



		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) risk assessment

Assessment date: 9th October 2020

Premises Assessed: 14 Bourbon Street, Aylesbury, HP290 2RS

Review date: 9th March 2021

Version: 1,1

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	$4 \times 3 = 12$	<ul style="list-style-type: none"> To follow government guidelines in relation to self isolation, for example only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. If you or someone you live with has or is suspected of having COVID-19 please contact the HR department by phone. Stay at home and only attend hospital in an emergency. Do not attend GP surgery. Phone NHS line (111) if further advice is required. Employees to advise the Company if they or someone they live with is a vulnerable person (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody 	$4 \times 1 = 4$	Individuals

		<p>treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant or anyone with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> • Follow NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep 		
Suspected case whilst working on site	$\begin{array}{r} 4 \\ \times \\ 4 \\ \hline 16 \end{array}$	<p>If a member of staff or visitor develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Advise HR 3) Avoid touching anything 4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 5) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 6) Call 111 if in need of any medical advice 	$\begin{array}{r} 4 \\ \times \\ 1 \\ \hline 4 \end{array}$	Individuals
If you have to Self Isolate	$\begin{array}{r} 3 \\ \times \\ 3 \\ \hline 9 \end{array}$	<p>If you have received confirmation from the Track and Trace App or you are aware of being in contact with someone who has been confirmed as having Covid-19.</p> <p>You must follow the government guidelines, which is to self isolate for 14 days, stay at home and do not leave the house for any reason other than going for a test. A test is only required if you are showing symptoms yourself.</p> <p>Other people in your household do not have to isolate unless you become ill and show symptoms.</p>	$\begin{array}{r} 2 \\ \times \\ 3 \\ \hline 6 \end{array}$	Individuals
General travel including foreign travel	$\begin{array}{r} 4 \\ \times \\ 4 \\ \hline 16 \end{array}$	<ul style="list-style-type: none"> • If you are travelling to a foreign country, please advise HR and provide details of the dates of travel, destination and reason for travel. • Where an individual has recently visited the countries within the government guidelines, they should self / home isolate for 14 days until further notice from the government and whilst lockdown measures continue to apply. • The company will continue to act in accordance with Government guidelines. 	$\begin{array}{r} 4 \\ \times \\ 1 \\ \hline 4 \end{array}$	Individuals

		<ul style="list-style-type: none"> All persons where possible are to limit their use of public transport. If there is no alternative to public transport, masks should be worn whilst travelling. If at all possible, please use private single occupancy where possible. Prohibit ALL client visits, unless a full Risk Assessment has been carried out by the Line Manager, Member of Staff going on the visit and signed off by the Head of Department. Prohibit visits to other offices save and except the furtherance of complying with the Corona Virus Risk Assessment and readying the offices for staff returning to work. 		
Access / egress and movement around the office – staff	4 x 4 = 16	Where possible, please consider and implement the following practices: <ol style="list-style-type: none"> Stop all non-essential visitors. Line Managers to consider introducing staggered start and finish times to reduce congestion and personal contact at all times. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Require all staff/visitors to wash or sanitize their hands before entering and leaving the premises and at frequent intervals in between. Allow plenty of space (two meters) between people waiting to enter the building. When you are moving round the office, in communal areas where social distancing is not possible it is mandatory to wear a face mask – the company will provide these. Reduce the number of people in attendance at office inductions. Where it is possible to do so, doors will be wedged open. The reception desk will have a perspex Reception staff will sign staff members in on the Fire Log sheet, only when staff attends the reception in person. In the event of no receptionist being in attendance, staff are to sanitize their hands before signing the Fire Log Sheet, with their own pen. Deliveries to the office should be reduced where possible. Personal deliveries will no longer be accepted. Move extra chairs from reception to create 2 separate seating areas of 2 chairs only. These will be 2 meters apart at opposite ends of the reception area. Move photocopier from current position, round the corner in front of the under stair cupboard (I.T. will have to run the cable along the skirting boards and around the strongroom door frame to achieve this). Offices 1 & 2 as indicated on the floor plan below), currently have 2 staff in each office 	4 x 1 = 4	All staff & visitors

		<p>at a safe distance apart, no other staff members are to be put in these offices at present.</p> <p>15) Staircases leading up to the attic (point 3 & 4 on the floor plan below) must only be used by the Archivist Jane Bannermand and Health & Safety Representative Caroline Hill. No Entry signs must be placed at the bottom of each set of stairs leading to the attic.</p> <p>16) The staircase leading from the archive office should not be used. There is no direct line of site on these stairs as they turn half way up and are very narrow.</p> <p>17) Stair case off reception has a clear view from top to bottom. Staff are to check before proceeding up or down the stairs to ensure there is only 1 person at a time on the stair case. If someone is on the stairs then the other person will have to wait and allow the person on the stairs enough space to pass them at the top or bottom.</p>		
Hygiene	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ol style="list-style-type: none"> 1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS. 2) Posters be placed in all bathrooms & kitchens explaining the hand washing procedure. 3) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 4) Regularly clean the hand washing facilities. If facilities are running low please inform Reception. 5) Regularly clean door furniture. 6) Provide suitable and sufficient rubbish bins for hand towels with regular removal each evening. 7) Reception to take responsibility for the cleaning down of meeting rooms. 8) Sites will be provided with extra supplies of soap, hand sanitiser and paper towels and these supplies will be regularly topped up. 9) Restrict the number of people using toilet facilities at any one time. Where possible Occupied/Vacant signs will be placed on toilet door, to notify if people if they are being used. Employees MUST turn the sign to the relevant status on entry and exit. 10) Wash hands before and after using the facilities. 11) Where possible cleaning materials will be available to wipe down toilet seats, flush handles/buttons and wash basins. 12) Staff MUST NOT use other people's desks, chairs, equipment etc. 	$ \begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array} $	Individuals

		<p>13) Line Managers to encourage their teams to adopt a clear desk policy.</p> <p>14) Pedal bins need to be installed in the gents toilet and kitchen. Bins in the ladies toilet is already a pedal bin.</p> <p>15) Vacant/Engaged signs need to be installed on the doors of the ladies and gents toilets.</p>		
Kitchen facilities- exposure from large numbers of persons	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) A deep clean of all kitchen cupboards, microwaves and fridges will be undertaken. All crockery, cutlery, food storage boxes will be removed prior to cleaning. Items will be stored and staff will be invited to collect their own items. Any items not claimed will be discarded. An email to staff will provide information at the relevant time. 2) Staff should use the same crockery and cutlery, wash and dry it themselves or place it in the dishwasher by close of business. Staff should collect their own crockery from the dishwasher in the morning by sanitizing their hands prior to picking it up. Staff should store their crockery and cutlery in their desk to avoid cross contamination. 3) Where possible employees are allowed to eat at their desks, to avoid over crowding in the kitchen. However please use the kitchen bin for any food related rubbish including food wrappers. 4) Eating in the kitchen is prohibited. 5) Lunch breaks should be staggered between 11.30 and 14.30, to reduce congestion and contact at all times 6) Hand cleaning facilities or hand sanitiser will be available in kitchens. 7) Employees will be asked to bring pre-prepared meals and refillable drinking bottles from home 8) Workers should sit 2 metres apart from each other whilst eating and avoid all contact 9) Where drinking water from water machines in available, cleaning materials will be available for individuals to clean the tap mechanism before and after use. 10) Cleaning materials will be available to wipe down kettles, microwaves, tables, chairs, etc before and after use. 11) All rubbish should be put straight in the bin and not left for someone else to clear up 12) All areas used for eating must be thoroughly cleaned by individuals using them at the end of each break 13) Staff are at liberty to take exercise during lunch hour maintaining Social Distancing at all times, however, entry to local shops should be avoided if at all possible. 	<p>4 x 1 = 4</p>	Individuals

<p>Visitors to the Office</p>	<p>4 x 3 = 12</p>	<ol style="list-style-type: none"> 1) All visitors to the office should be kept to a minimum. 2) Consider whether there is an alternative to a face to face meeting, such as video or telephone conference. 3) In line with Government advise vulnerable groups including those over 70, children, people with underlying health issues and pregnant women are prohibited from visiting the office. 4) Clients/Visitors must have an appointment or a pre-arranged meeting before attending the office. Meeting must adhere to strict booking times and must not over run. 5) Ask the client before they attend the office, if they or anyone in close proximity has symptoms on the Corona Virus. If the answer is yes, they MUST NOT attend the office. 6) Visitors MUST wear a face mask when entering and walking round the communal areas. 7) Meeting rooms are to be booked through reception at all times and a time lapse of 15 minutes is to be put in place between the start of meetings so we don't have a build up of clients in the waiting areas and receptionists have time to wipe down meeting room surfaces. 8) Staff to inform receptionist of numbers (always kept to a minimum) attending the meeting to ensure the correct meeting room is booked taking in to consideration Social Distancing. 9) Inform the client of all social distancing measures in place at the office. 10) On arrival reception staff will sign in the client/visitor. 11) Visitors will be shown to the relevant meeting room,(unless it is already occupied) and asked to wait there until the person they are meeting arrives. 12) Receptionist must sanitise hands prior to handling anything received from the client or visitor. 13) Meeting Rooms 1 & 2, as there are no other meeting rooms in this building, 14) Clients/Visitors should be placed at the back of the meeting room, allowing staff to sit near the door, incase they have to leave to get documents or photocopy identification etc. 15) Clients should only be allowed in to the relevant meeting rooms. 16) At this moment in time drinks and beverages should not be offered, but clients should be encouraged to bring their own beverages. 17) Unless it is an emergency, clients/visitors should not be allowed in to the toilets or allowed to go anywhere else in the building. 18) If they need to use the facilities, it must be 	<p>4 x 2 = 8</p>	<p>Staff and Visitors</p>
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		<p>explained they need to wash their hands inline with Government guidelines.</p> <p>19) Meeting Rooms should be cleaned down after every meeting, if there is no receptionist available then the person conducting the meeting must carry out this task.</p> <p>20) In the event of an emergency evacuation, this risk assessment is immediately suspended and current Emergency Evacuation Procedure must be followed.</p>		
Working within 2 meters of others	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other or side by side where possible. 3) If working more than 2m is not possible, it is mandatory to wear a face mask. 4) Staff are to remain aware of their work/working environment and should raise concerns with their Line Manager or Sarah Williams as Health & Safety Appointed Person. 5) Do not share stationery with your colleagues. 6) Stationery should be ordered through the reception or Admin Room and will be delivered to a person desk in due course 7) The Company will provide reusable face masks which should be thoroughly cleaned after use and not shared between workers. These should be stored in a suitable place 8) Staff may if they wish wear masks they purchase themselves. 	$4 \times 2 = 8$	Individuals
Movement Around the Office	$5 \times 4 = 20$	<ol style="list-style-type: none"> 1) Movement around the office should be kept to a minimum. 2) Think through your tasks for the day and collect all the items you may need before you start work. 3) When moving around the office it is required that masks to be worn at all times. 4) Sanitise your hands on leaving and returning to your desk. 5) Change clothes everyday as the life expectancy of the virus is estimated at 72 hours on fabrics. 6) Where one way systems are in place, they MUST be adhered to. 7) If you see someone coming towards you move over and give them enough space to pass with a safe distance as much as can be achieved. 	$5 \times 3 = 12$	All staff
Additional Notes	<ul style="list-style-type: none"> • Staff who requires a face mask, will be supplied with 1 re-usable mask, if lost additional masks can be purchased. • Individual Hand Sanitisers will be supplied to all members of staff who require one for use in the office 			

Items to be purchased Specific to the office	<ul style="list-style-type: none"> • 4 No Entry Signs • 2 Vacant/Engaged signs • Perspex screen for reception desk – made to measure • 2 x Perspex screens for the meeting room desks – made to measure • Pedal bin for gent’s toilet – Caroline Hill, checking other areas.
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Training

Please ensure a manager’s brief has been completed alerting to company specific process / procedures

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
- <https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate ‘fit note’ documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

Covid-19 Risk Assessment

Reviewed by: (print Name).....

Signature of Reviewer:.....

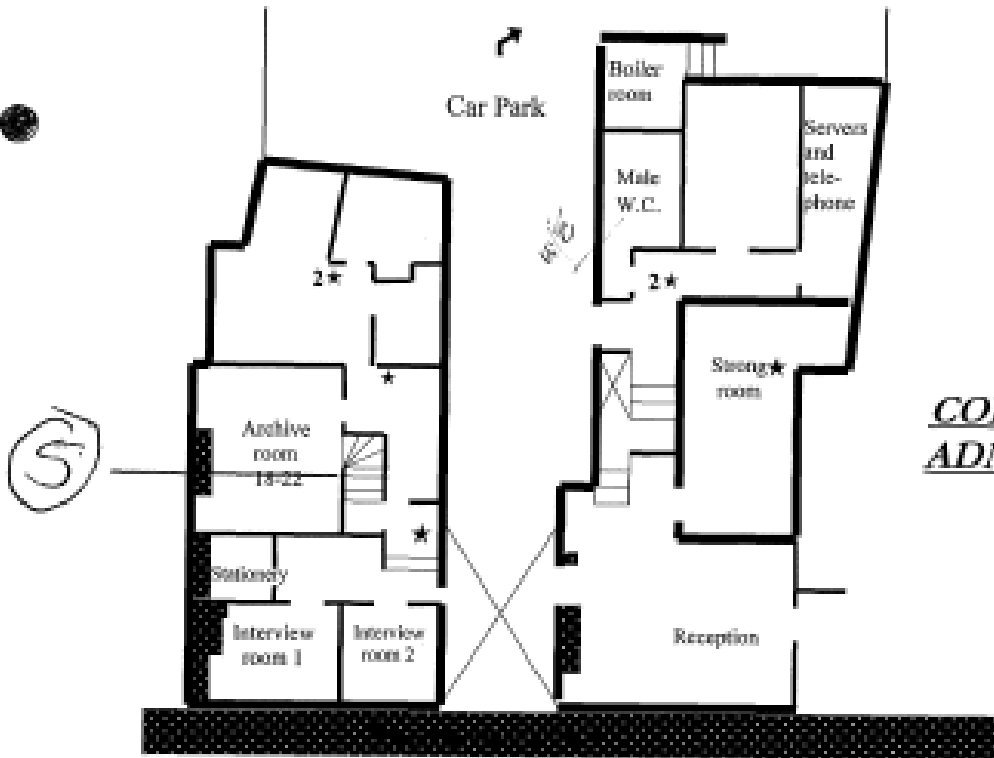
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Next Review Date:.....

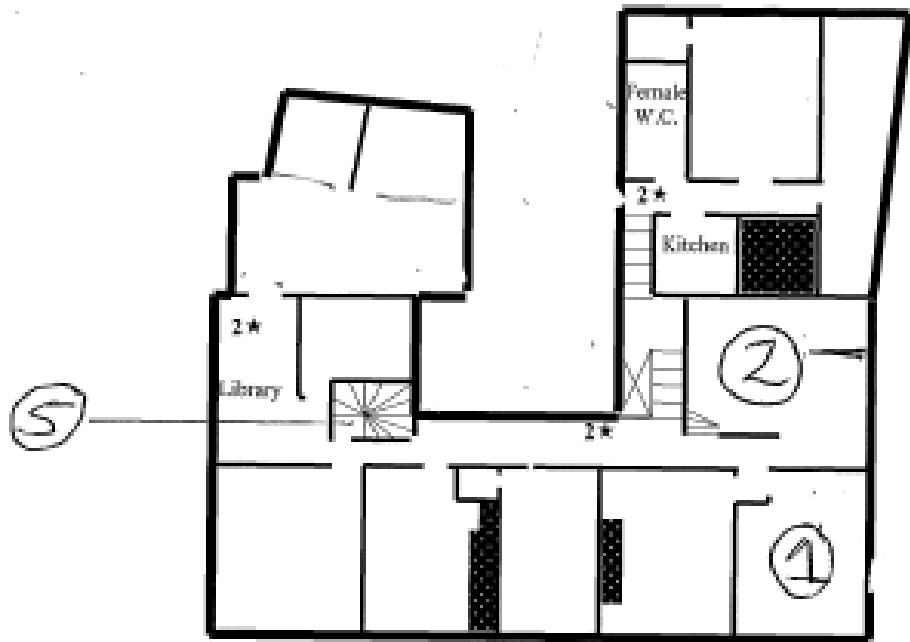
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CONVEYANCING/
ADMINISTRATION

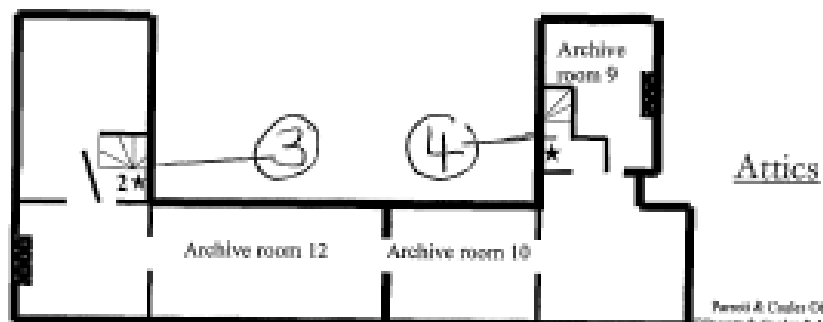
Ground floor



First floor



★ = Fire extinguisher



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