necessary for more people to attend, invite them to attend by Microsoft Teams. Keep the meetings brief and circulate electronic agenda and actions to all participants
- ✗ Do not invite guests or visitors to the office
- ✗ Do not come into the office if you are feeling unwell or showing any symptoms of coronavirus
- ✓ Tell your line manager immediately if you start to show signs of coronavirus and use the isolation bay in Skyfall to quarantine until you can safely be taken home to self-isolate
- ✓ If using public transport, select a quieter time to commute and use protective clothing and hand sanitiser to remain safe
- ✓ Observe the recommendations below regarding the number of people permitted in a meeting room and other spaces within the office

Space	Maximum number of people
Bond	4
Spectre	2
Moonraker	3
CEO's office	4
2 <sup>nd</sup> floor print room	1
1 <sup>st</sup> floor print area	2
Skyfall room and surrounding areas	Only available as an isolation area

Space	Maximum number of people
2 <sup>nd</sup> floor kitchen	2
1 <sup>st</sup> floor kitchen	2
Ground floor kitchen	1
Hub	3
Gents' toilet	1
2 <sup>nd</sup> floor ladies' toilet	1
1 <sup>st</sup> floor ladies' toilet	1

By putting the measures in place to contain and control the identified risks, and further observing the above hygiene practises the risk levels have been reduce to low for all office-based risks.

**Please be aware the virus has not gone away!**  
By practising good hygiene, we can contain and control it.