



(v. February 2020)

Task or activity being assessed: Working in the Tunbridge Wells Office (Dowding House, TN2 5NP) 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?

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 or their support bubbles Visitors to the premises Cleaners Suppliers Anyone else who may physically come in contact with you. 	<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 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: https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public</p>		28/05/2021	

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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 cleans 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 persons in the office to a maximum of 19 at one time. This is with 16 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.</p> <p>For up-to-date guidance on social distancing please refer to the government website. https://www.gov.uk/coronavirus</p> <p>There is a schedule being managed and updated daily by Catrin Jennings and Yvette Bulmer on the staff members who are going to attend the Tunbridge Wells office each day.</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 guidelines are 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. The staff member greeting them must wear a face mask when meeting them at the door.</p> <p>Staff members must notify Catrin Jennings and Yvette Bulmer 24 hours prior to their visit so that they can ensure the maximum number of</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 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>people in the office is not exceeded. This will also allow other team members to decide whether they will attend the office based on whether they feel comfortable with the number of people intending to work in the office on that day.</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>It is everybody's responsibility to identify hazards and to raise them, so any suggestions for improving safe working should be referred to Catrin Jennings (Tunbridge Wells 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>Video calling, including on Microsoft Teams and Zoom, 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 self-supplied 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</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 a case-by-case basis. We do not consider it appropriate to apply blanket policies or restrictions on our staff regarding working arrangements.</p> <p>Employees should consider their own situation and working arrangements when deciding how to get to the office or when visiting construction sites. This includes complying with government and third party (e.g. Network Rail, London Underground, TfL etc.) guidelines,</p>	Designated person will ask staff members if they have recently been to external or site meetings.	Already activated	

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			<p>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>planning ahead and discussing any concerns with your line manager regarding commuting arrangements.</p> <p>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 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. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms</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>If advised that an employee or member of the public has developed Covid-19 and they 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>	<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	

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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><u>EAP (Employee Assistance Plan)</u> Telephone number: 0800 1074376</p>	<p>Base recognises the importance of employees 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, 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	