



(v. February 2020)

**Task or activity being assessed:** Working at Base Studios, Aldwych House (81 Aldwych, WC2B 4HN) during the Covid-19 Pandemic

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

**Date of this assessment:** 01/06/2021

**People consulted:** [ ]

**Finalised by:** [ ]

**Assessment to be reviewed on:** 30/07/2021

**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 or their support bubbles</li> <li>Visitors to the premises</li> <li>Cleaners</li> <li>Suppliers</li> <li>Anyone else who may physically come in contact with you.</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 of 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.</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>		08/07/2020	

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			<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>Meeting room tables, chairs, remotes, and door handles must be wiped down after each meeting with disinfectant and cloth, by those staff attending the meeting, 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.</p> <p>For up-to-date guidance on social distancing please refer to the government website. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>The office layout has been revised to increase social distancing and to avoid face to face seating wherever possible.</p> <p>Regarding office working, there are separate working groups “work bubbles” which are organised and managed by Yvette Bulmer and</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 your designated work bubble area to enter and exit the office.</p> <p>Managers must be responsible for ensuring that guidelines are taken seriously and adhered to.</p> <p>Staff must notify Yvette Bulmer and Catrin Jennings by email that they will be attending the office at least 24 hours before they do so.</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. The staff</p>	<p>Designated person will carry out daily checks.</p>		

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			<p>Catrin Jennings. Any updates/changes to this schedule will be notified to employees accordingly.</p> <p>Employees should, wherever possible, bring their lunch from home to minimise the number of visits to shops and public interaction.</p> <p><u>Temperature Checking</u> Employees will be required to take and record their temperature on arrival at the office using the handheld thermometer provided.</p>	<p>member greeting them must wear a face mask when meeting them at the door.</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 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 2) 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 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>			

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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>The meeting attendees are advised to use self-supplied face masks and comply with the government advice on 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 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> <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 their line manager regarding commuting arrangements.</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 attended external or site meetings.	08/07/2020	
3.	Symptoms of Covid-19	The individual, others in the office and their family members or support bubbles.	<p>If anyone becomes unwell with any symptoms of Covid-19, as advised by the government, whilst in the workplace, they will be sent home and advised to follow the government's stay at home guidelines. <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms</a></p> <p>If you are experiencing any cold/flu symptoms you are not attend the offices under any circumstances unless directed by an Associate Director/ Director. You must also undertake regular testing to ascertain if you have contacted COVID or not.</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>	Designated person will ask if staff members had or have any symptoms.	Already activated	March 2020

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			<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>We will instruct our commercial cleaners to conduct a deep clean disinfection if someone who has attended the office tests positive for Covid-19.</p>	Suppliers are already in place should this be required.			
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></p> <p><b>EAP (Employee Assistance Plan)</b>  Telephone number: 0800 1074376</p>	<p>Base recognises the importance of everybody attending offices for mental health, cultural and other benefits that can be gained from face-to-face interaction amongst our team, particularly during periods of intermittent lockdown. We encourage, when safe to do so, for all of our staff to attend our offices regularly for their mental health and wellbeing.</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