

<b>Property Details</b>	
<b>Company Name:</b>	Arrow International Media
<b>Property Address:</b>	17-18,19 Margaret Street, Fitzrovia, London
<b>Number of Floors:</b>	5 separate floors across two buildings.
<b>Maximum number of occupants:</b>	
<b>Person responsible for Health &amp; Safety on site:</b>	Beth Cox
<b>Person completing this Risk Assessment &amp; Date of Risk Assessment:</b>	Jack Panton 24/06/2020
<b>Review Date</b>	This risk assessment will be reviewed frequently or after any significant changes i.e. number of staff.

**Background/Notes:**

**The Virus**

C 19 is a new virus which causes flu-like illness sometimes leading to serious respiratory failure particularly in the elderly or those with underlying health conditions. The main symptoms are a new persistent cough, a high temperature and a loss or change to your sense of smell or taste. The virus is spread primarily in droplets coughed or sneezed from infected individuals which can be inhaled by others in close proximity (less than 2m) or which fall onto surfaces where the

virus can be picked up on the hands and infect the individual when they touch their face. Individuals can be infectious before they experience any symptoms (between 3 and 5 days).

### **UK Government Advice**

Latest UK government advice/guidance which was released on 11<sup>th</sup> May 2020 and so far only applies in England is: **Stay Alert – Control the Virus – Save Lives**. In England, anyone who cannot work from home is now encouraged to return to work (if safe to do so), avoiding the use of public transport to get there wherever possible. To help employers ensure workplaces are as safe as possible so that workers can return to work, the government have published 8 guides which cover a range of different types of work, including offices. The office guide can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>. All workplaces must have a Covid-19 specific risk assessment in place before workers return to work.

The key considerations when reducing the risks are:

**DISTANCING** - Wherever possible physical separation of at least 2m should be maintained during all work activities. Work should be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, you should consider whether the activity should continue. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, redesigning workspaces/ways of working.

**HEALTH MONITORING** – Strict controls will need to be in place to help ensure that no one who has the virus or symptoms of the virus is at work.

**HYGIENE** – Enhanced hygiene procedures will need to be in place. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) to be made readily available.

**CLEANING** – Enhanced cleaning/disinfecting procedures will need to be in place - this will include cleaning of buildings, equipment, frequently used touch points.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
<p><b>People with the virus or who are in the “shielded” or vulnerable categories being in the office</b></p> <p><b>Infected people entering the office</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<p>Before returning to work in the office, and at weekly intervals, all staff should be asked to complete a written declaration stating:</p> <ul style="list-style-type: none"> <li>• that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days</li> <li>• they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days</li> <li>• that they are not ‘shielded’ or have any underlying health condition which might make them particularly vulnerable to coronavirus</li> <li>• that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.</li> <li>• Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS.</li> </ul> <ul style="list-style-type: none"> <li>• If any contractors are working in the office, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors.</li> <li>• Visitors to the office should be avoided where possible. If essential they should be asked the above questions before being allowed entry.</li> <li>• All staff members and visitors will complete a temperature check upon arrival to the office.</li> <li>• Although, at this moment in time visitors are not permitted, in the future pre-arranged visitors will have to complete a health declaration before arrival to the office.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• If an individual has adequate reason for an elevated temperature, i.e. cycling to work allow them time to cool down before undertaking the temperature check.</li> <li>• If an individual registers an elevated temperature, allow them 15 minutes to cool down in an isolated area (consider second floor meeting room) then retake their temperature and if it remains high, send them home via private transport and follow NHS guidelines.</li> </ul>
<p><b>Consider Using a Register of occupancy</b></p> <p>Information to be available to Public Health England should a person be confirmed or suspected of having Covid-19</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• A register should be kept on each of the floors used, detailing the following: <ul style="list-style-type: none"> <li>○ Who is in the office at anyone time</li> <li>○ Their names and contact numbers</li> <li>○ When they arrived</li> <li>○ How they travelled</li> <li>○ Who they travelled with</li> <li>○ When they left</li> <li>○ How they feel in terms of well being</li> </ul> </li> </ul>
<p><b>General Office Activities</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Only minimal staff to return to the workplace. Wherever possible office type activities should be continued to be carried out at home. A revision of staffing levels should be undertaken and monitored.</li> <li>• Adequate ventilation will be maintained throughout all office areas, windows and doors should be kept open wherever possible.</li> <li>• Aircon filters will be frequently disinfected and changed.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Desk fans are only to be used when office windows are open.</li> <li>• Seating in all office areas will be rearranged to accommodate current social distancing guidelines for those staff members returning to the workplace. Where possible, staff will work side to side or back to back.</li> <li>• Start times will be staggered to avoid overcrowding upon arrival to the office.</li> <li>• The workforce will be split in to two fixed teams, team 1 working Monday to Wednesday, team 2 working Thursday and Friday.</li> <li>• At end of play Wednesday, before team 2 arrives on Thursday, all office areas will undergo a deep clean by a trained, competent cleaning contractor.</li> <li>• Where possible staff will be allocated their own fixed desks.</li> <li>• Wherever possible staff will be allocated their own equipment i.e. Keyboards.</li> <li>• Equipment such as spare chairs will be removed from the office area to avoid the breaking of social distancing guidelines.</li> <li>• Antiseptic gel dispensers (minimum 60% alcohol based) will be provided at the entrance of every office space.</li> <li>• A one-way system will be implemented on the second floor, detailing entrances and exits.</li> <li>• Equipment such as printers to be isolated or moved to ensure they are not in walking routes.</li> <li>• Lifts will only be used by one person at a time.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Technological advancements will be considered wherever possible to reduce human to human contact i.e. screen sharing.</li> <li>• Printers and photocopiers will be removed wherever possible, these are seen as a high contact point. Where they remain, disinfectant wipes will be readily available to clean after use.</li> <li>• Perspex screens will be erected in the reception area to act as a physical barrier between the runners and those entering the office.</li> <li>• Consider replacing the shared reception phone, if this is not possible provide adequate cleaning resources so it can be disinfected after use or at frequent intervals.</li> <li>• Staff will be encouraged to store possessions close to them opposed the shared areas i.e. hanging coats and jackets on the back of chairs.</li> <li>• Where this is not possible, and shared areas must be used floor marking will be in place to designate wait areas.</li> <li>• Lockers are being considered so staff have adequate space to store their possessions individually.</li> <li>• Signage will be placed in muster points throughout the workplace reminding staff of social distancing guidelines.</li> <li>• Competent persons throughout all office areas will be allocated the responsibility of ensuring COVID-19 related protocols are adhered to.</li> <li>• Staff will not be permitted to have personal packages delivered to the office, except for in exceptional circumstances.</li> </ul>

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Hazard:	To Whom:	
<p><b>Edit Suites/ Basement</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>		<ul style="list-style-type: none"> <li>• Hand sanitiser will be available upon entry to the basement area.</li> <li>• Editors will work in the same edit suites, if these are switched, they will be deep cleaned beforehand.</li> <li>• Hand sanitisers and antibacterial wipes will be provided in all edit suites.</li> <li>• Only one person at a time will be allowed access to each edit suite, other members of the team must work remotely.</li> <li>• If circumstances require others to enter edit suites, the main occupant must leave beforehand and thoroughly wipe down all surfaces with antibacterial wipes upon re-entry.</li> <li>• Consider placing occupied signs on the outside of edit suites so other staff members know whether they are permitted to enter.</li> <li>• Windows and doors should be left open where possible in the basement area to allow for adequate ventilation.</li> <li>• All desks are facing walls to ensure staff members are not working face to face.</li> <li>• The bike store located in the basement will operate a one in one out system with floor markings in place to designate waiting areas.</li> </ul>
<p><b>Meetings</b></p> <p>Person to person transmission</p>	<p>Office Staff</p> <p>Contractors</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Wherever possible meetings, should be carried out remotely using video conferencing platforms such as Teams, Zoom, skype or similar.</li> <li>• Where this is not possible a arrangements must be made to ensure social distancing guidelines are adhered to between staff members.</li> </ul>

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Hazard:	To Whom:	
Contaminated surfaces/ equipment		<ul style="list-style-type: none"> <li>• Only those imperative to meeting undertakings will be required to attend meetings.</li> <li>• Meeting rooms should be allocated a max number of occupants to ensure current social distancing guidelines are maintained.</li> <li>• All meeting rooms will be cleaned after each meeting.</li> <li>• Equipment in meeting rooms will be wireless wherever possible i.e. consider Bluetooth.</li> <li>• Staff will be required to bring their own whiteboard pens to meetings if they are required - these must not be shared.</li> <li>• Hand sanitisers and antibacterial wipes will be available in all meeting facilities.</li> </ul>
<p><b>Kitchen/Food Areas</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Where Arrow Media provide food for their staff through a catering company, their COVID-19 RA and protocols must be reviewed before engaging with them.</li> <li>• All food brought onsite should be in a sealed container or double wrapped.</li> <li>• Food should not be shared or left out for communal access.</li> <li>• All kitchen areas will operate as a one in one out system other the floors 2 and 4 where space is adequate for 2 people at a time.</li> <li>• Where necessary floor markings to be installed to denote stand/ wait positions</li> <li>• Clear signage to be installed in area to help inform and direct staff.</li> <li>• Staff encouraged to bring own cutlery or use disposable cutlery. Any communal cutlery to be placed in the dishwasher (rather than hand washed)</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Consider employing a lunchtime cleaner to clean all reused cutlery and kitchen utensils.</li> <li>• Seating will be removed in all kitchen areas to reduce likelihood of mustering in these areas.</li> <li>• Hand sanitizers will be located in all kitchen areas.</li> <li>• Antiseptic wipes will be located in all kitchen areas, staff will be instructed to wipe down equipment with these after use i.e. microwaves.</li> </ul>
<p><b>Poor Hygiene procedures</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff</p> <p>Contractors</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antiseptic gels dispensers (minimum 60% alcohol based) should be provided.</li> <li>• Employees should wash or sanitise their hands when they arrive at work and regularly throughout the day when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching your face.</li> <li>• Hand sanitising stations will be located at the entrance of all office areas.</li> <li>• Hand sanitisers will be located at the end of each banks of desks.</li> <li>• Disinfectant wipes will be available throughout all workspaces and upon request.</li> <li>• Information posters on how to maintain proper hand hygiene should be displayed on site.</li> <li>• Staff reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it”</li> <li>• Adequate numbers of suitable, clean toilets with handwashing facilities to be provided.</li> <li>• The office will be deep cleaned weekly by a trained, competent individual.</li> </ul>

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Hazard:	To Whom:	
<p><b>Poor Cleaning Regimes</b></p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning procedures to be in place. Where applicable check with landlord what arrangements are in place(consider the shower rooms).</li> <li>• All routine touch points such as door handles, bannisters, lift buttons, door entry buttons etc will be regularly cleaned/disinfected.</li> <li>• Consider employing a cleaner to disinfect kitchens and frequent contact points at regular intervals throughout the day.</li> <li>• All areas to kept well ventilated. Open windows where possible.</li> <li>• Closed bins which are regularly emptied to be provided.</li> <li>• All equipment should be wiped down with alcohol wipes regularly and whenever it is used by different individuals.</li> <li>• Any shared areas must be wiped down when one person has finished there before another person starts.</li> <li>• Any hired equipment brought into the office must be disinfected on arrival.</li> </ul>
<p><b>Lack of PPE or misuse of PPE</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff</p>	<ul style="list-style-type: none"> <li>• PPE protects the user against health or safety risks at work. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</li> <li>• Face coverings, which the UK government have recommend to wear in enclosed public spaces where social distancing isn't possible – such as on public transport, in shops etc. – are not PPE. It is a simple cloth covering worn on your face to cover your mouth and nose. The evidence suggests that wearing</li> </ul>

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<p>Hazard:</p>	<p>To Whom:</p>	
		<p>a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <ul style="list-style-type: none"> <li>• While at work it is critical to emphasise that maintaining the current social distancing guidelines, enhanced hygiene and cleaning procedures, minimising time spent in close contact etc are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace. PPE and face coverings should only be considered as a last resort when all other control measures are not possible to maintain. PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing or where equipment has to be handled as it is not possible to sanitise and handwashing/sanitising isn't readily available.</li> <li>• If face masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer.</li> <li>• Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</a>. The main points are: <ul style="list-style-type: none"> <li>○ Before putting on a mask, clean hands with soap and water or alcohol based hand wash.</li> <li>○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.</li> </ul> </li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>○ Avoid touching the mask while using it – if you do you must clean your hands immediately.</li> <li>○ Replace the mask as soon as it is damp and do not re-use single use masks.</li> <li>○ To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer’s instructions. Clean hands immediately.</li> </ul> <ul style="list-style-type: none"> <li>● Disposable gloves may be useful for situations where hand washing or sanitizing is not readily available or possible. However, gloves are only a ‘second skin’ and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed of and a new pair used as frequently as possible.</li> <li>● All PPE will be available upon request in the reception area for situations where they are expected to break social distancing guidelines for an extended period of time.</li> <li>● All staff will receive adequate information and instruction on the proper use and disposal of PPE.</li> </ul>
<p><b>Mental health</b></p> <p><i>Infectious disease outbreaks like coronavirus (COVID-19), can be</i></p>	Office Staff	<p>Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> <li>● If you are taking any prescription medications, make sure you have enough and readily accessible.</li> <li>● Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news.</li> <li>● Read up-to-date, factual information</li> </ul>

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<p>Hazard:</p>	<p>To Whom:</p>	
<p><i>worrying. This can affect mental health. Individuals may notice:</i></p> <ul style="list-style-type: none"> <li>• <i>increased anxiety</i></li> <li>• <i>feeling stressed</i></li> <li>• <i>finding yourself excessively checking for symptoms, in yourself, or others</i></li> <li>• <i>becoming irritable more easily</i></li> <li>• <i>feeling insecure or unsettled</i></li> <li>• <i>fearing that normal aches and pains might be the virus</i></li> <li>• <i>having trouble sleeping</i></li> <li>• <i>feeling helpless or a lack of control</i></li> <li>• <i>having irrational thoughts</i></li> </ul>		<ul style="list-style-type: none"> <li>• Keep up your healthy routines including exercise,</li> <li>• Ensure you get a good night's sleep</li> <li>• Keep hydrated</li> <li>• Keep a balanced diet,</li> <li>• Avoid excess alcohol,</li> <li>• Use relaxation techniques,</li> <li>• Improve your mood by doing something creative,</li> <li>• Stay connected to others</li> <li>• Try to anticipate distress, seek support and support each other</li> </ul> <p><b>For further advice go to:</b> <a href="https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19">https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</a></p>

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Hazard:	To Whom:	
<p><b>Travel to and from the office from home</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces</p>	<p>Office Staff</p>	<ul style="list-style-type: none"> <li>• When staff members must travel to locations they should travel separately.</li> <li>• Ensure wherever practicable, that transport into the workplace is undertaken individually with minimal contact with others.</li> <li>• Where private transport via foot, cars or bikes is not possible consider Uber – maintain good hygiene principles whilst on route.</li> <li>• Ensure good personal hygiene is maintained throughout the course of the journey.</li> <li>• If it is necessary to break social distancing, ensure this is for the minimum amount of time possible.</li> <li>• Staff aim to avoid travel at peak times where possible.</li> <li>• Ensure wherever possible, staff work from home.</li> <li>• If taxis are used in any case, ensure any companies used have adequate COVID 19 related cleaning procedures and risk assessments.</li> <li>• If public transport cannot be avoided, then where possible maintain social distancing, good hygiene practices, and keep the time in close proximity to others to a minimum. Avoid peak times where possible. Ensure TFLs guidelines are adhered to whilst travelling.</li> <li>• Consider providing staff members with a supply of PPE and hand sanitisers for their commute.</li> <li>• Storage facilities for cycling clothing are being explored in the form of individual lockers for cycling gear.</li> <li>• A storage facility for bicycles is provided.</li> </ul>

## Emergency Arrangements e.g. Fire, First Aid

### Fire

Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit. During an emergency such as a fire alarm people may temporarily breach the 2-metre distance guideline.

As staff on site will be reduced, checks to be made to ensure there are an adequate number of fire wardens still in place, as the fire wardens could be working from home. There should be at least 1 fire warden per floor.

### First Aid

Check how many first aiders are currently on site. There should be at least 1 first aider per 50 people. The minimum requirement is an appointed person to take charge of first aid arrangements.

### **Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings:**

Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths. Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given. The first things to do are shout for help and dial 999. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. Further information, including an instructional video, can be found at <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

**Detail how this risk assessment will be communicated to all relevant parties:**

- This risk assessment will be emailed to all office staff
- A copy will be posted on the company website where there are more than 50 staff and employees directed where to find it
- A copy will also be displayed in the office.
- Below is a link to the government guidance notice that you should display in your workplace to show you have followed the government guidance:

**[Staying COVID-19 Secure in 2020](#)**

**Sign Off by Person Responsible for Health & Safety on site:**

**Name:**

**Role:**

**Signature:**

Overall Risk Level when all controls are in place and fully implemented: *(Please Tick)* ✓

**LOW -**



**MEDIUM -**

**HIGH -**