



Task or activity being assessed: Working in the London Office (81 Aldwych, WC2B 4HN) during the Covid-19 Pandemic

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

Date of this assessment: 01/10/2020

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?

Benefit of continuing the function / task / activity (tick all that apply)	Statutory requirement <input checked="" type="checkbox"/>
	Public Safety <input type="checkbox"/>
	Health & Care <input checked="" type="checkbox"/>
	Safeguarding <input checked="" type="checkbox"/>
Essential business function: 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.	
Level of benefit in continuing	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"> Staff Family members of staff Visitors to the premises Cleaners Suppliers 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable towels. Gel sanitisers in any area where washing facilities are not readily available and in central office location. 	<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: https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public</p>		08/07/2020	

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		<ul style="list-style-type: none"> Anyone else who may physically come in contact with you. 	<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 employees to a maximum of 18 in the office at one time. 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. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>In regard to office working, there are separate working groups “work bubbles” which are organised and managed by Yvette Bulmer. Yvette will inform the separate work bubbles of their designated days in the office and update any employees with changes to this schedule accordingly.</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>Please use the door which is nearest the entrance to enter the office and the door at the top of the corridor to leave.</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> <p>When attending the office, employees and guests should follow Government Guidelines and the specific requirements of our Landlords. Further, all employees and guests should take</p>	<p>Designated person will carry out daily checks.</p>		

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			<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>	<p>responsibility for their own safety, for example wearing face masks and being prepared to move to a quieter part of the office in response to particular concerns they may have.</p> <p>Base will provide a separate temporary tea point in the smaller meeting room (Meeting Room 1) to allow for staff to make drinks in circumstances where the canteen area is occupied. Subject to availability, employees can use the canteen area and this meeting room to eat lunch in the event of overcrowding. We expect that the canteen area may be particularly busy at certain times of the day and therefore suggest that staff should avoid overcrowding the canteen by (a) staggering lunch breaks, (b) taking it in turn to make rounds of drinks, or (c) having lunch at desks or in the local parks (weather permitting). Until further notice, any reference to limitations in Contracts of Employment on when lunch breaks are taken are hereby revoked.</p> <p>It is everybody's responsibility to identify hazards and to raise them, so any suggestions for improving safe working should be referred to Yvette Bulmer (London Office).</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 should be applied at all times in the office and for meetings, internal or external.</p>	<p>Employees attending any face to face meetings should not exchange business cards.</p> <p>As a business, we are open to considering flexible working arrangements to mitigate risk where there is a concern or hazard to health, and we will consider each request on the specific facts on a case by case basis. We do not consider it appropriate to apply blanket policies or restrictions on how staff should get to work.</p>	Designated person will ask staff members if they have recently been to external or site meetings.	08/07/2020	

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			<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 London 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 should consider their own situation and working arrangements when deciding how to get to the office or visiting construction sites. This includes complying with Government and Third Party (e.g. Network Rail, London Underground, TfL etc.) guidelines, planning ahead and discussing any concerns with your line manager regarding commuting arrangements. Employees should not visit sites that are not demonstrating compliance with Covid-19 Government Guidance.</p>			
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: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Base recognises the importance of everybody attending offices and the mental-health, cultural and other benefits that can be gained from face to face interaction amongst our team, particularly during a period of intermittent lockdown. We encourage and expect all of our staff to make an effort to attend our offices regularly.</p>		Already Activated	March 2020

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			<p><u>EAP (Employee Assistance Plan)</u> 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>			