

General Risk Assessment – Reoccupying Workplaces COVID-19

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

Assessor	Angie Fenton	Job Title	Director and Health and Safety Officer
Project or location	Reoccupation of Quod, 2nd and 6th Floors, Ingeni Building, 17 Broadwick Street, London, W1F 0DE		
Department/business	Quod Limited		
Scope of risk assessment	<p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the phased re-occupation of Quod Limited employees, who cannot work from home, to the company office at the Ingeni Building, 17 Broadwick Street, London, W1F 0DE. It should be read in conjunction with up-to-date government advice from Public Health England (PHE) and the HSE.</p> <p>The Quod offices are located on the 2nd and 6th floors of the Ingeni Building, and comprise of a reception area, open plan office areas, small meeting rooms, boardrooms, 2 x shower rooms, a kitchenette and larger kitchen area, photocopying areas and a small server room. Toilet facilities are available in the common areas, under the control of the Landlord, with male and female toilets, and a toilet for those with a disability located in the corridor to the stairwell outside the Quod demise. The office is open 24 hours with core office hours between 09:00 and 17:30.</p>		
Employees and others potentially at risk	Risk Group: Employees, their households and contractors. (Visitors to the office are prohibited until further notice).		
COVID-19 properties (as of 29 April 2020)	<p>COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain "live" on hard surfaces such as handles, switches, bannisters etc for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may be symptom-free but infectious during the incubation stage which is typically 5 days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.</p>		
Main symptoms	<p>A high temperature and a new continuous cough or loss or change to sense of smell or taste (anosmia) are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>		
Control of transmission	<p>Current guidance requires social distancing – keeping 2 metres from other people, where possible, or a minimum of 1 metre if this is not possible, and regular handwashing with soap and water. Hand-gel should be used where soap and water is not available. The Government is also advising the use of face coverings in enclosed spaces such as on public transport and in shops.</p> <p>Further guidance on working safely during Covid-19 can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>		

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Vulnerable groups	PHE has specific guidance for vulnerable groups. Those defined as clinically extremely vulnerable should not return to work until further notice. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Those at risk of severe illness should remain working from home at present https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people
Travel	Travel arrangement to and from the workplace should be considered, such as: <ul style="list-style-type: none">• Avoiding public transport wherever possible;• If public transport must be used, government guidance is that face coverings should be worn on al public transport.• Encourage cycling and walking for employees/tenants;• If public transport is being usedavoid peak times, avoid travelling in groups, think about hand hygiene when travelling e.g. use of hand sanitiser wipes and the wearing of face coverings, if available;• Not car sharing with other colleagues.
Staying Covid-19 Secure in 2020 Notice	The Covid-19 Secure in 2020 Notice to be displayed in the workplace to show the Government guidance has been followed. This Notice will be signed and dated by a Director once the risk assessment and all 5 steps have been implemented. https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf

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Part 2 – Preparation of Building and Tenants for re-occupation

Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Vulnerable groups	Employees, or members of their households.	Health and Safety at Work etc Act 1974, Sections 2 & 3	N/a	High	<p>All employees will be made aware of current PHE Guidance which identifies vulnerable groups and actions to control risks to their health.</p> <p>Those employees defined as '<i>extremely clinically vulnerable</i>' should continue to follow PHE guidance and will be advised not to return to the office. When PHE advises that it is safe to return to work, those that are in this category should speak to their Director to make arrangements.</p> <p>Those that are in a '<i>vulnerable</i>' group will be advised that they should continue to work from home.</p> <p>Any employee that has a household member in either vulnerable group will not be included the first phase of reoccupation and are advised to continue to work at home.</p>	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Employees with symptoms of COVID-19	Employees, contractors	Health and Safety at Work etc Act 1974, Sections 2 & 3	n/a	High	The symptoms of COVID-19 has been clearly communicated to all employees before they return to the office – ongoing . Prior to returning to the office, everybody will be asked to confirm that they are symptom free on the day that they return and that they have been symptom free for 14 days prior to this day. Ongoing	Low
Fire related systems readiness	Employees, contractors	Regulatory Reform (Fire Safety) Order 2005	Yorke Property Management Ltd (YPML) ensure the fire alarm system is tested on a weekly basis. YPML to confirm the maintenance continued to be maintained during lockdown. RCL tested the emergency lighting and undertake the regular weekly maintenance requirements are up to date. This will include sprinkler system checks and fire extinguisher checks (in date, in correct location and have not been tampered with).	High		Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Fire evacuation	Employees, contractors	Regulatory Reform (Fire Safety) Order 2005	<p>Fire evacuation is carried out via the front and the rear stairwell to the assembly point at the junction of Broadwick Street and Poland Street (outside the Nespresso cafe).</p> <p>There will be at least 1no. fire warden present on each floor at all times. Basic training has been given to additional staff to cover this.</p>	Medium	<p>All fire drills are cancelled until further notice.</p> <p>In the event of a fire alarm sounding, the existing fire procedures remain valid during Covid – 19.</p> <p>Everybody will be advised that, in the event of the fire alarm sounding, the priority is to evacuate the building as quickly and safely as possible. Social distancing is not necessary during an evacuation.</p> <p>Social distancing will be maintained so far as reasonably possible at the assembly point.</p> <p>The assembly time will be kept to a minimum.</p>	Medium
Water related systems readiness	Employees, contractors	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>ACOP L8</p>	<p>Planned preventative maintenance of the water system has continued during lockdown/weekly flushing of little used outlets has continued during lockdown.</p> <p>Water hygiene and Legionella maintenance has been carried out in the building.</p> <p>YPML confirmed that chlorine tests came back negative.</p>	High	<p>Dishwashers will be put on an empty high temperature cycle with dishwasher tablets before first use. – ongoing</p> <p>All complete, shown in red under existing controls.</p>	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Air Circulation Systems	Employees, contractors		<p>On Friday 10th July the fresh air in and extract was switched on 24/7 and will remain on 24/7.</p> <p>Although they were not due to be replaced, all of the AHU filters have now been replaced (as an additional measure). The AHU is full supply and extract so there will be no re-circulated air.</p> <p>The chilled beam system and perimeter heating on each floor also means that there is no recirculated air in the spaces. The measures put in place are compliant with Covid regulations.</p>	High	All complete, shown in red under existing controls.	Low
Status of Passenger Lift systems	Employees, contractors	Lifting Operations and Lifting Equipment Regulations 1998	<p>The passenger lifts are under the control of the Managing Agent. Signage clearly displays the maximum load they are designed to carry.</p> <p>The passenger lifts continue to be subject to regular servicing, maintenance and a six- monthly thorough examination.</p> <p>A copy of the most recent thorough examination in the past 6 months was made available by the managing agent.</p> <p>YPMLhas confirmed that the regular lift servicing schedules are up to date.</p>	Medium	All complete, shown in red under existing controls.	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Office and electrical equipment</p>	<p>Employees, contractors</p>	<p>Electricity at Work Regulations 1989</p>	<p>Employees are prohibited from undertaking repairs or alterations to electrical equipment. All such work is undertaken by a qualified NICEIC or equivalent electrical contractor or designated qualified employees.</p> <p>The fixed electrical installation for the premises is subject to statutory inspection and testing by an NICEIC electrician. The most recent test was undertaken in June 2018 by City Appliance Testing Ltd.</p> <p>Portable appliance testing (PAT) is undertaken on most items on an annual basis and was last undertaken by a qualified contractor in March 2019.</p>	<p>Medium</p>	<p>The existing electrical equipment safety controls as set out in the GRA will remain in place.</p> <p>PAT testing and fixed electrical wiring test and inspection regimes remain up to date until March 2021.</p>	<p>Low</p>

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<p>Deep Cleaning, Pest Control and Hazardous Substances</p>	<p>Employees, contractors</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>	<p>YPML has confirmed that there were no pest infestations during lock down (Email dated 19/05/2020).</p> <p>Staff are not expected to have contact with hazardous substances with the exception of low risk standard office materials and some domestic type cleaning products. These products are used in line with manufacturers' instructions.</p> <p>Due to the small quantities being stored, handled and used in line with product labels, in a way that avoids mixing and in an adequately ventilated environment, no additional controls are usually necessary. Therefore, individual hazardous substance assessments are not required for these products.</p> <p>First aid facilities are available at this workplace to manage unforeseen means of exposure to these low risk products.</p> <p>A deep clean of the 2nd and 6th floors will be carried out by Quod's cleaning contractors on Friday 10th July and at the end of A daily clean will be carried out from 7pm each evening that the office is occupied.</p>	<p>Medium</p>	<p>If any new hazardous substances are introduced, COSHH assessments will be required prior to their use.</p> <p>YPML will increase the frequency of cleaning of staircases, lifts and handrails in stairwells.</p> <p>Hand Sanitisation stations will be located at:</p> <ul style="list-style-type: none"> • Kitchens, • Entrance to toilets on each floor, • Outside 2nd floor meeting rooms, • Around the 6th floor meeting room and in the boardroom. • Sanitisation footpumps inside entrance of both floors and rear of 2nd floor office (Berwick Street End) <p>Boxes of sanitisation wipes and bottles of hand sanitiser have been placed throughout each floor.</p> <p>The cleaning contractor provided a copy of their Covid-19 risk assessment.</p> <p>Quod staff have been advised to increase cleaning throughout the day of touch points such as taps; kettle, microwave, door handles and any other frequently touched surfaces in the Quod demise.</p>	<p>Low</p>
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Part 3 – Maintaining Social Distancing in the Office and Communal Spaces

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<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>High</p>	<p>To ensure that social distancing can be maintained in the Quod London office, the following actions will be implemented:</p> <p>Limiting Number of People</p> <ul style="list-style-type: none"> • Reoccupation will be carried out in phases, with a maximum of 30% occupancy on each floor. • As the number of people wanting to return in Phase 1 is low, those returning in Phase 1 can come to the office every week (Monday to Wednesday), sitting in Group A desks each week. • Phase 1 occupancy level will be monitored to ensure that social distancing can easily be maintained. Any changes deemed necessary to ensure the safety of employees will be implemented ASAP. • Every 4 weeks, the Phasing will be reviewed and if more than 30% of people wish to return to the office on either floor, groups will be split into A and B with each group returning on alternate weeks. Group A will sit at desks labelled A and Group B will sit at desks labelled B. • Every Group will include, as far as possible: <ul style="list-style-type: none"> - Two fire marshals (one on each floor). - First Aid Up to 25 people - one person will be nominated to be responsible for first aid on both floors. - 25 people and above: One EFAW certified first aider will be included within the group. • If more people want to return than desks are available, the following prioritisation will be followed: • Priority Group 1 – First aiders, fire marshals, and those that have a critical need to be in the office due to the nature of their work or because they find it difficult to work from home due to their circumstances Phase 1 • Priority Group 2 - Those who can travel to work without using public transport. 	<p>Low</p>
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					<ul style="list-style-type: none"> Those who are categorised as clinically extremely vulnerable (or a member of their household is), will continue to work from home until government guidance changes. 	
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	Employees, contractors	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992	High	<p><u>Desk arrangement</u></p> <ul style="list-style-type: none"> A scaled office desk plan will be circulated prior to re-occupation; 1 desk will be permanently closed off on the 2nd floor. No desks will be permanently closed off on the 6th floor. Colleagues will sit side by side or back to back. There are 7 desks with a 2 metre radius free of other seats. If demand is higher in the later phases, these desks may have a screen installed and may be used on either A or B week, following a review of the risk assessment and if considered safe and necessary. Hot desking or sharing of workstations and equipment, will be avoided. The smaller meeting rooms should not be used for meetings but could be reutilised as 1 workstation or a quiet space for 1 person, if needed. <p><u>Floor Markings</u></p> <p>Floor markings will be used to indicate 2 metre spacing in areas where queues may form (approach to exits, meeting rooms, toilets and kitchens).</p>	

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<p>Arrival, Reception and signing-in arrangements</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3 The Management of Health and Safety at Work Regulations 1999</p>	<p>All guests sign in at the ground floor reception. Outside of the core hours of 9am-6pm, all visitors, including employees, must sign in at ground floor. Security are present 24/7 and conduct security tours after core working hours, with access to the Quod demise.</p>	<p>High</p>	<p>Employees must confirm that they are free of COVID-19 symptoms and have been symptom free for the 14 days prior to their return to work in the premises. Employees will be advised to avoid peak travel times where possible, to avoid congestion in the ground floor reception area. A 'plexiglass-type' barrier may be installed at 2nd floor reception but will be delayed until the later phases if a team member needs to sit at reception. Not yet necessary</p>	
<p>Arrival, Reception and signing-in arrangements (cont'd)</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3 The Management of Health and Safety at Work Regulations 1999</p>	<p>As above</p>	<p>High</p>	<p>YPML will install signage, which will be visible on arrival to Ingeni, and will guide everybody towards the one-way routes into and out of the building. Complete YPML will disable the revolving door and the secondary door will be kept open. Complete YPML have arrangements in place for regular cleaning of the shared areas, door handles, handrails, lift buttons and other frequently touched surfaces throughout the building. Complete Floor markings will be used to indicate 2m spacing in areas where queues may form. Complete</p>	<p>Low</p>

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<p>Lift lobbies and lifts</p>	<p>Employees, contractors</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>The passenger lifts are under the control of the Managing Agent.</p> <p>Signage clearly displays the maximum load they are designed to carry.</p>	<p>High</p>	<p>YPML will install 2 metre social distancing floor markings in the ground floor area. Complete</p> <p>Social distancing of 2 metres is impossible to achieve in the lifts. Lift occupancy will be limited to one person at any time. The lifts will be programmed to automatically return to ground floor after each use. Complete</p> <p>Hand sanitiser will be provided at each lift entrance. This must be used prior to entering the lift. Complete</p> <p>Sanitisation wipes will be available throughout the office. Complete.</p> <p>For Quod emplo yees - the lift should only be used by those on the 6th floor, or those on the 2nd floor that have difficulty using the stairs. Complete</p>	<p>Medium</p>
<p>Stairwells</p>	<p>Employees, contractors</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>The stairwells are under the control of the Managing Agent.</p>	<p>High</p>	<p>The front stairwell will be designated as "UP" and the rear emergency stairwell will be designated "DOWN", to reduce bottlenecks and ease the flow of people and maintain social distancing. Complete</p> <p>Floor markings will be used to provide a visual reference of social distancing requirements. Complete</p> <p>YPML has confirmed that they will increase their cleaning regime of shared surfaces. YPML to provide a Risk Assessment to Quod.</p> <p>In the event of a fire, there will be no social distancing and normal evacuation procedures will apply and both stairwells will be used to evacuate the building, as quickly and safely as possible.</p>	<p>Low</p>

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<p>Toilets and welfare facilities</p>	<p>Employees, contractors</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>	<p>Toilets, with lockable cubicles, wash basins with hot and cold water and hand driers, are provided directly outside the Quod demise in the corridor areas leading to the stairwell.</p> <p>A kitchenette and kitchen area provides facilities to prepare and heat food and make hot and cold drinks. Seating is also provided.</p>	<p>High</p>	<ul style="list-style-type: none"> • The 2nd floor kitchen will be limited to one person. • The 6th floor kitchen will be limited to 2 people. Tape will be in place to ensure 2 metre distancing. • The daily fresh fruit delivery will be cancelled for the time being. • Where possible, employees should bring in food from home for lunch, to reduce trips to local amenities; • Employees are required to clean up kitchens immediately after themselves, including wiping of touch points such as taps and fridge doors with disinfectant wipes. • Employees should use the same cutlery/mugs/plates and wash personally in kitchen. If items are shared, they must be cleaned after use at a high temperature in the dishwasher. • Food to be consumed at desks to allow others to use the kitchen. • Extract fans in toilets to be run 24/7. • Shower rooms will be deep cleaned prior to re-occupation. • Strictly no personal items will be allowed to be left in the shower rooms. • All London office will be advised that showers are to be cleaned by the user with cleaning products / disinfectant following each use. • Posters will be displayed to regularly remind people of personal hygiene standards. 	<p>Low</p>
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<p>First aid cover</p>	<p>Employees, contractors</p>	<p>The Health and Safety (First Aid) Regulations 1981</p>	<p>First aid kits are provided at an accessible point in the office with all staff made aware of their locations.</p> <p>The names of first aiders are displayed prominently on green and white signage in the Quod demise.</p>	<p>Medium</p>	<p>The return of trained first aid staff will be prioritised. A first aider will be on site at all times. This resource may be shared between the second and sixth floors.</p> <p>Many First Aid actions could be completed while maintaining social distancing. However, some interventions might require hands-on treatment. Additional resuscitation face shields, disposable gloves and aprons will be provided with the first aid kit.</p> <p>All first aiders will be briefed on the Resuscitation Council advice on CPR during Covid-19 and how to keep safe: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/.</p>	<p>Low</p>
<p>DSE and workstations</p>	<p>Employees</p>	<p>The Health and Safety (Display Screen Equipment) Regulations 1992</p>		<p>Medium</p>	<p>Employees to use only the desk spaces made available on any given week (i.e. do not use the closed off desks and only use to use a "A" desk on an "A" week and "B" desk on "B" week (In the later phases, if more people return, 7 desks will be marked as being suitable as A or B).</p> <p>Any employees returning to use a workstation should undertake a DSE self-assessment for their respective workstation.</p> <p>Equipment and stationary should not be shared. It should be stored onsite in individual drawers or taken home by the owner.</p> <p>Individuals are responsible for cleaning work stations and equipment on a regular basis with cleaning products supplied.</p> <p>Signage will be placed in the office advising people of how best to set up their workstation for the day.</p>	<p>Low</p>

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Deliveries	Drivers, reception staff, employees	The Workplace (Health, Safety and Welfare) Regulations 1992	Deliveries of materials, office supplies etc. are made directly into the offices by the delivery companies.	Medium	<p>All Employees to be advised that no personal deliveries should be made to the office at this time. YPML to be advised that all deliveries for Quod should be left at ground floor and an email should be sent to Sophie Jones who will alert the relevant person to collect.</p> <p>The use of couriers will be limited as far as possible and any items will be picked up from the ground floor.</p> <p>Access will continue to be maintained for delivery drivers to use toilet facilities if necessary.</p>	Low
Stress	Employees	The Management of Health and Safety at Work Regulations 1999	<p>An open culture exists so that staff are able to raise concerns over work pressure. Managers identify excess pressure and manage it accordingly.</p> <p>Employees have the option of free Bupa healthcare, private GP service and access to a 24/7 GP helpline if required. An Employee Assistance Programme is in place with a dedicated helpline.</p> <p>Mental health and work life balance has been added to appraisals to encourage staff to talk about stress and ways in which Quod can help and support.</p>	Medium	<p>The health, safety and wellbeing of staff when returning to work post Covid -19 is paramount to Quod.</p> <p>All Mental Health First Aiders are available by telephone, text, WhatsApp or Virtual Meeting programmes.</p> <p>The dedicated Health and Wellbeing team are active and will continue to be visible and communicate with All Quod. Posters are displayed across the office sign-posting employees to support available to them. This has also been emailed to employees most recently at the beginning of the lockdown period in April 2020.</p> <p>Line managers will show flexibility and mental health first aid support is provided via the Employee Assistance Programme. Details have been circulated to All Quod.</p> <p>All line managers will have a one to one discussion with line reports to discuss the office reopening.</p>	Low

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<p>Management and supervision</p>	<p>Employees, contractors</p>	<p>The Health and Safety at Work etc Act 1974</p>	<p>Managers are present within the open plan office area and available to provide management and direction to all staff.</p>	<p>Low</p>	<p>A Director will be present in the office for the first two weeks of re-occupation. After this period, a decision will be made whether a Director needs to be present or whether it would be sufficient to nominate a Director to be available by telephone or video conferencing during core hours going forward.</p> <p>The Health and Safety Officer will be available as far as possible to answer queries with regard to the actions set out in the Risk Assessment.</p> <p>Line managers to ensure that their team understand risks associated with COVID-19 in the work environment and measures to control them.</p>	<p>Low</p>
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<p>Travel to and from the office</p>	<p>Employees, contractors</p>	<p>As above</p>	<p>Public cycle storage is available on Broadwick Street outside the Ivy and outside Pret.</p> <p>Car parking is not provided.</p> <p>There is a shower room on the 2nd floor and a shower room on the 6th floor.</p>	<p>High</p>	<p>All Quod to be advised to avoid using public transport, if possible. Those that can travel to the office without the need to use public transport will be prioritised in Phase 1 of the re-occupation. Cycling and other transport methods (walking, running) will be encouraged, by actions such as:</p> <ul style="list-style-type: none"> • All Quod will be reminded of the Cycle to Work scheme. • Quod to write to Westminster City Council to encourage them create safe cycling/walking capacity on Oxford St, Piccadilly and Shaftsbury and other routes around the city of Westminster. • Quod to allow cycle storage in the office. <p>Shower facilities</p> <p>Showers will be available on a first come, first served basis and a queuing system will be implemented. A list will be fixed to the shower room door at the end of every day. Each morning, those that need the shower will be asked to write their name on the list as they come into the office, <u>using their own pen</u>.</p> <p>Signs will be installed in the shower rooms to remind people that the shower and in particular any touchpoints must be wiped down with disinfectant after each use. No personal items to be left in the shower rooms and any items left will be removed throughout the day.</p> <p>The number of people using showers will be kept under review. If shower rooms are not being cleaned properly, or social distancing cannot be maintained, the facility may need to be removed.</p>	<p>Low</p>
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<p>Consultation and information</p>	<p>Employees.</p>	<p>The Health and Safety (Consultation with Employees) Regulations 1996</p>	<p>The Standard Operating Plan, Risk Assessment and a covering email will be circulated to All Quod at least two weeks prior to re-occupation.</p>	<p>Medium</p>	<p>Quod to provide two weeks' notice to YPML in writing prior to re-occupation.</p> <p>The new ways of working will be communicated to All Quod at least two weeks prior to re-occupation.</p> <p>The Standard Operational Procedures and Risk Assessment, once complete, will be effectively communicated at a virtual office meeting and in writing via a follow up email. Complete</p> <p>Before they return to the office, employees will be asked to confirm in writing to the People Team (Liz Johnson / Laura Hunter Jones) that they understand the content, information and measures in place from the risk assessment. Ongoing</p>	<p>Low</p>
<p>Planning, monitoring and review</p>	<p>Employees, contractors</p>	<p>The Management of Health and Safety at Work Regulations 1999</p>	<p>This assessment has been developed to ensure the health safety and welfare of All Quod at the London offices with up-to-date public health and government guidance included and constantly reviewed.</p>	<p>Medium</p>	<p>This assessment and its controls will be frequently reviewed, especially during early stages of return to reoccupation to ensure they are practical and suitable. Angie Fenton will catch up virtually with Quadriga three weeks post re-occupation.</p> <p>PHE and government advice is also likely to change as the pandemic moves on. The situation will be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p>	<p>Low</p>

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'Urgent' priorities must be actioned immediately
'High' priorities should be actioned within one month
'Medium' within two months
'Low' priorities within three months

Assessor:

Signed:



Date:

09/07/2020

Review date: **07/08/2020**

Print name:

Adopted by Local Manager Responsible:

Signed:



Date:

13/07/2020

Print name: John Rhodes

The results of the risk assessment to be shared with the workforce.