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# COVID-19 Workplace and buildings Risk Assessment

Revised April 2021

# COVID-19 Workplace and buildings Risk Assessment

<b>Description of the task:</b>	COVID-19 RA: Re-opening of 12-14 Bloomsbury Square  CI Arb staff, 12BSq clients, visitors, and contractors
<b>Location:</b>	The Chartered Institute of Arbitrators 12-14 Bloomsbury Square WC1A 2LP
<b>Name of person(s) completing assessment:</b>	Oladipo Olaiya
<b>Job title(s):</b>	CI Arb Venue and Facilities Manager
<b>Organisation:</b>	Chartered Institute of Arbitrators
<b>Reviewed by:</b>	Jane Ferguson
<b>Organisation:</b>	Britannia Safety Solutions (BSS)
<b>Date of this assessment:</b>	1 April 2021
<b>Date of signing:</b>	19 May 2021
<b>Date of next review:</b>	7 June 2021 or sooner if there is a significant change or new Government guidance is released
<b>Signed by:</b>	Tom Cadman
<b>Job title(s):</b>	CI Arb Deputy Director General
<b>Signature:</b>	

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## Risk Raking Matrix

Matrix to calculate the likelihood and impact should the hazard be realised.

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

## RAG Rating Matrix

Risk rating	Possible action to be taken
<b>LOW</b> ( $<4$ )	<ul style="list-style-type: none"> <li>Facilities Manager may accept risk</li> <li>Managed by routine processes</li> <li>Any cost to be funded within H&amp;S (Facilities) budget</li> <li>Hazard to be reviewed and updated at least annually</li> </ul>
<b>MEDIUM</b> (5-10)	<ul style="list-style-type: none"> <li>CI Arb management action required to control risk as soon as reasonably practicable</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>Review and updated at least every 6 months to ensure controls remains effective</li> <li>May necessitate bids for CI Arb funding</li> </ul>
<b>HIGH</b> ( $>12$ )	<ul style="list-style-type: none"> <li>Immediate CI Arb management (Directors) action required for further control risk</li> <li>May halt work/task while additional controls are applied</li> <li>Copy of the risk assessment sent to the Risk Committee for inclusion on to the CI Arb Risk Register</li> <li>Responsible Director to give priority for action/funding</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>To be reviewed and updated at least every month to ensure controls remain effective.</li> </ul>

## Building occupation

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Exposure to the virus when working or attending meetings at 12 Bloomsbury Square, 14 Bloomsbury Square</p>	<p>All persons reverting to premises, including staff, clients, visitors, contractors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<p>UK Government message remains that 'People who can work from home should continue to do so. Other than attendance by a limited number of staff including the Facilities team and contractors, CIArb staff are required to work from home, and 12Bsq clients were advised that only essential bookings together with bookings by clients providing educational services will be accepted. Furthermore, only 'essential participants' should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). Current evidence suggests that the Public Health England (PHE)-endorsed 'system of controls' that have been in use throughout the coronavirus pandemic and which are set out in this guidance - which includes minimising contact with individuals who are unwell, use of face coverings in corridors and communal areas, cleaning hands and good respiratory, regular thorough cleaning of the buildings, minimising contact, ventilation, use of PPE where specifically advised – continue to be the right measures to take. These measures create an inherently safer environment for CIArb staff, clients, visitors, contractors where the risk of transmission of infection is substantially reduced.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a></p>		6	No

## Commuting and work-related travel

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Exposure to the virus during commute to work</p>	<p>Staff contract the virus during their commute to work.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<p><b>Measures for commuting and work-related travel</b></p> <p>CIArb staff, I2Bsq clients and contractors are advised to avoid public transport where possible, either by walking, cycling, or using private vehicles.</p> <p>As part of return to the office processes, staff are encouraged to walk, cycle, run or drive to work where possible. Car use is understood to be limited, however where cars are used the number of persons outside one household should be kept to a minimum and 'travel partners' should be considered, along with additional ventilation, cleaning and wearing face coverings.</p> <p>Cycle rack is provided and there are currently spaces for up to 6 bicycles.</p> <p>Showers are provided for staff and visitors who wish to use them after walking, cycling, or running to work.</p> <p>Where the use of public transport is unavoidable, the following control measures should apply:</p>	P&D	6	<p>Additional cycle parking spaces to be put in place where this becomes a chosen mode of transport by more than 6 personnel at a time.</p> <p>CIArb to consider providing additional shower on the 2nd floor building 14 strictly for staff use.</p>

## Commuting and work-related travel (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
		12	<p>From 2 December 2020, in accordance with advice from Public Health England, commuters must wear a face covering when travelling on the Transport for London (TFL) network, unless they are exempt.</p> <ul style="list-style-type: none"> <li>• TFL have implemented their own protective measures including deep cleaning and disinfection of buses and tube trains. However, it is suggested that staff wear protective gloves and face covering when using public transport and remove them when they arrive in the building.</li> <li>• Staff should observe social distancing as much as is practicable.</li> </ul>		6	

## Arrival into the building and reception areas

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Exposure to the virus within reception areas</p>	<p>Reception layout may lead to staff working in reception or visitors, contractors, clients, and staff who attend or walk-through reception to be exposed to the virus.</p> <p>Staff working in 14 Bloomsbury Square may access this building via walking through reception.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• An automatic infrared sanitiser dispenser is installed at the main entrance to building No 12 and wall mounted manual pump sanitiser dispensers installed outside each room across the building (these are cleaned regularly).</li> <li>• Social distancing signs are displayed across the building.</li> <li>• A pull up protective screens are provided for reception staff use.</li> <li>• Only one visitor is allowed in the reception area at a time social distancing markers are in place.</li> <li>• Registration desk is treated as high touch point for regular surface cleaning and disinfecting.</li> <li>• Pens used for signing in are clearly marked 'clean' and 'used'.</li> </ul>	FM	4	<p>When reviewing layout, it should be ensured that any reception personnel are protected from other CIARB staff who may use this area as a traffic route.</p> <p>Where appropriate clients will be asked to control signing in by their delegates in the occupied rooms.</p>



## Arrival into the building and reception areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Exposure to the virus when using the intercom system.</p>	<p>There is an intercom system to the front main door which requires visitors to press a button to speak to CIArb staff to gain entry. If the button becomes contaminated with the virus this could cause spread to subsequent persons who use the intercom including staff, clients, visitors and contractors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Hand sanitiser is provided in the corridor immediately after entrance to the building.</li> <li>• Staff uses their own security fobs to gain entrance to the building.</li> <li>• The intercom system to the front main door is treated as high touch point for regular surface cleaning and disinfecting.</li> </ul>	FM	4	<p>If possible, the use of the intercom system should be bypassed. Front door No 12 can be held open during rush hour in presence of a door supervisor.</p>

## Arrival into the building and reception areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Exposure to the virus when signing in.</p>	<p>Visitors are required to sign in using a hard copy signing in book and a pen that is taken from a pot of pens. If these surfaces become contaminated, then this could cause spread to subsequent persons who sign in including staff, clients, visitors, and contractors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19. Infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Arrival times for clients, staff, and contractors into the building is staggered as much as possible.</li> <li>• Hand sanitiser, masks and gloves are located on the registration area.</li> <li>• Social distancing markers are in place in reception area.</li> <li>• Where pens provided are used, used pens are kept separate and sanitised before re-use.</li> <li>• Face covering must be worn when in common areas (unless exempt) in line with government guidance.</li> <li>• Track and Trace NHS QR posters are displayed in at the reception as well as throughout the building (No 12).</li> </ul>	FM	6	<p>Use pre-registration wherever possible (or digital check in / check out).</p> <p>Clients are encouraged to send delegates list in advance of booking.</p>

## Arrival into the building and reception areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Infected persons entering the building.</p>	<p>Risk of virus transmission from persons already infected when entering the building, subsequently leading to virus transmission to other building users.</p> <p>Building entrances, reception and registration areas can be bottlenecks, reducing the opportunity for effective social distancing measures.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Hand sanitiser, gloves and masks are provided in reception area.</li> <li>• Face covering is mandatory in all or part of the building in line with emerging government guidance (unless exempt).</li> <li>• Health screening (temperature check) and declaration processes now in place for staff, clients, contractors, and other visitors.</li> <li>• Handheld digital thermometers and free standing temperature check device in use.</li> <li>• Social distancing markers in place.</li> <li>• Where pens provided are used, used pens are kept in clearly marked containers 'used' and sanitised before re-use.</li> <li>• To support effective COVID-19 secure entry checks (i.e. temperature check, use of hand sanitiser) social distancing all staff will enter through 12 Bloomsbury Square and exit through 14 Bloomsbury Square. Clients, contractors and visitors enter and exit through 12 BS.</li> </ul>	FM	6	<p>Registration protocol advice to be issued to clients to help ensure that they also have strict processes in place to manage queues, signing in and COVID-19 secure registration processes.</p> <p>Client's may also organise their own signing register.</p> <p>Measures Subject to review as the COVID-19 situation unfolds post 21 June 2021.</p>

## Circulation and shared areas

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Virus transmission due to inadequate hand hygiene.</p>	<p>Potential transfer of virus due to inadequate personal handwashing and hand hygiene by staff, clients, contractors, and visitors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Staff training in place for COVID-19 requirements.</li> <li>• Hand sanitisers provided at the entrance to all rooms/offices.</li> <li>• Notes to all visitors' provided in advance (where possible – i.e. during booking process) and on arrival, which covers all COVID-19 hygiene practices.</li> <li>• Toilets are located on each floor providing hot water, liquid soap, hand hot air dryers and disposable paper towels only.</li> <li>• Toilet soap dispensers and hand sanitizer stations are monitored and maintained by Alliance cleaning. (Housekeepers).</li> <li>• Hand hygiene posters on displayed in toilets.</li> </ul>	FM	5	<p>Ongoing monitoring and review of practices required.</p>

## Circulation and shared areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Virus transmission when people are in close proximity when queuing for toilet facilities.</p>	<p>Transfer of virus due to inadequate social distancing within toilet facilities or as a result of persons queuing to get into toilets.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Signage provided in common areas indicating number of people allowed in said area.</li> <li>• Social distance markers in place.</li> <li>• External toilet entry doors are propped open to provide queue visibility and to minimise high frequency touch point areas (door handles).</li> <li>• It is advised that toilets should be used on the floor where visitors and staff are located, to reduce unnecessary movements to other floors.</li> </ul> <p>Ongoing monitoring and review of practices in place:</p> <ul style="list-style-type: none"> <li>• Recorded toilet checks by cleaning staff in place.</li> <li>• Enhanced cleaning procedures agreed with new cleaning contractor (Alliance), which covers toilets, door handles and light switches – compliance monitored by Facilities Manager.</li> </ul>	FM	5	<p>The staff toilet requires additional consideration as there are individual cubicles inside the main toilet area. Consideration could be given to using 'occupied / unoccupied' type signs, however these would need to be treated as high contact surfaces and kept sanitised!</p> <p>Break times should be agreed with organisers wherever possible. For visitors to site, suggest that they wait within their meeting room if there is a queue visible.</p>

## Circulation and shared areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Virus transmission in circulation areas.</p>	<p>Transfer of virus due to inadequate social distancing within circulation areas including corridors and staircases. The width of staircases would not allow for adequate social distancing and there may be challenges with persons going in both directions if suitable controls are not in place.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Social distancing signage in place.</li> <li>• To support social distancing in circulation areas, all staff will enter through 12 Bloomsbury Square and exit through 14 Bloomsbury Square.</li> <li>• Staff access into 14 Bloomsbury Square is via reception whilst visitor will access 12 Bloomsbury as usual.</li> <li>• Enhanced cleaning in circulation areas by Alliance Cleaning.</li> <li>• Hand sanitising stations provided in circulation areas.</li> <li>• Social distance markings in place.</li> <li>• Banisters are treated as high touch point for regular surface cleaning and disinfecting.</li> <li>• Stagger arrival and departure times for staff and visitors to reduce bottlenecks, and to support one way traffic on staircases.</li> <li>• Where persons with special access need are present.</li> <li>• Priority to be given to disabled persons requiring the use of lifts or the toilet facilities by the Council Chamber room on the ground floor.</li> </ul>	FM	5	<p>Ongoing monitoring and review of practices required.</p> <p>To ensure that staff are made aware of processes, including FM and reception staff, as to how that day's traffic route for staff will be agreed and communicated.</p> <p>Where assistance is to be given to disabled persons 2 meters should be maintained by staff – where additional controls are required consideration to be given to the use of additional PPE (e.g. visors, masks, single use gloves).</p>

## Circulation and shared areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Virus transmission in the lift.	<p>Transfer of virus to persons using the lift, due to inadequate social distancing within the lift, or as a result of touching contaminated controls.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<p>Lift out of use but when operational the following will apply:</p> <ul style="list-style-type: none"> <li>• Lift controls are treated as high touch point for regular surface cleaning and disinfecting.</li> <li>• Signage provided to lift stating that only 1 person is allowed in the lift at a time.</li> <li>• A face covering must be worn when using the lift.</li> <li>• Priority to be given to disabled persons requiring the use of lifts or the disabled toilet facilities.</li> </ul>	FM	5	Ongoing monitoring and review of practices required.

## Circulation and shared areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Virus transmission in staff kitchen, break room, seated/table area and kitchenette.</p>	<p>Transfer of virus due to inadequate social distancing between staff, or contact with contaminated surfaces, in staff break and kitchen areas.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Sanitiser stations are in place.</li> <li>• Social distancing markings in place in all common seating areas.</li> <li>• Stagger breaks (including rest breaks and lunch breaks) advised so that social distancing can be maintained.</li> <li>• Enhanced cleaning in place in staff kitchen/ seating areas.</li> <li>• Cleaning materials provided with procedures for staff to use in common areas used before and after; with particular attention to touch points. Including dart board and football table. These are also noted as high contact point for cleaning purposes.</li> </ul>	FM	5	<p>Ongoing monitoring and review of practices required.</p>



## Circulation and shared areas (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Virus transmission in shower areas.	<p>Staff using showers may come into contact with contaminated surfaces – use of showers may increase as a result of encouraging staff to walk, run or cycle to work.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Staff shower is currently located in a single room in the basement area of building No.14, which can be locked. It is visible from the outside as to whether the unit is occupied.</li> <li>• Enhanced cleaning procedure in place for shower areas.</li> <li>• Procedure requiring staff using the shower to clean contact surfaces before and after use (e.g. using single use anti-viral wipes) in place.</li> </ul>	FM	5	<p>Staggered entry by staff to be considered. Monitor use and provide socially distanced queuing system if required.</p> <p>Consider provision of single use plastic bags that staff can place dirty belongings into, before storing in a suitable location. A dispenser could be included.</p> <p>CI Arb to consider providing additional shower on the 2nd floor building 14 strictly for staff use.</p>

## Social distancing within meeting rooms and offices

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Being infected by the Coronavirus.</p>	<p>Viral transmission through droplets or small airborne particles within meeting rooms NO12. Potential for spread of virus between persons within 2 meters of each other, or 1 meter without additional mitigating controls being place.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Meeting room configuration has been reviewed and spare tables and chairs removed to facilitate social distancing; generally allowing 2 meters and no less than 1m.</li> <li>• Clear communication with clients in place as to safe room occupancy and layouts that are acceptable (confirmed at booking).</li> <li>• When setting up rooms Facilities staff to use gloves and masks to reduce potential for contamination.</li> <li>• Social distancing markings in place in all common seating areas including the courtyard garden areas.</li> </ul>	FM	6	<p>To ensure that the 2-meter rule is adhered to wherever possible. 1 meter can be allowed with mitigation.</p> <p>Whilst side to side working is referenced as mitigation in government guidance, during a risk assessment consideration must be given to the fact that in meetings/an office environment, persons are likely to turn to face the person next to them to talk.</p>

## Social distancing within meeting rooms and offices (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Transmission of virus when working in close proximity within offices.	<p>Viral transmission through droplets or small airborne particles within offices NO14. Potential for spread of virus between persons within 2 meters of each other, or 1 meter without additional mitigating controls being place.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• The government guidance allows for 1 meter when working side by side, however, reference should be had to the likelihood of colleagues turning to talk to colleagues at adjacent desks.</li> <li>• Numbers of persons within offices now limited to allow min 1m+ for social distancing.</li> <li>• Desks arrangement in 'cohorts' in place and are socially distanced from each other.</li> <li>• A new 'hot desking' office area has been provided in building NO12 with protective pull up screens to separate desks.</li> </ul>	P&D	5	<p>To consider appointing 'Covid monitors' who share the job of walking the site at a specified frequency and ensuring the controls are being applied and people behaving as required.</p> <p>Floor plans should be considered.</p>

## Provision of equipment and materials

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Virus transfer through bins and/ or materials that has been placed in bins</p>	<p>Transfer of virus from contact surfaces on bins, or via poor disposal of contaminated material.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• All bins throughout the building have lids for safe disposal of potentially contaminated waste.</li> <li>• Special bins marked 'PPE Only' are also provided throughout the building for the disposal of face masks and hand gloves.</li> </ul>	P&D	6	No
<p>Virus transfer through the use of shared equipment in meeting rooms.</p>	<p>Transfer of virus from touching shared equipment.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Equipment provided within training rooms including AV equipment and flipcharts are disinfected at the beginning and end of every day.</li> <li>• Where flipcharts and pens are provided, they are disinfected thereafter.</li> <li>• Additional cables, controls etc will be disinfected before taken to the room.</li> <li>• Hand gloves to be worn by facilities team when setting up equipment.</li> </ul>	P&D	6	Consideration should be given to requiring clients to bring their own pads and pens etc.

## Provision of equipment and materials (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Virus transfer via delegate packs/shared materials.	<p>Risk of contamination from shared materials including delegate's pack. Clients and their visitors are at risk.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Delegate materials are provided with single use pads and pens.</li> </ul>	P&D	6	Consider requiring clients and their delegates to provide their own materials including stationery packs where possible.
Virus transfer via shared health and wellbeing equipment.	<p>As part of health and wellbeing initiatives, exercise mats and picnic blankets have been provided. Staff sharing this equipment could lead to transmission of the virus.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Yoga mats and picnic blankets stored in the staff locker room have been temporarily removed.</li> <li>• Dart Board and Foosball table is considered as high frequency touch point areas and are included in regular cleaning regime, products to disinfect the equipment provided to staff for before/after use.</li> </ul>	P&D	5	Staff exercise mats and any other shared health and wellbeing equipment under review.

## Catering and hospitality

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Virus transfer via equipment dispensing hot and cold drinks.</p>	<p>Risk of viral transmission from drink dispensers used by an infected person. This could affect staff, clients, contactors and visitors.</p> <ul style="list-style-type: none"> <li>• Symptoms of Covid-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<ul style="list-style-type: none"> <li>• Hot drink dispensers (coffee stations) located in meeting rooms are treated as high touch point for regular surface cleaning and disinfecting.</li> <li>• Anti-viral Surface Sanitiser Wipes with 70% alcohol are also provided for wiping of coffee machines, surfaces and other electronic items including water fountains provided in circulation areas.</li> <li>• Clients are provided with their own drinking cups/glasses at the beginning of the day – reusables.</li> <li>• Reusable tea/coffee cups and water drinking glasses are regularly cleaned using a dishwasher.</li> </ul>	FM	4	<p>Ensure clients are aware of requirements to social distance and cleaning regime when using this equipment.</p> <p>Water fountains must be subject to suitable hygiene regimes as advised by a competent person.</p>

## Catering and hospitality (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Transfer of virus via utensils and/or food provision.	<p>Risk of viral transmission from food handling by an infected person. This could affect staff, clients, contactors and visitors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• Catering staff are trained in cleaning processes.</li> <li>• Individual areas are allocated per client within meeting rooms unless additional breakout room is booked.</li> <li>• Catering supplies are brought to the kitchen and then distributed throughout the building using trollies. Catering staff clean and disinfect lunch tables and trollies before and after use.</li> <li>• Individual food packaging in use. Cutlery, crockery, drinking vessels are individually provided with client's lunch pack by Sands Catering.</li> <li>• Social distancing in place between catering staff and clients during food delivery.</li> <li>• Pick up tables used during lunch time to allow catering staff to socially distance from clients.</li> </ul>	FM	4	<p>Arrangements to be in place with clients so that social distancing requirements are clear when: delegates collect beverages or food during meetings.</p> <p>Provide signage around hygiene at the time that catering is provided.</p>

## Enhanced cleaning and sanitisation

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Virus transmission as a result of inadequate cleaning by contractors</p>	<p>The virus may survive on surfaces and the subsequently be spread to other staff, clients, visitors, and contractors who subsequently come into contact with that surface if adequate cleaning practices are not in place.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• A new cleaning contractor (Alliance Cleaning) has been appointed and a risk assessment and methodology statement is in place.</li> <li>• COVID-19 – Alliance Virus Prevention Services are regularly provided, 'Electrostatic spray wrapping'. The spray protects surfaces from viruses and other infections for up to 30 days. This is carried out monthly throughout the building.</li> <li>• The housekeeper regularly wipes surfaces with a TECHCARE CONTROL spray with high level broad spectrum disinfectant cleaner for use on all hard and soft surfaces.</li> <li>• Adequate PPE in use at all times during cleaning.</li> </ul>	FM	4	<p>Ongoing monitoring and review of enhanced cleaning standards and practices as and when required.</p>



## Enhanced cleaning and sanitisation (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Exposure to the virus from contact with contaminated surfaces.</p>	<p>The virus may survive on surfaces and the subsequently be spread to other staff, clients, visitors, and contractors who subsequently come into contact with that surface.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• COVID-19 – Alliance Virus Prevention Services are regularly provided, 'Electrostatic spray wrapping'. The spray protects surfaces from viruses and other infections for up to 30 days. This is carried out montly throughout the building.</li> <li>• Meeting rooms and staff rooms are disinfected at the end of each day and rooms are locked after cleaning to prevent entry.</li> <li>• Signed cleaning schedules available.</li> <li>• Cleaning staff are provided with the appropriate PPE for cleaning and disinfecting processes, as per the cleaning schedules and risk assessments.</li> <li>• Regular disinfection of touch points (as minimum hourly but more regularly during busy periods).</li> <li>• Any items that are shared such as keyboards are disinfected between each use.</li> </ul>	FM	4	<p>Ongoing monitoring and review of enhanced cleaning standards and practices as and when required.</p> <p>Additional cleaning regime standards to be maintained:</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate that a deep clean has been carried out in all areas when required and a certificate of deep cleaning must be obtained from Alliance cleaning.</li> </ul>

## Enhanced cleaning and sanitisation (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Exposure to the virus via hand contact surfaces and poor hand hygiene processes.</p>	<p>The virus may survive on surfaces and the subsequently be spread to other staff, clients, visitors, and contractors who subsequently come into contact with that surface.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• Sanitising stations have been provided throughout 12 and 14 Bloomsbury Square, at entrances and within circulation areas, which are replenished regularly</li> <li>• Hot and cold water provided within toilet areas to facilitate effective handwashing.</li> <li>• Disposable towels and hot air dryers are provided to all toilet areas.</li> <li>• ClArb staff are provided with individual sanitising materials - antiviral wipes and sanitising solution for their own use at their desk.</li> <li>• Anti-viral Surface Sanitiser Wipes with 70% alcohol are provided for wiping of coffee machines, surfaces, and other electronic items.</li> <li>• Pedal bins with lids are available throughout the building for the disposal of waste.</li> </ul>	FM	4	<p>Sanitising solutions to be a minimum of 60% alcohol.</p> <p>Where the code for rooms is given to clients or other personnel, an instruction should be given that the number is for one person only, and good hand hygiene practices are to be employed.</p> <p>The sanitising dispensers in circulation areas are not touchless and consequently will need to be treated as high touch points as part of the cleaning regime.</p>

## Enhanced cleaning and sanitisation (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Exposure to the virus as a result of contamination of shared desks.	<p>Potential transfer of virus as a result of hot desking by staff.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• COVID-19 – Alliance Virus Prevention Services are regularly provided, 'Electrostatic spray wrapping'. The spray protects surfaces from viruses and other infections for up to 30 days. This is carried out monthly throughout the building.</li> <li>• Anti-viral Surface Sanitiser Wipes with 70% alcohol are provided for wiping of coffee machines, surfaces, and other electronic items.</li> </ul>	FM	4	No
Exposure to the virus as a result of inadequate hygiene practices by staff in offices.	<p>Potential transfer of virus to staff due to inadequate personal handwashing and hand hygiene, and cleaning of local touch points by staff working in offices.</p> <ul style="list-style-type: none"> <li>• Symptoms of Covid-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• Sanitising stations provided throughout 12 and 14 Bloomsbury Square, at entrances and within circulation areas, which are regularly replenished.</li> <li>• Hot and cold water provided within toilet areas to facilitate effective handwashing.</li> <li>• Disposable towels and dryers are provided to all toilet areas.</li> <li>• Anti-viral Surface Sanitiser Wipes with 70% alcohol are provided for wiping of coffee machines, surfaces, and other electronic items.</li> </ul>	FM	4	No

## Enhanced cleaning and sanitisation (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Supplies/ deliveries being contaminated.	<p>Risk of viral transfer from surfaces on supplies/ deliveries. This could affect staff, clients, visitors and/or contractors.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<ul style="list-style-type: none"> <li>• Deliveries enter the building through reception.</li> <li>• Hand sanitising stations are provided.</li> <li>• A temporary mail room is in operation to hold parcels for quarantining – 72 hrs.</li> <li>• Urgent parcels are handle with care, using PPE - hand gloves, masks. Cleaning and sanitising supplies before and after handling.</li> <li>• Hot and cold water is provided within toilet areas to facilitate effective handwashing after handling parcels.</li> </ul>	FM	4	No

## Air and water hygiene

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Potential for water stagnation during building closure with potential for harmful bacteria proliferation.</p>	<p>All persons reverting to premises who use water on the site for drinking, handwashing, or other purposes.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• A competent water hygiene services provider (ZETA) has been appointed to ensure that appropriate measures are taken, with a new legionella written scheme of control in place.</li> <li>• Water Sampling was carried out to demonstrate that water is safe to use and drink. And a 'Clean and disinfect CWST 1'.</li> <li>• Weekly water taps flushing routine in place.</li> <li>• Monthly water temperature checks in place.</li> <li>• Water cooling machines are mains fed and are subject to regular cleaning and flushing.</li> </ul>	FM	4	<p>Ongoing monitoring and review of enhanced cleaning standards and practices as and when required.</p>

## Air and water hygiene (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Potential for spread of virus via air conditioning systems.</p> <p>As of 10/07/20 there is some emerging evidence of spread of Covid through the air.</p>	<p>All persons reverting to premises.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	12	<ul style="list-style-type: none"> <li>• Reduced numbers of persons allowed in one office or meeting rooms now in place.</li> <li>• The air flow of the air conditioning system is set upright and is subject to regular servicing. Last service on 25 March 2021.</li> <li>• Opening windows to help improve fresh air circulation is also recommended – weather permitting.</li> <li>• Window handles are regularly sanitised as high touch points.</li> </ul>	FM	4	<p>Ongoing monitoring and review of enhanced cleaning standards and practices as and when required.</p>

## Health and wellbeing of staff

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p><b>Being infected by the Coronavirus:</b></p> <p>Adverse mental health affects as a result of concerns regarding returning to the office.</p>	<p>Staff who are working from home may suffer adverse mental health effects as a result of returning to the office.</p> <ul style="list-style-type: none"> <li>Stress &amp; anxiety</li> </ul>	10	<p>Consultation processes are in place to support understanding of staff feeling around return to work.</p> <ul style="list-style-type: none"> <li>Employee-led phased return plans in development (based on pulse surveys).</li> </ul>	P&D	5	To continue with consultation process and ensure that staff are fully involved in the return to the office process.
Adverse mental health affects as a result of working from home.	<p>Staff who are working from home may suffer adverse mental health effects.</p> <ul style="list-style-type: none"> <li>Stress &amp; anxiety</li> </ul>	10	<ul style="list-style-type: none"> <li>Regular webinars addressing health and wellbeing subjects.</li> <li>Virtual exercise sessions run 3 x week.</li> <li>Regular Newsletter sent to all staff.</li> <li>Managers keep in regular contact with staff.</li> <li>Pulse surveys used to monitor staff welfare addressing mental, social and physical help.</li> <li>EAP in place.</li> <li>Private Health Policy available.</li> <li>Trained Mental Health First Aiders available</li> </ul>	P&D	5	No

## Health and wellbeing of staff (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Adverse health and safety effects as a result of working from home	Staff may suffer adverse effects as a result of an inadequate work environment within their home, leading to the potential for health and/or safety issues to arise.	10	<ul style="list-style-type: none"> <li>Staff have been provided with equipment for working from home.</li> </ul>	P&D	5	Homeworking assessment process to be developed and implemented to assess the safety of persons working from home.



## Documented controls

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Lack of risk assessments and procedures.	If risks are not assessed, then it cannot be determined that adequate controls are in place to limit the potential for virus transmission. Significant findings of the risk assessment must be communicated. If the findings are not communicated, then there can be confusion around controls required, leading to virus transmission, stress, and anxiety.	10	<p>This document forms an assessment of risk from COVID-19 as pertains to the CI Arb HQ office activities and 12Bsq venue business operating from 12 and 14 Bloomsbury Square.</p> <p>Previous COVID-19 assessments were completed 19th June 2020 and 7 &amp; 8 July 2020. Following these, policies and procedures were developed and implemented reflecting the findings of previous risk assessments for both office working and the venue side of operations.</p>	FM	3	Consideration should be given to consolidating these into a procedural manual for dealing with a pandemic. They should cover general building rules; rules for clients and their visitors; processes for staff; cleaning processes; monitoring of standards; health screening; vulnerable persons; dealing with infection outbreaks; cyber security, business continuity and crisis management.

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Lack of procedures to monitor the health of persons coming onto site; inability to trace persons who have attended site.</p>	<p>Inadequate health screening of staff, clients, contractors, and other visitors who come into the building, leading to an infected person entering the building and infecting others. Due to the nature of the business, numerous persons who are not in the employ of CI/Arb may attend events at the site, who may subsequently need to be traced.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Visitors sign in at reception; client registration areas also in place.</p> <p>Procedures for health screening of staff, clients, contractors, and other visitors who come into 12 and 14 Bloomsbury Square in place; temperature checks and declaration forms.</p> <p>These procedures have been communicated to all concerned.</p>	P&D	4	<p>Where possible, for visitors, this can be carried out off of site, with verification of no changes on the day of attendance.</p> <p>Screening with staff should reflect the frequency of attendance within the building. They should be made aware of what should be highlighted in between formal screening (for example, foreign travel, developing symptoms as per the government guidelines).</p> <p>The procedure should also consider the supporting the NHS Test and Trace system.</p>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Client lack of understanding of requirements.	<p>Insufficient clarity around COVID-19 control processes required to be implemented by clients and their visitors may lead to misunderstanding, and key control measures not being in place, resulting in virus transmission to building users.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>An earlier risk assessment has stated that procedures are in place.</p> <p>Procedures in place consider:</p> <ul style="list-style-type: none"> <li>• General building COVID-19 controls for all persons.</li> <li>• Use of meeting rooms, circulation areas and shared facilities.</li> <li>• Arrangements for breaks and catering.</li> <li>• What to do if someone becomes ill.</li> <li>• Processes to support test and trace – i.e. QR Code displayed .</li> </ul>	FM	4	<p>Procedures must be communicated, and a record retained.</p> <p>Copies of any risk assessments completed by the client in relation to COVID-19 control should be requested.</p>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Client lack of understanding of requirements Contractors lack of understanding of requirements.</p>	<p>Insufficient clarity around the COVID-19 control processes to be implemented by contractors may lead to misunderstanding. Subsequently key control measures may not be in place resulting in virus transmission to building users.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Procedures are shared with contractors.</p> <p>Covid-19 RAMS and Site Operating Procedures have been obtained from all contractors working on site. These can be located in each contractors' folder on the Facilities shared drive.</p> <p>Procedures in place considering general building COVID-19 controls process for contractors including arrival times / exit times; general rules; use of circulation areas and shared facilities; arrangements for welfare breaks; what to do if someone becomes ill and processes to support test and trace</p> <p>Contractors sign in via reception in the same way as all other visitors.</p>	FM	4	<p>Procedures constantly reviewed in accordance with government advise.</p>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Lack of assessments and procedures for vulnerable and extremely vulnerable persons.</p>	<p>Vulnerable and extremely vulnerable persons are of higher risk of serious illness if they contract COVID-19 on the premises.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Regular liaison with staff is taking place regarding their current health and welfare whilst working at home.</p> <p>Vulnerable and extremely vulnerable personnel have been identified.</p>	P&D	5	<p>Before returning to the office, the following should be ensured:</p> <ul style="list-style-type: none"> <li>• All vulnerable and extremely vulnerable staff have been identified (updated).</li> <li>• A specific risk assessment has been carried out for those individuals and control measures implemented accordingly.</li> </ul>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Lack of procedures in place for dealing with a suspected case or an infection outbreak.</p>	<p>Staff, clients, contractors and other visitors may become ill as a result of contracting the virus whilst attending the building if there is a suspected or confirmed infection outbreak which is inadequately controlled.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	20	<p>'Notice to all visitors' signage is in place which sets out expectations and conditions for entering the building.</p> <p>Where a person becomes unwell or displays symptoms of COVID-19 whilst in the building, a designated room will be provided for isolation.</p> <p>A lateral COVID-19 flow test kit will be provided to carry out a test and if the result is positive, the infected person will be asked to book a PCR Test at the nearest COVID-19 Test Centre. This is to be booked online.</p> <p>Any persons dealing with potentially infected person will be provided with full PPE kit.</p> <p>All areas of the building used/visited by the person in question will be closed off for an immediate COVID-19 electrostatic spray conducted by Alliance Cleaning.</p>	P&D	6	<p>If a positive case is identified in the building at any time, staff may need to self-isolate and get tested.</p> <p>QR scan code usage to be monitored.</p>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Lack of training for staff.	<p>Inadequate training for staff may lead to staff being unclear on how to implement suitable controls, which may lead to transmission of the virus.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Regular communications with staff, including via newsletters.</p> <p>FM staff are trained and aware of the following.</p> <ul style="list-style-type: none"> <li>• Routes of coronavirus transmission.</li> <li>• Requirements to notify of symptoms and action to take if symptoms develop.</li> <li>• Personal hygiene including when and how to wash hands effectively, using tissues when sneezing and coughing in the crook of elbow.</li> <li>• Personal safety including distancing.</li> <li>• Rules in place for arrival times, circulation routes throughout the building, and use of shared facilities such as kitchens, staff areas, toilets, and showers.</li> <li>• Avoidance of physical contact.</li> <li>• Safe use of PPE including putting on, wearing, and taking off.</li> <li>• Key cleaning protocols.</li> <li>• Communicate the increased risks in tasks and the new procedures that are in place to keep staff safe when working.</li> <li>• Ensure supervisors and managers understand their responsibilities to train staff in new procedures and the importance of checking standards along with their role to maintain staff wellbeing.</li> </ul>	P&D	5	Keep records of training.

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Insufficient signs and notices in place.	<p>Confusion arising where there is insufficient instruction to building users.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Government social distance guidance is 2m or 1m with mitigation if 2 meters is not viable.</p> <p>Signage has been provided included 'Notice to all visitors', and instructions relating to 'one person at a time' within circulation areas, good hygiene notices for handwashing and notices around the use of sanitiser on display.</p>	FM	5	To review signage and procedures according to government guidance over time.



## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
<p>Inadequate liaison with other building users.</p>	<p>Some of the offices are long term hires; inadequate sharing of information may lead to a misunderstanding of the key controls required to control the virus, which could affect all building users.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	<p>Where rooms are let out to a third party for specific usage, such as those permanently occupied by a single client, or for larger events or one-off activities (e.g. use by a long-term training), then there is a requirement to both parties to carry out risk assessments so that responsibility for safety management is agreed.</p> <p>Copies of the relevant findings of the CIARB COVID-19 risk assessment are shared with clients hiring rooms on request.</p>	FM	5	<p>I2Bsq to request copy of client assessments where a single client occupies a room, or where there are events or adhoc activities taking place on site.</p>

## Documented controls (continued)

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Owner	Residual Risk Rating (H/M/L)	Are additional controls required? (Yes/No)
Inadequate implementation and monitoring of controls.	<p>Monitoring of controls required to reduce the potential for complacency, and to ensure that controls remain effective.</p> <ul style="list-style-type: none"> <li>• Symptoms of COVID-19 infection which may be mild to life threatening.</li> <li>• Potential detrimental effects to future health.</li> <li>• Stress &amp; anxiety.</li> <li>• Death.</li> </ul>	10	Daily walk-arounds are carried out in 12 & 14 Bloomsbury Square by the FM team and Alliance Cleaning (Housekeeper).	FM	3	Regular monitoring of COVID-19 controls is required to confirm that they are being followed. Remedial measures to be taken where issues highlighted. Monitoring to be recorded. Controls should be augmented where monitoring determines that this is required.

## Complaints and suggestions

Complaints or suggestions related to COVID-19 Risk Assessment should be raised in writing and addressed to: Jo Zelechowska, Assistant Director of People and Development via email address [HRAdmin@ciarb.org](mailto:HRAdmin@ciarb.org).



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