



**Task or activity being assessed:** Working in the Tunbridge Wells Office (Foundation Hse, TN2 5NP) during the Covid-19 Pandemic

**Workplace/Service:** Quantity Surveying and Expert Witness Reports and Analysis

**Date of this assessment:** 10/09/2020

**People consulted:** [ ]

**Finalised by:** [ ]

**Assessment to be reviewed on:** 30/10/2020

(v. February 2020)

**Risk Benefit Analysis – Does this function / task / activity need to be provided?**

<b>Benefit of continuing the function / task / activity (tick all that apply)</b>	Statutory requirement <input checked="" type="checkbox"/>
	Public Safety <input type="checkbox"/>
	Health & Care <input checked="" type="checkbox"/>
	Safeguarding <input checked="" type="checkbox"/>
<b>Essential business function:</b> To ensure the safety of staff working in the office environment and to minimise the risk of exposure to the virus and its spread for those staff.	
<b>Level of benefit in continuing</b>	Low: <input type="checkbox"/> Medium: <input type="checkbox"/> High: <input checked="" type="checkbox"/>

	What are the significant hazards?	Who might be harmed and how?	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
1.	Spread of the virus	<ul style="list-style-type: none"> <li>Staff</li> <li>Family members of staff</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Suppliers</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing 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></li> <li>Drying of hands with disposable towels.</li> <li>Gel sanitisers in any area where washing facilities are not readily available and in central office location.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying hands with disposable towels. Employees to be reminded to catch coughs and sneezes in tissues – follow Catch It, Bin It, Kill It – and to avoid touching face, eyes, nose or mouth. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of Covid-19 remind everyone of the public health advice: <a href="https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public">https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public</a></p>		26/05/2020	

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		<ul style="list-style-type: none"> <li>Anyone else who may physically come in contact with you.</li> </ul>	<p><u>Cleaning</u> Cleaning of the office is being completed daily by a cleaning company. This includes disinfecting desks and computer equipment as well as communal areas and meeting rooms, including door handles, light switches, and kitchen with appropriate cleaning products.</p> <p>It is also requested that each staff member clean down their workstation at least once a day, particularly after eating, with disinfectant provided.</p> <p>The meeting room table, chairs, remote and door handle must be wiped down after each meeting with disinfectant and cloth to ensure cleanliness for the next meeting.</p> <p><u>Social Distancing</u> Reducing the number of persons in the office to a maximum of 10 at one time. This is with 7 seats in the main open plan office area, and a further 3 seats across the 2 closed plan office rooms. This is to comply with the 2m distancing guidelines, or as close to this as possible at all times, as recommended by the Public Health Agency. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>There is a schedule being managed and updated daily on the staff members who are going to work in the Tunbridge Wells office. Staff members must have informed Yvette Bulmer 24 hours prior to their visit so that she can ensure the maximum number is not exceeded. This will also allow other team</p>	<p>Posters, leaflets and other materials are provided by the government and available for display.</p> <p>Daily checks to be carried out to ensure there is sufficient cleaning materials and the daily clean is taking place.</p> <p>Notices to be put up in the office to remind staff of the importance of social distancing both in the workplace and outside of it.</p> <p>Managers must be responsible for ensuring that it is taken seriously and adhered to.</p> <p>Any external visitors coming to the office will be advised of our company policy and be referred to the Risk Assessment on our website.</p>	Designated person will carry out daily checks.		

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			<p>members to decide not to attend the office if they feel uncomfortable about the amount of people intending to work in the office on that day.</p> <p>The office layout has been revised to increase social distancing and to avoid face to face seating wherever possible.</p> <p>Employees should, wherever possible, bring in their lunch from home to minimise the number of visits to shops and increased public interaction.</p>				
2.	Catching the virus during working activities	Staff members visiting other offices or sites.	<p>All options should be exhausted before meetings are conducted in external environments.</p> <p>Teams video calling, conference calling and Zoom calls should be the default choice for conducting meetings until advised otherwise.</p> <p>A 'No Hand Shaking' policy is applied at all times in the office and for meetings, internal or external.</p> <p>The meeting attendees are advised to use face masks and comply with the Government Advice for hand washing.</p> <p>If an external meeting is undertaken against Company advice, then that staff member shall not return to the Tunbridge Wells office for a minimum of 10 days.</p> <p>Site interactions will be conducted at a distance of 2 metres and employees should not accept drinks, food or stationery.</p>	<p>Employees attending any face to face meetings should not exchange business cards.</p> <p>Employees visiting construction sites should avoid using public transport wherever possible.</p> <p>If using public transport face masks are mandatory, as per government guidelines, and the frequent use of hand sanitiser is recommended.</p> <p>Employees should not visit sites that are not demonstrating compliance with Covid-19 Government Guidance.</p>	Designated person will ask staff members if they have recently been to external or site meetings.	26/05/2020	

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3.	Symptoms of Covid-19	The individual, others in the office and their family members.	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the government's stay at home guidelines.</p> <p>If advised that an employee or member of the public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises) you need to contact your line manager immediately to discuss actions to be taken.</p> <p>In all circumstances specified above we will instruct our commercial cleaners to conduct a deep clean disinfection.</p>	<p>Line managers will maintain regular contact with staff members during this time.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Covid-19 where appropriate and where it is welcomed.</p> <p>Suppliers are already in place should this be required.</p>	Designated person will ask if staff members had or have any symptoms.	Already activated	March 2020
4.	Mental Health	The individual, others in the office and their family members.	<p>Resources available:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <b>EAP (Employee Assistance Plan)</b>  Telephone number: 0800 1074376</p>	<p>An open-door policy for those who need additional support.</p> <p>Counselling services from our life assurance provider.</p>		Already Activated	March 2020