

## RISK ASSESSMENT

<b>Name of the person carrying out the Risk Assessment:</b> Barbara Evans, BeSafe Ltd in conjunction with Molly O’Connell Office Manager, Carolyn Watson Finance Director, Mark McDonald IT, Elaine Callanan HR Director and Stuart Parker, Head of Operations and Delivery (undertaken remotely by Zoom meeting and subsequent email)
<b>Location:</b> ABTA Ltd, 3 <sup>rd</sup> Floor, 30 Park Street, London SE1 9EQ
<b>Date of risk assessment:</b> 30 <sup>th</sup> June 2020 <b>Scope of Assessment:</b> Return to Work – Covid 19 management
<b>Hazards:</b> Spread of Covid-19 Coronavirus
<b>Who might be harmed and how:</b> Staff, Visitors to office, Cleaners, Contractors, Delivery Drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing, underlying health conditions, Anyone else who physically comes in contact with you in relation to your business

Existing Controls	Additional Controls Required for reopening	Allocated to:	Action taken (date and initial)
<p><b>Management of Staff</b> Working from home arrangements available as first option</p> <p>Staff (onsite and working from home) kept up to date with current government advice regarding actions to take in event of symptoms, or contact with persons with symptoms, of Covid19.</p> <p>Regular support is provided for workers (onsite and working from home) for mental health and wellbeing</p>	<p>Return to work priority given to non-vulnerable workers</p> <p>Flexible/staggered working hours for those onsite to avoid peak travel times</p> <p>Review provision for car parking for staff wishing to avoid use of public transport</p> <p>Staggered lunchtimes/breaks</p> <p>Ensure any site specific arrangements for control of Covid are effectively communicated to all site staff prior to returning to work staff onsite.</p> <p>Ensure any updates to site specific arrangements for control of Covid are effectively communicated to all site staff.</p> <p>Prohibit use of changing rooms/shower facilities if provided or ensure incorporated into cleaning schedules &amp; sanitised by users after use</p> <p>Maintain a temporary record of your staff shift patterns for 21 days to assist NHS Test and Trace with requests for that data if needed.</p>	<p>Covid-19 working group</p>	<p>All staff continue to work from home where possible. During lockdown only exceptional access to the office permitted, such as dealing with physical post.</p> <p>Management of staff using the office addressed in office use guidance, published in July 2020.</p> <p>All staff are regularly updated on the Use of the Office guidance by</p>

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	If workers are required to travel and stay away from their home, maintain a central log of the stay and ensure any overnight accommodation meets social distancing guidelines		email and during the weekly all staff remote meeting.  Overnight and overseas travel cancelled until further notice.
<p><b>Social Distancing</b> Limited number of staff onsite to ensure 2m distance can be maintained</p> <p>Use of 2 desks only from “pods” of 6</p> <p>Closure of office canteen/rest facilities where social distancing cannot be maintained</p>	<p>Ensure social distancing is adhered to in smoking area.</p> <p>Ensure staff made aware of current, and any changes to, social distancing requirements (posters)</p> <p>Management checks to ensure social distancing requirements followed</p>	Covid-19 working group	<p>Office use guidance are regularly reviewed and updated.</p> <p>All changes to guidance highlighted in weekly all staff meetings.</p> <p>Facilities team monitor social distancing and other requirements.</p>
<p><b>Entering/Leaving the Building/Common Areas</b></p> <p>Site landlord’s arrangements for staff to use lift to go up and stairs to come down to limit contact</p>	<p>Discuss with landlord arrangements for one way entry/exit for the building (i.e. who controls it and whether barriers are required), reducing maximum occupancy in lifts and hand sanitisers on entry in to the building (prior to use of lifts &amp; stairs).</p> <p>Ensure arrangements for visitors/staff with disabilities who need to access lift are made by landlord</p> <p>Discuss with landlord restriction of use of toilets on ABTA floor to ABTA staff only</p>	Covid-19 working group	Hyde Housing, the landlord, has implemented addition controls and clearly signposted these.
<p><b>Moving around ABTA office/3<sup>rd</sup> floor &amp; use of workstations</b></p> <p>Each staff member is allocated a desk which they retain until Covid19 restrictions are lifted – hot desking or sharing prohibited.</p>	<p>Ensure staff made aware prior to office opening where they will be sitting/label desks to be used.</p> <p>Provision of hand sanitiser dispensers outside ABTA entrance for use prior to entry to ABTA office &amp; signs directing use.</p> <p>Effective separation for reception desk (i.e. perspex barrier for receptionist to sit behind or Sign/floor marking located 2m from reception desk stating “Please wait here for a member of staff to assist you”</p>	Covid-19 working group	<p>Single point of contact controls access to the office as well as providing allocated desks when necessary.</p> <p>Additional separation established around reception area.</p> <p>Print room restrictions in place, single printer</p>

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	<p>Restricting access to print/copy room, designate to one person and have an external tray / designated area where work can be left with instruction (i.e. can be left at end of desks for both collection &amp; distribution by designated person).</p> <p>Provision of system for alerting other staff when exiting toilets – i.e. knock from inside before opening door to ensure corridor is clear. Sign on door leading to corridor advising priority of way given to persons exiting the toilets.</p> <p>Ensure all staff are provided with equipment (i.e. pens/paper/stapler etc) which they can keep locked securely in desks and advised not to share.</p> <p>Encourage staff to bring own food/drinks to avoid use of site facilities and encourage them to remain onsite during breaks</p>		<p>managed by facilities team for all printing and scanning.</p> <p>Staff instructed not to enter toilet corridor when already occupied.</p> <p>Staff provided with own office equipment which is kept separately when out of use.</p> <p>Staff told to bring own food, kitchen areas closed for eating.</p>
<p><b>Meetings/Training Events</b></p> <p>Should only take place if remote working is unavoidable, limited to minimum necessary participants.</p> <p>Social distancing requirements maintained</p>	<p>Ensure attendees aware that sharing pens/documents/equipment not permitted</p> <p>Provision of hand sanitiser in meeting/training rooms</p>	<p>Covid-19 working group</p>	<p>Event programme cancelled.</p>
<p><b>Managing visitors/contractors to site</b></p> <p>Visits via remote connections wherever possible to restrict non-essential visitors</p>	<p>Review site sign in procedures to avoid pen sharing (i.e. sanitise after use or visitors use own pen or receptionist to maintain log during this time)</p> <p>Arrange for deliveries to be left outside reception door on 3<sup>rd</sup> floor</p> <p>Provide information to visitors prior to arrival so that they are aware of site arrangements for prevention of Covid infection</p> <p>Contractors to site to be restricted to emergency call out only, time agreed by prior arrangement</p>	<p>Covid-19 working group</p>	<p>Separate use of office guidance provided to visitors.</p> <p>Contractor access limited to emergency call out and prior arrangement.</p>
<p><b>Cleaning</b></p>	<p>Arrange for office deep clean, including sanitising of all touch points, prior to reopening</p>	<p>Covid-19 working group</p>	<p>Daily cleaning regime in place.</p>

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	<p>Ensure a daily sanitising schedule, using appropriate cleaning products and methods, is agreed &amp; in place with cleaners, to take place after all workers have left or before they arrive. Identify all touchpoint areas in use where attention would be needed. (i.e. door handles, light switches, reception area, staff facilities etc)</p> <p>Provide sanitising wipes in toilet areas to wipe down handles, flush, taps after use</p> <p>Ensure staff clear their own areas of waste and personal belongings at the end of each day.</p> <p>Ensure cleaners are aware of any additional cleaning requirements in event of Covid cases onsite in line with government guidance.</p>		<p>Wipes available throughout office and in toilets.</p> <p>Staff told to clear and clean own areas after use.</p>
<p><b>Handwashing</b></p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. Disposable paper towels/air dryers in use for drying of hands</p>	<p>Ensure all staff have been issued with handwashing guidance <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Ensure posters are displayed at key points (entrances, toilets, sinks in use) as reminder Posters, leaflets and other materials are available for display.</p> <p>Hand gel sanitisers to be provided in areas where washing facilities are not available</p>	<p>Covid-19 working group</p>	<p>Guidance visible throughout the office. Hand gel sanitisers provided to all staff.</p>
<p><b>PPE</b></p>	<p>Provide support to staff who choose to wear face coverings.</p> <p>Ensure they are aware of the need to: Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. To avoid touching face or face covering when wearing them, as they could contaminate them with germs from hands. Change their face covering if it becomes damp or if they've touched it. Continue to wash your hands regularly. Change and wash the face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in the usual waste. Continue to practise social distancing wherever possible.</p>	<p>Covid-19 working group</p>	<p>Face coverings mandated when moving around the office. Use of office guidance includes instructions on the use of face coverings. Spare face coverings available on request.</p>

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<b>Emergency Procedures</b>	<p>Review with landlord any updates to site emergency evacuation procedures and communicate to staff</p> <p>Review site first aid requirements, identify any changes to arrangements and communicate to staff - where no first aiders onsite, ensure staff are aware of location of nearest A&amp;E</p> <p>Identify any reopening checks required prior to occupation (i.e. control of legionella, missed service or maintenance of emergency equipment such as fire extinguishers)</p>	Covid-19 working group	Emergency procedures included in use of office guidance.