

# RISK ASSESSMENT

GE/214-10



## Coronavirus workplace health safety and welfare

RA completed by	D McVerry	Signature		Date	April 2021			
RA reviewed by	C Jenkins	Signature		Date	April 2021			
Tasks covered:	Workplace arrangements to reduce the risks to those on site being exposed to coronavirus. This document follows current government guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres</a>							
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
<b>S: Severity</b>			<b>DR: Degree of risk</b>			<b>RR: Residual risk</b>		
Guidance	1. Identify the people at risk and the significant hazards. 2. Calculate an initial DR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)							

<b>PPE Assessment</b>		<b>Note.</b> In many instances, you will be able to reduce risks further by asking employees/others to wear/use PPE. Identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	<b>Standard rules</b>	<b>Standard rules</b>	<b>Standard rules</b>	<b>Standard rules x</b>	<b>Standard rules</b>	<b>Standard rules</b>	<b>Standard rules x</b>	<b>Standard rules</b>
Additional requirements:		There is no requirement for the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of COVID-19						
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Exposure to the COVID-19 virus	Employees, contractors, and associated parties	Serious ill health conditions and risks	3	5	15	<p><b>Vaccination and testing</b></p> <p><b>Vaccination</b> As the roll out continues the Firm encourage anyone who is contacted to have their vaccine as a means of reducing the risk of COVID. Employees are not required to take leave to attend a vaccine appointment.</p> <p>Having a vaccine is a personal and sensitive topic, so please do not ask your colleagues if they have had their job. The Firm does not need to know if you have received a vaccine – should, for health and safety reasons, it become necessary to collect this information this will be undertaken in a systematic and controlled way as to protect your data.</p> <p><b>Please note – whilst the COVID-19 Vaccination offers people personal protection and everyone should have confidence in the effectiveness of their job but being vaccinated does not mean that current restrictions no longer apply, as the virus can still be transmitted by people who are vaccinated. Please refer to <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</a> for further guidance.</b></p> <p><b><u>As such, all the Control measures listed in this Risk Assessment remain valid and must be followed to minimise the risk of exposure to the COVID-19 Virus.</u></b></p> <p><b>Testing</b> There are different tests you can get to check if you have coronavirus. The 2 most used are:</p> <ul style="list-style-type: none"> <li>• Rapid lateral flow tests - only for people with no symptoms (asymptomatic)</li> <li>• Polymerase chain reaction (PCR) test - for people with symptoms</li> </ul> <p>Both are free. Employees need to ascertain which test is appropriate: <a href="https://www.gov.uk/getting-tested-for-coronavirus">https://www.gov.uk/getting-tested-for-coronavirus</a></p> <p><u>Rapid Lateral Flow Test - Asymptomatic Testing:</u> Testing can help reduce the spread by identifying those who are asymptomatic but carrying COVID, and the Firm has registered for the Government workplace testing scheme involving free rapid lateral flow tests for employees. Testing can be administered on-site or via at home kits, both needing to follow strict standardised operating procedures. Due to site restrictions and data protection legislation the firm will make at home tests available once an operating procedure is put in place.</p> <p>Furthermore, all individuals in England can now access lateral flow tests from their local pharmacy or online.</p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>If employees have been asked by a client to have a test prior to an inspection/meeting please see <a href="https://www.gov.uk/find-covid-19-lateral-flow-test-site">https://www.gov.uk/find-covid-19-lateral-flow-test-site</a> for local testing sites. This is entirely voluntary and should you not wish to have a test please speak to your manager or HR. Please also feel free to ask the client how they will be handling your test data.</p> <p><u>PCR Testing - Symptoms</u></p> <p><a href="#">Get a PCR test</a> as soon as possible if you have any of these symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste.</li> </ul> <p>You may also be able to get a PCR test if:</p> <ul style="list-style-type: none"> <li>• you have been asked to by a local council or contact tracers.</li> <li>• you are taking part in a government pilot project.</li> <li>• you have been told to get one to confirm a positive result.</li> <li>• you have received an unclear result and were told to get tested again.</li> <li>• you are in the National Tactical Response Group</li> </ul> <p>You can also order a PCR test for someone you live with if they meet the criteria to get one.</p> <p>To protect others, employees, contractors, and associated parties <b>must stay at home</b> if they, or someone they live with, has symptoms of coronavirus (COVID-19).</p> <p>Anyone experiencing symptoms should remain at home and get a test immediately. Tell people you have been in close contact with that you are experiencing symptoms. They do not need to self-isolate unless they are contacted by the NHS Test and Trace but they should take extra care to follow <a href="#">social distancing advice</a> including washing their hands often. If they get coronavirus symptoms, they must self-isolate and get a test as soon as possible.</p> <p>Examples of close contact are.</p> <ul style="list-style-type: none"> <li>• Close face to face contact (&lt; 1m) for any length of time - including coughing on or talking to them.</li> <li>• Being within 1-2 metres of each other more than 15 minutes - including travelling in a small vehicle</li> <li>• Spending lots of time in your home, such as cleaning it.</li> </ul> <p>Guidelines for self- isolation as follows:</p> <p><b>If an individual test positive</b> If you have tested positive and.</p>			

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<ul style="list-style-type: none"> <li>You have symptoms - self-isolate for 10 days from when your symptoms started.</li> <li>You have not had symptoms - self-isolate for 10 days from when you had the test.</li> <li>If you get symptoms whilst self-isolating, the 10 days restarts from when your symptoms started.</li> </ul> <p><b>Stop self-isolating</b> You can stop self-isolating after 10 days if either.</p> <ul style="list-style-type: none"> <li>You do not have any symptoms.</li> <li>You just have a cough or changes to your sense of smell or taste - these can last for weeks after the infection has gone.</li> </ul> <p><b>Keep self-isolating</b> Keep self-isolating if you have any of these symptoms after 10 days.</p> <ul style="list-style-type: none"> <li>A high temperature or feeling hot and shivery.</li> <li>A runny nose or sneezing</li> <li>Feeling or being sick</li> <li>Diarrhoea</li> </ul> <p>Only stop self-isolating when these symptoms have dissipated and if you experience diarrhoea or continue to feel/be sick, stay at home until 48 hours after the symptoms have stopped.</p> <p><b>If someone you live with has tested positive</b> Self-isolate for 10 days if.</p> <ul style="list-style-type: none"> <li>They have symptoms - self isolate for 10 days from when their symptoms started.</li> <li>They have not had symptoms - self isolate for 10 days from when they had their test.</li> <li>If they get symptoms whilst they are self-isolating the 10 days restarts from when their symptoms started</li> <li>The 10 days does not restart if other people you live with get symptoms whilst you are self-isolating.</li> <li>You can stop self-isolating after 10 days if you do not get any symptoms.</li> </ul> <p><b>If you get symptoms</b></p> <ul style="list-style-type: none"> <li>Get a test to check if you have coronavirus <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> - if you get symptoms whilst self-isolating.</li> </ul>			

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<ul style="list-style-type: none"> <li>If the test is negative, keep self-isolating for the remainder of the 10 days.</li> <li>If the test is positive, the 10-day restarts from when they symptoms started. This will mean you are self-isolating for more than 10 days overall.</li> </ul> <p><b>If someone in your childcare or support bubble tests positive</b></p> <p>Self-isolate immediately if someone in your childcare support bubble has tested positive and either.</p> <ul style="list-style-type: none"> <li>You have been in close contact with them since their symptoms started or during the 48 hours before their symptoms started.</li> <li>You have been in close contact with them since they had their test or during the 48 hours before their test (if they have not had symptoms)</li> <li>Self-isolation period includes the last day you were in contact with the person and the next 10 days.</li> <li>You can stop self-isolating after 10 days if you do not get any symptoms.</li> </ul> <p><b>If you get symptoms</b></p> <ul style="list-style-type: none"> <li>Get a test to check if you have coronavirus <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> - if you get symptoms whilst self-isolating.</li> <li>If the test is negative, keep self-isolating for the remainder of the 10 days.</li> <li>If the test is positive, the 10-day restarts from when they symptoms started. This will mean you are self-isolating for more than 10 days overall.</li> </ul> <p><b>If you have been told to self-isolate by NHS Test and Trace</b></p> <p>Self-isolate immediately if.</p> <ul style="list-style-type: none"> <li>If you receive a text, email, or call from NHS Test and Trace telling you to self-isolate – text messages will come from NHS track and trace and calls will come from: 0300 0135 000.</li> <li>If you receive an alert from the NHS COVID-19 app telling you to self-isolate - this is because you have been in close contact with someone who has caught coronavirus</li> <li>Self-isolate period includes the day you were last in contact with the person who tested positive for coronavirus and the next full 10 days - because it can take time for symptoms to appear.</li> <li>It is a legal requirement to self-isolate if you are told to do so by NHS Test and Trace and you could be fined if you fail to self-isolate.</li> <li>Do not leave your home for any reason - if you need food or medicine order online or ask friends or family to assist.</li> <li>Do not have visitors in your home including friends and family - except for essential care.</li> </ul>			

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
					15	<ul style="list-style-type: none"> <li>Try to avoid contact with anyone also living in the household as much as possible.</li> <li>If you live with someone at a <b>higher risk from coronavirus</b> try to arrange for them to stay with friends or family whilst you are self-isolating</li> <li>People you live with do not need to self-isolate if you do not have symptoms.</li> <li>People in your support bubble do not need to self-isolate if you do not have symptoms.</li> <li>If you must stay in the same home together read about how to avoid spreading coronavirus to people you live with</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/self-isolation-and-treatment/how-to-avoid-spreading-coronavirus-to-people-you-live-with/">https://www.nhs.uk/conditions/coronavirus-COVID-19/self-isolation-and-treatment/how-to-avoid-spreading-coronavirus-to-people-you-live-with/</a></p> <p>If you think you have been in contact with someone who has coronavirus, but do not have symptoms and have not been told to self-isolate continue to follow social distancing advice: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/</a></p> <p>People are actively encouraged to discuss any health, safety or welfare arrangements with their line manager, or HR, at the first opportunity. Health and welfare should remain a priority.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/</a></p> <p><a href="https://gov.wales/stay-home-guidance-households-possible-coronavirus">https://gov.wales/stay-home-guidance-households-possible-coronavirus</a></p>			
Working in company premises during the COVID-19 pandemic and communication	Employees, contractors, and associated parties	Serious ill-health conditions and risks	3	5	15	<p>Business continuity (BC) teams, chaired by the Managing Partner, meet regularly to review risks to the business and discuss the implementation of appropriate guidelines. Reviews will include, if any, GE HS documentation that requires updating in line with the evolving situation and associated guidelines.</p> <p>Members of the BC team are in regular contact/update with advisory bodies, to provide factual and comprehensive guidelines and localised arrangements to the business and associated parties.</p> <p>Factual advice and guidance to the business will be circulated frequently as it is important to remain open and transparent at all times.</p> <p>Circulation of tailored 'New ways of working' induction documentation circulated to each office and consultant with employees through Q&amp;A sessions at: <a href="https://geraldevellp.sharepoint.com/sites/gevesNWoW">https://geraldevellp.sharepoint.com/sites/gevesNWoW</a></p> <p>Senior management, and HR, appreciate there is a likelihood that employees will encounter dilemmas between personal, professional and work obligations and advocate an open door policy to any</p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						employee who wishes to discuss issues and concerns as the health, safety and welfare of employees remains a priority.			
Working in company premises during the COVID-19 pandemic with a moderate health risk as per government guidelines	Employees, contractors, and associated parties	Serious ill-health conditions and risks	3	5	15	<p>The Firm encourages employees to discuss any issues or concerns regarding health, safety and welfare with their line Manager, HR or Facilities or log at <a href="mailto:workplace@geraldev.com">workplace@geraldev.com</a> and concerns will be addressed with the individual accordingly.</p> <p>Employees indentified as moderate risk from the government guidelines will follow the below controls as well as all other controls measures indentified in this document.</p> <p>Employees who identify as vunerable are asked to undertake a COVID-19 vulnerability assessment questionnaire provided by our occupational health provider. The assessment indicates an individual as low, medium or high risk (green, amber, red), addiitional control measures are then discussed and put in place where needed.</p> <p>Public Health England have also highlighted some groups of people amy be at higher risk of infection or suffering from adverse effects if infected, these include older males, high BMI, underlying health conditions such as diabetes and individuals from some Black, Asian or minority ethnicity backgrounds. Whilst not identified as a vunerable group, their higher risk levels are considered in line with the below.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></p> <p>An assessment of office location where the moderate health risk employee sits will be completed and if identified as a potential high flow area, the Firm will find a more suitable location to reduce the risk of cross contamination.</p> <p>Moderate health risk employees will be asked to reduce any attendance at other sites or location to an absolute mininum and these should be for as short as possible time frame with considation to wearing a face covering during the visit to reduce risk of cross contamnation from others.</p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Sub note on clinically extremely vulnerable groups.	Employees, contractors, and associated parties	Serious ill-health conditions and risks	3	5	15	<p>Moderate health risk employees will be asked to reduce attendance at office meetings to an absolute minimum and the time spent at these meeting should be keeping as short as possible with consideration to wearing a face covering during the duration of meeting to reduce risk of cross contamination from others.</p> <p>Moderate health risk employees are encouraged to raise any issues or concerns regarding travel or workplace arrangements to their respective Line Manager, HR or Facilities immediately in order that areas of concern can be discussed and resolved.</p> <p>Where an employee lives with someone who falls into the moderate and high risk categories, the employee will also be treated as someone at higher risk and the above steps also considered.</p> <p>Expert doctors have identified specific medical conditions, based on what is known about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/advice-for-people-at-high-risk/">https://www.nhs.uk/conditions/coronavirus-COVID-19/advice-for-people-at-high-risk/</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19</a></p> <p><a href="https://gov.wales/protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-COVID-19-previously">https://gov.wales/protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-COVID-19-previously</a></p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/coronavirus-COVID-19-shielding">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/coronavirus-COVID-19-shielding</a></p> <p>Employees deemed as clinically extremely vulnerable are advised to take extra precautions during the peak of the pandemic. This is known as 'shielding'. Please refer to alert levels for guidance on control measures introduced.</p> <p>Workplace arrangements for clinically extremely vulnerable individuals must be discussed in the first instance with associated Line Managers, and HR, to be assured that appropriate measures are in place, this may include continuing to work from home.</p>	1	5	5
Mental Health & Stress	Employees, contractors, and associated parties	Serious mental health issues and concerns	3	5	15	<p>During uncertain times it is normal to feel worried, scared, or helpless about the current situation and the Firm actively encourages individuals, through its open-door policy, to share any issues and concerns through discussions with line Managers, HR, or trusted colleagues.</p>			



Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>If an individual feels they cannot confide in someone they know, or if doing so has not helped, there are helplines that can assist including:</p> <p><a href="https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/">https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</a></p> <p><a href="#">ideas to help manage your anxiety</a></p> <p><a href="https://www.helpguide.org/articles/anxiety/coronavirus-anxiety.htm">https://www.helpguide.org/articles/anxiety/coronavirus-anxiety.htm</a></p> <p>A change in the way someone acts can be a sign of stress, for example they may:</p> <ul style="list-style-type: none"> <li>• Take more time off.</li> <li>• Arrive for work later.</li> <li>• Be more twitchy or nervous.</li> <li>• A change in the way someone thinks or feels can also be a sign of stress, for example:</li> <li>• Mood swings</li> <li>• Being withdrawn</li> <li>• Loss of motivation, commitment, and confidence</li> <li>• Increased emotional reactions – being more tearful, sensitive, or aggressive.</li> </ul> <p><u>Employees</u> can help look after their own stress levels at work - and if they have a problem, please talk to a line Manager, HR, trusted colleague, or GP to see what action can be taken. The employee intranet pages on wellbeing also contain a wide range of information and resources.</p> <p><b>UNUM - Employee Assistance Programme</b> - Provides confidential service that can help employees cope with a range of complex issues including those related to work, family, relationships, money, and health by providing information and practical support via their website and 24-hour confidential telephone service. Please refer to the intranet for further details or speak to HR for further guidance. <a href="https://unumuk.lifeworks.com/">https://unumuk.lifeworks.com/</a></p> <p>Please refer to the wellness page on the intranet for further links and guidance regarding health and wellbeing. <a href="https://geraldevellp.sharepoint.com/sites/gevesHRWellbeing">https://geraldevellp.sharepoint.com/sites/gevesHRWellbeing</a></p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
New and Expectant Mothers working in premises during the COVID-19 pandemic	All new and expectant Mothers	Serous ill-health conditions and risks	3	5	15	<p>All new and expectant mother complete a Workrite questionnaire to assess if any potatial addtional risk areas require control measures to be added to emoloyees work activities.</p> <p>A Personal Emergency Evacuation Plan (PEEP) will be completed for the new and expected mother, this will be reviewed with the employee to ensure they are made aware of and fully understand the additional safety measures in place in the event of a building evacuation or emergency.</p> <p>An assessmnet of office location where the new and expectant mother works will be completed, and if identified as a potentail high flow area, the Firm will find a more suitable locationin order to reduce the risk of cross contmanation, this may include working from home.</p> <p>New and expectant mothers will be asked to reduce attendance at other sites, or locations, to an absolute minumum and attendance should be for as short as possible time frame with consideration given to wearing a face covering to reduce risk of cross contamnation.</p> <p>New and expectant mothers will be requested to reduce attendance at office meeting and keep to an absolute minimum with time spent at these meeting kept as brief as possible with consideration given to wearing a face covering to reduce risk of cross contamination.</p> <p>New and expectant mothers are encouraged to raise any issues or concerns regarding travel or workplace arrangements to their respective Line Manager, HR, or Facilities immediately in order that areas of concern can be discussed and resolved.</p> <p>Further guidance please refer to: <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/COVID-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/COVID-19-virus-infection-and-pregnancy/</a></p>	1	5	5
Working on company premises/ working at home	Employees/ contractors	Serious ill-health conditions and risks	3	4	12	<p>Employees can complete some duties from home as per Firm's New Ways of Working - Office and Homeworking policy written in accordance with Government guidelines. Employees receive frequent updates as any guidance changes, and access to offices is limited to those who are unable to work from home during more stringent local/ national/tier measures.</p> <p>Monitoring the health and wellbeing of employees working from the workplace and home remains a priority and the Firm actively encourages teams to stay connected and updated through remote access, team talks, virtual coffee mornings, MS Office Teams, clear review check in sessions and conference/video calls. The Hub provides a collective weekly summary of business-related news, events, initiatives and up to date health, safety, and welfare arrangements in line with government guidelines and best practice.</p>	1	4	4

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>Line Managers will work with HR to maintain clear lines of communication with employees working from home. and their arrangements. including their welfare, mental and physical health, and personal security.</p> <p>Provisions in place to ensure that employees working from home have the right tools, including remote access to work systems, access to Work Rite Agile Working Programme, ergonomic guides on the intranet and know who to contact to raise any issues or concerns.</p> <p>Employees and pre-approved contractors, are permitted to work on company premises using an assigned desk subject to the following control measures:</p> <ul style="list-style-type: none"> <li>• In accordance with government guidelines for national/local/tier measures</li> <li>• Use of an assigned desk that is 2m from others that is allocated on a weekly basis</li> <li>• All individuals are provided with site-specific safety arrangements as per new ways of working induction documentation on the intranet as follows: <a href="https://geraldevellp.sharepoint.com/sites/gevesNWOW">https://geraldevellp.sharepoint.com/sites/gevesNWOW</a></li> <li>• Implementation of reasonable measures to minimise the risk of transmission including enhanced cleaning, social distancing practices, and arrangements to manage the transmission risk when 2m distancing cannot be achieved, hygiene protocols, assigned/configured workstation that comply with 2m social distancing and suitable signage and visual cues.</li> <li>• Screens in place to protect desks in high flow areas.</li> <li>• Additional control measures for ICT members when there is the necessity to work in close contact with colleagues - dealing with network or hardware problems.</li> <li>• Staggering shift times to prevent people arriving on site at one time.</li> <li>• Enhanced cleaning of workstations and waste removal</li> <li>• Minimised storage and handling of paper documents by adhering to the principles of the clean desk policy.</li> <li>• Updated guidance notes, policies and procedures considering government guidelines, industry standards and best practice.</li> <li>• Taking into consideration the needs of disabled and vulnerable people, and where people are unable to work from home, a separate assessment will be completed to ensure that a safe working environment can be provided</li> </ul>			
Working on company premises/ working at home	Employees/ Clients	Reputational risk of putting people in high-risk situation	3	5	15	<p>Follow governmental guidance, as well as H&amp;S legislation and best practice.</p> <p>Regular communication with employees and clients to update them of our actions and steps being taken to reassure that we are focusing on the health and safety of our employees, clients, and our communities.</p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Works undertaken on company premises - external contractors	Employees and associated parties	Serious ill health conditions and risks	3	5	15	<p>PPM will continue in line with statutory, and best practice requirements and in addition to submitting appropriate RAMS for works undertaken, external contractors will be required to provide details of their COVID-19 arrangements and control measures for minimising risk of transmission whilst working at GE offices.</p> <p>No works to be authorised, or subsequently completed, without formal documented and agreed SSOW in place.</p> <p>If practicable works should be undertaken outside of core working hours however if works must be undertaken during core working hours, with a high concentration of employees and associated parties on site, the external contractor must ensure that they demonstrate and manage risks by adhering to social distancing, hand and respiratory hygiene and adopting enhanced cleaning regimes. Furthermore, face coverings must be worn whilst on site.</p> <p>In some situations, there may be exceptions to wearing face coverings due to age, health or equality reasons or there may be another legitimate reason to not wear a face covering including but not limited to:</p> <ul style="list-style-type: none"> <li>• Those who have trouble breathing.</li> <li>• Anyone who finds it difficult to manage them correctly due to a physical or mental illness, impairment, or disability.</li> <li>• Those who would suffer severe distress.</li> </ul> <p>For those who are unable to wear face coverings, a face visor may be used, but it should cover the wearer's nose and mouth completely.</p> <p>Teams responsible for managing external contractors, including Facilities and ICT, must ensure that they manage attendance on site including access arrangements, supervision, PPE, and general safety arrangements.</p>	1	5	5
	Employees	Serious ill-health conditions/muscular skeletal disorders/	2	5	10	As restrictions change in response to COVID-19 cases in the UK, the Business continuity team continues to provide updates to employees and update control measures dependent on circumstances.	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Lockdown/Tiers		mental health issues and concerns.				<p>The team will endeavour to tailor operational guidance for offices in accordance with government guidelines and will update the business accordingly.</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://gov.wales/coronavirus">https://gov.wales/coronavirus</a></p> <p><a href="https://www.gov.scot/publications/coronavirus-COVID-19-stay-at-home-guidance/">https://www.gov.scot/publications/coronavirus-COVID-19-stay-at-home-guidance/</a></p> <p>Communications sent at office level for local restriction changes and frequent updates re-emphasised in the weekly Hub newsletter.</p> <p>Firm wide communications circulated to set out controls for national lockdown(s) as follows:</p> <ul style="list-style-type: none"> <li>• Employees should work from home wherever possible and stay at home unless for one of the specified reasons given by the Government guidance.</li> <li>• There are several roles within the Firm that cannot be done from home, these exceptions can come into their respective office. If applicable to a specific employee/role this will be discussed on an individual basis (examples include West Malling, Facilities, and on-site employees in PAM), and the associated office will be maintained to COVID-19 secure level.</li> <li>• If employees need to visit the office for a business-critical reason this will need to be approved at least 24 hours in advance by their Head of Office/Business Group as well as confirmed with Facilities for Welbeck Street, or office administrator in a national office, so that security can be made aware, and access given. Without prior arrangement employees may not be able to access an office.</li> <li>• Employees advised to try and avoid public transport wherever possible if they have a requirement to travel.</li> <li>• Employees advised if they are more at risk from Coronavirus, please ensure they are extra careful in following the Government's rules and minimising contact with others (this includes those over 60, with underlying health conditions, overweight, or pregnant), if anyone is clinically extremely vulnerable the Government advice is that you should stay at home as much as possible apart from for exercise.</li> <li>• Where travel for work is required (site visit/inspection) that cannot be done from home and cannot be postponed they should be done in a COVID-19 secure way, using face masks, social distancing and following RICS guidance.</li> </ul>			

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Home Working	Employees	Serious ill-health conditions/muscular skeletal disorders/ mental health issues, safety, and security.	2	5	10	<p>Guidance on how to make the most of a home working environment in addition to the Firm's DSE policy and ergonomic guides can be located at: <a href="https://geraldeve.com/sites/gevesPolicies/SitePages/DISPLAY-SCREEN-EQUIPMENT.aspx">https://geraldeve.com/sites/gevesPolicies/SitePages/DISPLAY-SCREEN-EQUIPMENT.aspx</a></p> <p>Employees must identify a suitable location to work in their home. It should provide enough separation from likely disruptions and space to allow them to work in a safe manner.</p> <p>Employees should ensure that they check associated household insurance policies and liaise with providers to check homeworking status and follow all safety guidelines provided by the Firm and their associated insurance provider.</p> <p>Appropriate equipment and access to systems etc. to be provided and maintained to ensure employees can complete duties at home.</p> <p>Workstations and work routines should be set up and maintained in accordance with current HSE guidance, and best practice. Information guides located on the intranet.</p> <p>Employees to complete the WorkRite Agile Working programme and know who to contact to raise any issues or concerns, which will be actioned accordingly.</p> <p>Home working welfare videos and guidance circulated via The Hub and uploaded to the intranet.</p> <p>Employees who are experiencing any issues or concerns because of working from home, and their set up, are encouraged to also report to their line manager, HR, or contact: <a href="mailto:agileworking@geraldev.com">agileworking@geraldev.com</a> - ergonomic and welfare concerns will be escalated accordingly.</p> <p>If work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed in discussion with the line manager and HR and agreed by the employee.</p> <p>If hazardous substances are to be used, how they are to be used and stored is to be defined in a safe system of work (SSOW).</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Visitors and contractors working or visiting the company premises	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	2	5	10	<p><b>Note: Gerald Eve are currently not hosting external meetings. External clients visiting any GE premises are subject to authorisation by the Business Continuity Team prior to approval.</b></p> <p><b>Before Attending our offices:</b> To help protect the safety and wellbeing of all:</p> <p>Please do not come to our premises if you should be self-isolating for any reason, including if you are exhibiting symptoms of COVID-19, you are living with someone who has symptoms, you are awaiting the outcome of a COVID-19 test or you have recently returned from a country that is currently on the Government's quarantine list.</p> <p>Please consider the implications of travelling through the different tiers before arranging to visit premises.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p><a href="https://gov.wales/travel-and-transport-advice">https://gov.wales/travel-and-transport-advice</a></p> <p><a href="https://gov.wales/coronavirus-travel">https://gov.wales/coronavirus-travel</a></p> <p><a href="https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/">https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/</a></p> <p><a href="https://www.visitscotland.com/travel/">https://www.visitscotland.com/travel/</a></p> <p>Please make sure you are aware of any national/local/tier restrictions in place that may impact whether you should travel.</p> <p>Please do not come to our offices if you are deemed (or were deemed) to be a clinically vulnerable or an extremely vulnerable individual or live with someone that is.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/advice-for-people-at-high-risk/">https://www.nhs.uk/conditions/coronavirus-COVID-19/people-at-higher-risk/advice-for-people-at-high-risk/</a></p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p><a href="https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-COVID-19-html">https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-COVID-19-html</a></p> <p><a href="https://www.gov.scot/publications/COVID-19-shielding/">https://www.gov.scot/publications/COVID-19-shielding/</a></p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/coronavirus-COVID-19-shielding">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/coronavirus-COVID-19-shielding</a></p> <p>Visitors will be sent a guidance pack in advance outlining COVID-19 secure arrangements and are required to acknowledge at least 48 hours in advance of the meeting.</p> <p>Provide your host with your contact details, and details of other parties also attending the meeting. It is important that details are provided with as much advance as practical, as meeting rooms are selected based on numbers, social distancing, facilities required, and all rooms are cleaned prior to all meetings.</p> <p>Failure to provide accurate numbers can delay a meeting or there is a possibility that the meeting cannot be accommodated due to incorrect numbers and lack of appropriate meeting space.</p> <p><b>Once at our offices:</b></p> <ul style="list-style-type: none"> <li>• Arrive on time for the scheduled meeting to avoid being asked to wait outside because of waiting/seating area restrictions in some buildings.</li> <li>• Wear a face covering upon entry to all premises and adhere to site specific COVID-19 secure requirements for common areas.</li> <li>• Please use hand sanitizer provided at the entrance to all buildings.</li> <li>• Reception set up to enable social distancing for receptionists, employees, visitors, and contractors.</li> <li>• Reception/security will ask for your name and person you are here to visit.</li> <li>• Once cleared by reception/security, please use the lift to travel to the appropriate floor – please abide by the appropriate COVID-19 occupancy guidelines for using the lift - please avoid touching the lift buttons, using a pen, key or pass to activate if required.</li> <li>• Where applicable glass screens have been installed in Reception(s) areas and seating has been removed/reconfigured to accommodate social distancing</li> <li>• Please always maintain 2m social distancing</li> <li>• Your host will meet you and show you to the appropriate meeting room.</li> </ul>			



Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p><b>In the meeting rooms:</b></p> <ul style="list-style-type: none"> <li>• Meeting rooms and associated kit are cleaned thoroughly between each meeting.</li> <li>• Please only touch the chair you intend to use, and refrain from touching the door handles.</li> <li>• Please do not be offended that we will not be shaking hands for the time being.</li> <li>• Hand sanitiser and wipes are available in all meeting rooms should you wish to use these.</li> <li>• Do not share documents or paper files.</li> </ul> <p><b>If you were to feel unwell during a meeting or you are contacted by NHS Track and Trace:</b></p> <p>In the event of you starting to feel unwell during a meeting with us we will ask you to either go to our client COVID-19 Isolation room until you are able to get home, or where possible to leave the building immediately, avoiding public transport. We can assist in arranging a black cab.</p> <p>Should you be contacted whilst you are in a meeting at our premises that you have been in close contact with an individual who has tested positive, we ask that you inform us of this, and again either use our isolation room until you are able to journey home, or leave the building immediately to get home, avoiding public transport.</p> <p>In both circumstances we will ask you to confirm if you have been less than 2m away from anyone during your visit to our premises.</p> <p><b>On leaving our offices:</b></p> <ul style="list-style-type: none"> <li>• We ask that visitors exit via the stairs, if possible, and follow directional signage to the ground floor.</li> </ul> <p>If you require assistance exiting the premises in an emergency, please inform your host in advance in order that emergency evacuation plans can be tailored accordingly.</p>			

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Preventing infection spreading/ social distancing during working or visiting the company	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>Numbers of employees working in offices limited with start and finish times staggered to achieve social distancing.</p> <p>Occupants enter/exit buildings using access routes available to accommodate social distancing as outlined in site specific induction packs.</p> <p>Walkways and aisles have one-way system and visual cues in place, where possible, to maintain social distancing.</p> <p>Workstation configurations introduced to maintain social distancing as per government guidelines. Restriction on sharing workstations.</p> <p>Visual cues and site-specific arrangements for tea points, toilets, showers and changing room facilities.</p> <p>Screens and barriers introduced in areas where social distancing may be compromised at times.</p> <p>Where 2m is not practical manage transmission risk via fixed teams/partnering and/or limit the activity timescale.</p> <p>Employees to work back-to-back or side-to-side rather than face-to-face whenever possible.</p> <p>If employees must carry out essential work at other employees desk the following protocols should be followed to minimise the risk of cross contamination.</p> <ul style="list-style-type: none"> <li>• Where a face visor and disposable gloves.</li> <li>• Ask the employee to step away from the workstation during your visit.</li> <li>• When task is complete remove face visor and clean with sanitizer wipes, dispose these in appropriate waste stream.</li> <li>• Remove disposable gloves and dispose of these in appropriate waste stream.</li> <li>• Wash hands thoroughly and then use hand sanitiser before returning to your desk.</li> </ul> <p>In addition to adhering to 2m social distancing all people to be regularly reminded to consider the route and risk of transmission and:</p> <ul style="list-style-type: none"> <li>• Stay at home if they, or someone they live with, has symptoms of COVID-19.</li> <li>• Follow the Firms guidelines on reporting COVID-19 symptoms whilst on the premises – urgently liaise with line manager and HR and follow procedures provided following an assessment of the risks.</li> <li>• Raise concerns at <a href="mailto:workplace@geraldev.com">workplace@geraldev.com</a> or speak to HR or Facilities in confidence if a colleague is not adhering to site safety arrangements and hygiene protocol.</li> </ul>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<ul style="list-style-type: none"> <li>Contact <a href="mailto:fhelpdesk@geraldeve.com">fhelpdesk@geraldeve.com</a> for onsite provisions or to make them aware of a hygiene or safety query/concern.</li> <li>Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</li> <li>Wipe down and sanitise surfaces, equipment and consumables when used.</li> <li>Dispose of any tissues in appropriate waste receptacles as quickly as possible. <b>Catch it - Bin it- Kill it.</b></li> <li>Do not touch face or eyes if hands are not clean.</li> <li>Adhere to signage displayed across the workplace, including toilets, and changing facilities reminding all social distancing, respiratory and hand hygiene protocol.</li> <li>Adhere to procedures for the safe handling of post, deliveries, and paper.</li> <li>Number of people allowed to use lifts to be identified via signage on floor and as per site induction packs.</li> </ul>			
Cleaning and housekeeping of company premises	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	<p>Enhanced cleaning procedures implemented across sites, particularly in relation to areas cleaned and frequency including:</p> <ul style="list-style-type: none"> <li>Hard surfaces including worktops, tables and window ledges</li> <li>Toilets - flush and seats</li> <li>Door handles and push plates</li> <li>Lift buttons</li> <li>Taps and washing facilities</li> <li>Hand rails on staircases and corridors</li> <li>Food preparation and eating surfaces</li> <li>Telephony equipment</li> <li>Keyboards, photocopiers and other office equipment</li> </ul> <p>Signage – guidance on handwashing hygiene for all and for 20 seconds and the provision of hand drying facilities - albeit paper towels or dryers.</p> <p>Provision of hand sanitiser around the workplace as back up for soap and water with guidelines.</p> <p>Cleaning schedules reviewed and amended to reflect enhance cleaning provision and control methods employed to minimise exposure to infection including social distancing and PPE.</p> <p>Enhanced waste management with increased rubbish collections and disposal. Gloves to be worn whilst emptying bins and replacing liners coupled with appropriate hand hygiene.</p> <p>Placement of PPE disposal bin at each entrance.</p> <p>In the event of a known or suspected case of COVID-19 cleaning will be undertaken in accordance with government guidelines, which may include fogging a workplace.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings</a>			
Using company toilet, shower and changing facilities	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p>Rearrangement of toilets, changing rooms and showers to enable social distancing using clear visual cues including floor markings and signage.</p> <p>Provision of cleaning materials per shower/changing facility for cleaning by users before and after use - in addition to periodical cleans by cleaning personnel.</p> <p>Use of visual hook system in place outside GE managed toilets, shower and changing facilities to show if a room has reached the limit of authorised numbers and social distancing markers outside if employees are required to queue.</p> <p>Updated and circulated guidelines for showers, lockers and changing facilities to ensure they are kept clean and clear of personal items.</p> <p>Employees must wash/sanitise their hands before and after using the facilities, as per government guidelines.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>COVID-19 awareness signage visibly displayed on back of all toilet doors including the requirement to close toilet seat lids when flushing to reduce the risk of transmission.</p> <p>Enhanced cleaning and waste disposal regime in terms of areas cleaned, bins emptied and frequency.</p>			
<p>Travel to the workplace (where possible and in accordance with national/local/tier guidelines and restrictions)</p>	<p>Employees, contractors, and associated parties</p>	<p>Serious ill-health conditions and risk of transmission</p>	4	5	20	<p>Across all tiers, everyone: Should walk or cycle where possible, plan and avoid busy times and routes when travelling.</p> <p>Where this is not possible, use public transport or drive whilst adhering to government guidelines: <a href="https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers</a> <a href="https://gov.wales/travel-and-transport-advice">https://gov.wales/travel-and-transport-advice</a> <a href="https://trc.cymru/travel-safer">https://trc.cymru/travel-safer</a> <a href="https://www.transport.gov.scot/coronavirus-COVID-19/transport-transition-plan/advice-on-how-to-travel-safely/">https://www.transport.gov.scot/coronavirus-COVID-19/transport-transition-plan/advice-on-how-to-travel-safely/</a> <a href="https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/">https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/</a></p> <p>Individuals are advised not to travel at all if:</p> <ul style="list-style-type: none"> <li>• Experiencing any <a href="#">coronavirus symptoms</a></li> <li>• Self-isolating because of coronavirus symptoms or sharing a household or support bubble with somebody who has symptoms.</li> <li>• Are <a href="#">clinically extremely vulnerable</a> and live in an area where additional public health measures advise to resume shielding</li> <li>• Have been advised by <a href="#">NHS test and trace service</a> to self-isolate</li> </ul> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/test-and-protect/coronavirus-COVID-19-contact-tracing">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-COVID-19/test-and-protect/coronavirus-COVID-19-contact-tracing</a> <a href="https://gov.wales/test-trace-protect-your-questions">https://gov.wales/test-trace-protect-your-questions</a></p>	1	5	5

## Risk Assessment

Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Travel to the workplace (where possible and in accordance with national/local/tier guidelines and restrictions) and car sharing	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission				<p>For those who use public transport guidance includes recommendations to (i) keep two metres apart from others, (ii) wear a face covering, (iii) use contactless payments, and (iv) wash and sanitise hands as soon as possible before and after travel.</p> <p><b>England</b> - It is against the law to leave your home to travel unless for work or <u><a href="#">other legally permitted reasons</a></u></p> <p><b>Wales</b> – You must stay at home and avoid all travel, including cross border travel, unless essential (e.g., if you cannot work at home). New restrictions introduced means you should stay at home unless you have a <u><a href="#">reasonable excuse</a></u>.</p> <p><b>Scotland</b> – By law stay at home unless you have a reasonable excuse (as per <u><a href="#">exceptions</a></u>) and if you travel for essential purposes, you should follow <u><a href="#">guidance on travelling safely</a></u>. Keep journeys within the area to an absolute minimum.</p> <p>You must wear a <u><a href="#">face covering</a></u> on public transport and in substantially enclosed areas of transport hubs in UK. You will be breaking the law if you fail to do so and could be fined.</p> <p><u><a href="https://www.transport.gov.scot/travel-guidance-during-COVID-19/guidance-on-the-use-of-face-coverings-on-public-transport-in-scotland/">https://www.transport.gov.scot/travel-guidance-during-COVID-19/guidance-on-the-use-of-face-coverings-on-public-transport-in-scotland/</a></u></p> <p><u><a href="https://gov.wales/requirement-wear-face-covering-public-transport-wales">https://gov.wales/requirement-wear-face-covering-public-transport-wales</a></u></p> <p>Some individuals <u><a href="#">don't have to wear a face covering</a></u> for health, age or equality reasons.</p> <p>You should remove your face covering if asked to do so by a police officer or other relevant person.</p> <p>It is important to wash or sanitise your hands before and after touching your face covering.</p> <p><b>If you need to dispose of your face covering, use 'black bag' waste bins or litter bins. You should not use a recycling bin, and for this purpose PPE disposal bins have been provided at each office.</b></p> <p><b>Car sharing</b></p>			

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Travel to the workplace, car sharing and travel abroad	Employees, contractors, and associated parties	Serious ill health conditions and risk of transmission				<p>If car sharing then you must not share the car with someone from outside your household or your <a href="#">support bubble</a> unless your journey is undertaken for an <a href="#">exempt reason</a>. For example, if car sharing is reasonably necessary as part of work.</p> <p>It is difficult to socially distance during car journeys. Where it is essential to car share, you can reduce the risk of transmission by:</p> <ul style="list-style-type: none"> <li>• Share the transport with the same people each time.</li> <li>• Minimise the group size at any one time.</li> <li>• Opening windows for ventilation</li> <li>• Travelling side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>• Facing away from each other</li> <li>• Considering seating arrangements to maximise distance between people in the vehicle.</li> <li>• Cleaning your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch.</li> <li>• Asking the driver and passengers to <a href="#">wear a face covering</a></li> </ul> <p><a href="https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/">https://www.gov.scot/publications/coronavirus-COVID-19-guidance-on-travel-and-transport/</a></p> <p><a href="https://traffic.wales/current-advice-road-users-during-coronavirus-outbreak">https://traffic.wales/current-advice-road-users-during-coronavirus-outbreak</a></p> <p><b>Please note: Employees wishing to share vehicles for the purpose of work and site visits must discuss arrangements with their Manager and authorisation will be dependent on an assessment of risk and approval from Heads of Business group</b></p> <p>Employees using cars must ensure that the MOT is in date, car has been serviced and deemed safe to drive, and the user has appropriate business insurance and are registered with Licence Bureau. Please contact: <a href="mailto:fhelpdesk@geraldeve.com">fhelpdesk@geraldeve.com</a>/<a href="mailto:lpdesk@geraldeve.com">lpdesk@geraldeve.com</a></p> <p>Drivers in London to pay congestion charge and aware of revised hours of operation.</p> <p>All must adhere to social distancing in line with government guidelines when walking as part of their journey where practical and avoid large congregations of people.</p>			

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>Users of Welbeck and Cavendish Square’s cycling facilities must adhere to associated guidelines and ensure that they have appropriate cycle insurance in place and the bike is fitted with a cycle lock that conforms to industry standard including the ‘sold secure’ rating or similar.</p> <p><b>Travel abroad</b></p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus#:~:text=Under%20current%20UK%20COVID-19%2D19,permitted%20reason%20to%20do%20so.&amp;text=You%20must%20self%2Disolate%20when,you%20have%20a%20valid%20exemption.">https://www.gov.uk/guidance/travel-advice-novel-coronavirus#:~:text=Under%20current%20UK%20COVID-19%2D19,permitted%20reason%20to%20do%20so.&amp;text=You%20must%20self%2Disolate%20when,you%20have%20a%20valid%20exemption.</a></p> <p>You can only travel internationally – or within the UK – where you first have a legally permitted reason to do so. In addition, you should consider the public health advice in the country you are visiting.</p> <p>If you do need to travel overseas (and are legally permitted to do so, for example, because it is for work), even if you are returning to a place you’ve visited before, you should look at the rules in place at your destination and the <a href="#">Foreign, Commonwealth and Development Office (FCDO) travel advice</a>.</p> <p>Before you return to the UK you must <a href="#">provide your journey and contact details</a>. You must <b>self-isolate</b> when you enter the UK from any foreign country except Ireland unless you have a valid exemption.</p> <p>If you are legally permitted to travel abroad, <a href="#">check our advice on your country of destination</a>. Some other countries have closed borders and may further restrict movement or bring in new rules including testing requirements with little warning.</p> <p>As no travel is risk free individuals are advised to check government guidelines and national/local/tier restrictions before planning any future trips abroad.</p> <p><a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p><a href="https://gov.wales/foreign-travel-and-returning-home">https://gov.wales/foreign-travel-and-returning-home</a></p> <p><a href="https://www.gov.scot/publications/coronavirus-COVID-19-public-health-checks-at-borders/">https://www.gov.scot/publications/coronavirus-COVID-19-public-health-checks-at-borders/</a></p> <p>Individuals planning on travelling aboard in the months ahead must log their destination and dates on Cascade the Firm’s absence management system and always follow government guidelines.</p>			



Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>It is advisable to sign up for travel advice email alerts regarding entry restrictions, screening and quarantine requirements and check reputable travel health guidance websites including Travel HealthPro.</p> <p>Check with the UK based embassy of the country travelling to and read associated safe travel guidance websites for precautions to take during travel and check on if there are requirements to wear face coverings.</p> <p><b>Please note: It is mandatory to wear face coverings on airlines but check before travelling.</b></p>			
Use of welfare facilities	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	<p>Enhanced cleaning and waste disposal in all tea points and welfare facilities. All people to wash their hands with soap and water as they enter/leave an area.</p> <p>Revised arrangements for monitoring of tea points at Welbeck Street with enhanced cleaning arrangements as per site specific induction pack.</p> <p>Users to wipe down hard and contact surfaces after use including worktops and kitchen equipment.</p> <p>Welfare breaks taken outside if sufficient space and appropriate.</p> <p>Welfare/break out facilities are to be setup, where practical, so that the 2m social distancing rule can be maintained. This may include removing chairs and staggering break times etc. Screens used when potential for social distance is compromised.</p> <p>Implementation of one-way system if practical with signage and visual cues for route, social distancing, and specific control measures.</p> <p>Maximum number of people allowed in the facility to be displayed prominently and marked out accordingly. Breaks staggered where practical to minimise numbers to achieve social distancing.</p> <p>Restriction on the use of crockery with the initial provision of recyclable disposable items, where practical and in accordance with waste streams. Personal mugs and cutlery permitted if cleaned and stored appropriately by the individual. Crockery should not be shared, and users should prepare their own drinks on site.</p> <p>Employees to bring own food and drinks where possible. Food provided by the Firm's catering contractor at Welbeck Street will be packaged with clear guidance as to preparation arrangements.</p> <p>Stringent arrangements for the storing and disposal of food in tea points and kitchens.</p> <p>Allocation of specific isolation room/area per office for people on the premises experiencing COVID-19 related symptoms coupled with site specific procedures for symptomatic employees.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Attending training and meetings	Employees, contractors, and others	Serious ill-health conditions	3	5	15	<p>All employees must complete an induction of the new guidelines and arrangements for returning to the workplace which includes control measures implemented. Documentation must be acknowledged and returned to line managers/HR to confirm they have read and understood the arrangements.</p> <p>COVID-19 awareness training undertaken where required – national offices.</p> <p>Face to face training to be avoided where practicable.</p> <p>Meetings completed, where possible, by video conferencing. External meeting requests are subject to an assessment of risks and advanced discussion of arrangements.</p> <p>Amendment to Condeco set up and clear down times to account for enhanced cleaning arrangements after each meeting. Users liaise with <a href="mailto:fhelpdesk@geraldeve.com">fhelpdesk@geraldeve.com</a> for enquiries.</p> <p>Modifications to meeting room guidelines outlining new arrangements regarding bookings, enhanced cleaning, social distancing, and etiquette.</p> <p>Internal meetings kept short as possible and no paperwork, stationery, equipment, or materials to be shared before, during or after the meeting.</p>	1	5	5
Attending meetings and events outside of company premises.	Employees and Others attending event and contractors and staff at event location	Serious ill-health conditions and risk of transmission	3	5	15	<p>Authorisation for meeting/event must be obtained from Senior Management this should be filed for reference.</p> <p>Venue should be contacted before event is booked and a copy of their policies and procedures around COVID-19 should be reviewed to ensure that the venue have suitable and sufficient measures in place for the meeting/event to take place. Receipt of COVID-19 secure certificate.</p> <p>Travel to and from meeting/event should be in line with above control measures in this document under the section "Travel to and from work".</p> <p>Numbers attending meeting/event and the duration meeting /event should be kept to an absolute minimum. The organiser of meeting/event should also check the government guidance on gatherings for latest information on allowable numbers and guidance around these types of events.</p> <p>No attendees should fall into the vulnerable risk categories of the Government Guidelines. Employees from the company that fall into this category will have made themselves known to the HR department.</p> <p>Attendees must always maintain social distancing measures during the duration of meeting/event and particularly during the use of welfare facilities.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Using areas that have inbound and outbound goods including post and deliveries	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	2	5	10	<p>Delivery and collection points to be clearly identified with signage. Employees managing the process must direct delivery drivers/couriers to these points.</p> <p>Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so.</p> <p>Delivery drivers/couriers to be encouraged to stay in their vehicles and drop off where practicable.</p> <p>Maintaining 2m social distancing where possible.</p> <p>Delivery drivers/couriers to be allowed to use welfare facilities.</p> <p>No personal post delivered to offices.</p> <p>Non-perishable deliveries including post should be moved to a designated place for quarantine, and if practical, left for 72 hours before processing whereby external packaging should be removed and disposed appropriately and handlers wash their hands immediately.</p> <p>Time sensitive post including legal documents, notices, contracts, cheques, and couriered packages should be processed using the appropriate control measures with the provision of PPE. Handlers should dispose of external packaging immediately using the appropriate waste streams and wash hands immediately.</p> <p>All post to be scanned to nominated individuals and processed accordingly. Hard copies of post will be sent to employees upon request only.</p> <p>Access to post room facilities strictly restricted in line with social distancing. All requests for items from the post room must be emailed to <a href="mailto:fhelpdesk@geraldeve.com">fhelpdesk@geraldeve.com</a> and delivered accordingly always following hygiene protocol.</p>	1	5	5
Handling paper files	Employees and associated parties	Serious ill health conditions and risk of transmission	2	5	10	<p>A quarantine period of 72 hours should be maintained for files and documents between being touched by different individuals, to achieve this below control measure have been implemented.</p> <p>Filing - All paperwork currently located in the various client filing trays will have had enough time elapsed to allow for filing to take place.</p> <p>When using/filing into a file located in the racking, employee will need to use gloves to search for the file to ensure files are not touched unnecessarily. Once you have finished with the file you must mark the file with a post-it notes as a visual indicator to show the time and date the file was last handled.</p> <p>Files in Racking - If any colleague should remove a file from the racking for reference, then they should mark on the file the time and date of handling to give a visual indication to other colleagues. Once you</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>have finished with the file, you are responsible for returning the file to the system ensuring the post it note has been completed showing the date and time last touched. Please do not touch any files around a file with a post note for a period of 72 hours.</p> <p>Emergency Access - If access to the file is required by someone else within the restriction period - gloves should be worn, and the file cleaned down with wipes to minimize any risk. Once task is complete gloves and wipes should be disposed of in correct waste stream and hands washed thoroughly in accordance with guidelines. The returning of the file to the system remains the same as the above guidance.</p> <p>To enable sufficient time to pass from printing documents that are shared between individuals – where rotas are in place Mon – Fri filing trays for each week (Red and Yellow) to be used with all printing from that day being put in the relevant days tray, however this will be mixed client paperwork. This will then indicate the required period has passed to allow paperwork to be touched. i.e., yellow week filing can be handled the following week – Red week, Monday’s tray can be filed/relocated to the client trays on Thursday etc.</p> <p>Paperwork requiring signing/authorization– this should be produced electronically where possible with the last person in the authorization chain printing off and attaching the relevant emails before adding to the relevant days filing tray.</p>			
Use of areas with Security	Employees, contractors, and associated parties	Safety and welfare	2	5	10	<p>All should adhere to security protocol when undertaking their roles at all times and follow Firm guidelines regarding safety and security.</p> <p>Guidance material including policies and procedures for lone working, surveying safely, inspections and site visits can be located on the intranet under the risk management and health and safety pages.</p> <p>The Firm supports a worker’s decision made in good faith to withdraw from premises, or a task, if there is anything that the worker feels compromises their personal safety. Workers should address their concerns immediately with their respective line manager or HR.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Activities that following prescribed safe systems of work	Employees, contractors, and associated parties	Accident or injury caused by working in an unsafe manner	3	5	15	<p>Under no circumstances are employees or contractors to be asked to complete tasks that they are not deemed competent or authorised to perform. There are to be no exceptions to this rule.</p> <p>Prescribed safe systems of work must always be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected.</p> <p>There may be times due to staff absences when direct supervision levels may be less than normal. During these times, employees are expected to maintain normal working practices. Anyone failing to do so to be subject to the Firm's disciplinary procedures.</p> <p>If a pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.</p>	1	5	5
Use of emergency and First Aid Provisions	Employees, contractors, and associated parties	Accident, injury of fatality	3	5	15	<p>Provision and circulation of updated procedures that consider minimising the risk of transmission and the provision of revised training and awareness sessions/courses.</p> <p>Fire Safety - Revision of fire procedures to take into consideration social distancing - please refer noticeboards, new ways for working documents and associated fire safety policies for further information.</p> <p>First Aid - First Aid at work needs assessment to determine provisions in the workplace during the pandemic whilst ensuring that training is regularly updated and refreshed. Circulation of Covid-19 guidelines for first aiders.</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/COVID-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/COVID-19-advice-for-first-aiders/</a></p> <p>If someone at the firm has a confirmed diagnosis of Covid 19 HR/Facilities will review guidance (see below link) to ascertain if incident is reportable as per RIDDOR guidance: <a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm">https://www.hse.gov.uk/coronavirus/riddor/index.htm</a></p> <p>Personal Emergency Evacuation Plans - Must be in place for employees who require additional assistance to enable them to exit a building in the event of an emergency. Consideration must be given as to how this is facilitated in line of social distancing on premises.</p> <p>Provision of emergency procedures, and associated PPE, for confined spaces where there is a necessity, due to an emergency, to exceed the personnel/2m social distancing limit.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
Air quality in office environment and building services	Employees, contractors, and associated parties	Welfare	2	5	10	<p>Ventilation will be supplied through the air conditioning, it will be set up to be in line with recommendations from REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations) &amp; CIBSE (Chartered Institution of Building Services)</p> <p>Running extract and fresh air supply for 2hrs earlier in the morning and 2hrs later of an evening. This will still allow for negative pressure within the building,</p> <p>Toilet extract air systems will be run 24/7 at increased extract and reduced supply to maintain negative pressure.</p> <p>Negative pressure within the building means an extraction of more air from the building than put into the building, allowing for more air changes to take place throughout the day providing better air quality on the floors.</p> <p>Full pasteurisation of the hot water services within buildings.</p> <p>Open windows for natural ventilation where practical - West Malling and Leeds</p> <p>Please refer to <a href="https://geraldevellp.sharepoint.com/sites/gevesNWoW">https://geraldevellp.sharepoint.com/sites/gevesNWoW</a> for respective office COVID-19 information packs</p>	1	5	5
Exposure to the COVID-19 virus during Building site visits or secondment on behalf of the company	Employees, contractors, and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	<p><b>Pre-inspection/Visits Checks and Controls</b></p> <p>Written confirmation of whether the site/building is occupied is required before visit takes place. If site has building maintenance and security, then this will be deemed unoccupied for the purpose of this risk assessment. If occupied the control measure below details requirements for inspection/visit to take place.</p> <p>Employees must ensure they obtain from client/occupier a COVID-19 secure certificate prior to inspection or visit. If one is not available, employees should risk assess with their line manager and for example, if the premises are vacant this is likely to be acceptable and if occupied then a decision may depend on as to why a certificate cannot be provided.</p> <p>An employee attending site visit must obtain all relevant Risk Assessment and site rules, including any specific COVID-19 guidance for review before site visit. They should also get written confirmation there are no 'at risk' people on site during the visit.</p> <p>Employees must review current Government guidelines regarding COVID-19 to ensure they comply, and any material differences should be highlighted to their manager before visits are conducted.</p>	1	5	5

Risk Assessment									
Activity	People at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	D R		L	S	RR
						<p>Employees will make sure they have appropriate PPE for the visit; both general site visit PPE, hard hat, boots, safety glasses and high viz as well as any COVID-19 appropriate PPE, which in limited circumstances may include disposable paper coveralls, face covering (as per Government guidelines) and disposable gloves and more generally, hand sanitizer and surface disinfectant wipes. All necessary PPE mentioned will be obtainable from <a href="mailto:fhelpdesk@geraldev.com">fhelpdesk@geraldev.com</a> (subject to availability from suppliers) or purchased and expensed with line manager approval.</p> <p>A plan to travel to site should be made in advance and employees should follow government guidelines regarding safe travel. Please refer to travel section for further guidance.</p> <p>Employees should review all GE Risk Assessments relevant for the type of site visit, as well as reviewing all relevant Gerald Eve Health and Safety documentation for the task, e.g., Surveying Safely, Lone Working, etc.</p> <p>Employees should plan other tasks involved to make sure they reduce the attendance time to an absolute minimum.</p> <p>Employees should consider having access to the use of video equipment, such as smart phones, that can be used during visit/inspection to reduce numbers in attendance as well as requiring clients to attend future visits as well as marketing opportunities.</p> <p>If clients /3rd parties are to be involved in visit, then numbers should be kept to a minimum and this number should reflect the size of building/site and the need to always maintain social distancing during the visit.</p> <p>Employees working at a client site, or at an external site, are required to obtain risk assessments and COVID-19 secure certificates for the premises they work on.</p> <p>Employees on secondment who are required to work at a client's site/office are required to provide to HR a copy of the client's secure certificate.</p>			