Hazard	Persons at risk	Controls Required	Additional Controls	Status
Exposure from others due to: Living with someone with a confirmed case of COVID-19 Have come into "close contact" with a confirmed case of COVID-19.	Staff Visitors to our premises Contractors. Vulnerable groups: pregnant workers, those with existing underlying health conditions. Anyone else who physically comes in contact with us in relation to our business.	**Clarify that those who have tested positive for Covid-19 or exhibit symptoms must not come into the office.**	**Staff have been instructed not to come to the office:** - if they have tested positive for, or are exhibiting symptoms of Covid 19; or - they have <u>any</u> cold-like symptoms (not just "classic" Covid symptoms). **Staff understand the duration of periods in which they must refrain from entering the office:** - Staff who test positive must refrain from attending the office for at least 5 days, ending only after 2 consecutive negative tests, taken 24 hours apart, from day 5 onwards. - However, staff may return to the office after 10 days, even if still testing positive - provided they feel well enough and aren't feverish in the preceding 48 hours. - Those sharing a household with someone who's tested positive may attend the office provided they test negative each day for at least five days. The same applies to those who have "close contact" with someone who tests positive or manifest symptoms. - Staff with cold-like symptoms must not to enter the office and test negative before returning. **If a staff member becomes unwell with Covid symptoms while in the workplace:** - they must inform their manager immediately; - they must leave the office immediately - ideally avoiding public transport, but if that's not possible, they must wear a face covering; - must refrain from attending the office for at least 5 days, ending only after 2 consecutive negative tests, taken 24 hours apart, from day 5 onwards.	**Complete** An office-wide policy (entitled to "Working safely in Hammersmith") specifying these requirements has been shared with all staff (latest update July 2022). The policy stipulates the safety measures with which staff must abide. **Complete** The policy contains an appendix describing the actions to be taken in the event of a staff member manifesting Covid symptoms in the office (or testing positive soon thereafter).

Hazard	Persons at risk	Controls Required	Additional Controls	Status
As per page 1	As per page 1	**Clarify that those who have tested positive for Covid-19 or exhibit symptoms must not come into the office.** *(continued)*	- they should confirm the locations in which they worked or visited in the building, and the people with whom they had "close contact" in the 48 hours before symptoms manifested; - those who had "close contact" should also leave the office but may return provided they test negative (for five days); - there will be a deep clean of areas known to have been used by the staff member/s.	
		Ensure that risks from commuting are minimised.	**Staff who are commuting to work are advised to adhere to the government's "safer travel guidance for passengers".** - staff can request a change to their hours, in order to avoid travelling at the busiest times; - staff are encouraged to wear face coverings on London transport as recommended by TFL; - staff are encouraged to walk or cycle to work if possible; - those who wish to drive may be allocated a parking space, with priority afforded to those with mobility/health issues; or whose attendance is essential for operational reasons.	**Complete** Information and guidance contained within office policy.
		Ensure that those in the office are adhering to social distancing requirements.	**Staff in the office are required to adhere to social distancing requirements**. **In addition:** - staff are encouraged to ensure there's a safe distance between them and colleagues (e.g. keeping a one seat space between them and nearest neighbour; or taking advantage of natural barriers such as screens or monitors);	

Hazard	Persons at risk	Controls Required	Additional Controls	Status
As per page 1	As per page 1	**Ensure that those in the office are adhering to social distancing requirements.** *(continued)*	- some teams are separated into shifts so that not all are in in at once; others may be encouraged to stagger start and end times to their working day; - staff are encouraged to wear a face covering if in a confined space if it's not possible to maintain social distancing; - a one-way system is in place throughout each floor, indicated by signs and floor markings; - staff are encouraged to give way to others in certain smaller spaces (e.g. bathrooms, 5th floor kitchen); - no more than two people should use the lifts at one time; - the Facilities Manager is in contact with the Building Manager in relation to other building tenants and social distancing measures in place.	**Complete** Signage is in place, including floor markings for one way system.
			Ensure that the risk presented by face-to-face meetings is minimised: - meeting participants should continue to observe our social distancing guidance; - where social distancing isn't possible, some participants should attend "virtually" or face covering should be used; - hand-sanitisers, anti-bacterial and disinfectant wipes have been placed in all meeting rooms, to be used by staff before and after meetings.	**Complete** Information and guidance contained within office policy.

Hazard	Persons at risk	Controls Required	Additional Controls	Status
As per page 1	As per page 1	**Maintain the highest level of hygiene and cleanliness in the office environment.**	**Improve ventilation** - The office ventilation system has been altered to draw more fresh air into all offices and meeting rooms. - Staff are encouraged to open windows so that fresh air is circulating.	**Complete** Landlord has made the modifications to the ventilation system as requested.
			Ensure staff participate in regular handwashing. - There are hand washing facilities with soap and water in kitchens and toilets, with signs advising staff on technique (e.g. for at least 20 seconds; using disposable paper towels). - There are dispensers of sanitising gel located at each office entrance and "sanitising stations" on each floor, with signs reminding staff to use them.	**Complete** Additional facilities and signage in place.
			Enhance the amount of cleaning across the office environment. - There is an increased frequency of cleaning and disinfecting objects and surfaces that are touched regularly e.g. door handles, light switches, reception area using appropriate cleaning products and methods - Checks will be carried out by the Facilities Manager to ensure the necessary procedures are being followed. - Staff are asked to clean their space before and after they use it e.g. workstations, kitchen and meeting rooms. This includes any IT peripheral they touch.	**Complete** Cleaning contract has been modified to ensure additional cleaning requirements are supplied.

Hazard	Persons at risk	Controls Required	Additional Controls	Status
As per page 1	As per page 1	**Maintain the highest level of hygiene and cleanliness in the office environment.** *(continued)*	- Anti-bacterial and disinfectant wipes have been provided for staff and can be found around the offices at the "sanitising stations" and in all meeting rooms.	
		Take extra precautions in relation to potentially vulnerable groups.	Any staff who are in higher risk groups (as defined **here**) are encouraged to speak to their manager before returning to the office. Adjustments to their working arrangements and/or environment can be made as necessary.	**Complete** Managers will discuss plans for returning to the office when it's deemed safe to commence transitional working arrangements.
		Ensure that the risk posed by visitors to the building is minimised.	It is the responsibility of the staff member hosting any visitors to ensure that they adhere to all safety requirements. COVID risk assessments of any on-site contractors should be checked, to ensure that their "safe working" practice align to our own.	**Complete** Information and guidance contained within office protocol **Ongoing** Facilities Manager to request COVID risk assessment before contractors arrive on site.
The effects of the pandemic on mental health and wellbeing	Staff	**Provide support to those who may be struggling with their mental health.** https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	**Promote mental health & wellbeing awareness** - Communicate regularly, providing mental health information and an "open door" policy for those needing additional support. - Managers check in regularly with staff, especially those who've been isolated at home; and those nervous about returning to an office environment.	**Ongoing** Reminders about the Groups' Employee Assistance Programme are sent via all staff "Newsflashes".

Hazard	Persons at risk	Controls Required	Additional Controls	Status
As per page 1 Minor accidents on site or a fire emergency	As per page 1	**Fire evacuation arrangements remain unchanged: refer to the notices for the building which are displayed at each call point/fire exit.**	**As on-site staff numbers continue at reduced level, check there are an adequate number of fire wardens still in place (as some fire wardens may be working from home).** - If necessary, train more fire wardens from amongst those attending work regularly. - Note that, during an emergency (but not during a drill), staff and others on site may compromise social distancing guidance	**Ongoing** Check on availability of Fire Wardens to be managed by Facilities Manager, with further (or updates to) training if necessary. Additional fire marshals trained October 2021
		Ensure that there are the requisite number of First Aiders on site.	**Ensure that there is at least one First Aider per 50 people on site: an appointed person who will take charge of first aid arrangements.** - If necessary, train more first aiders amongst those attending the office regularly. - Note that face mask and gloves should be worn by first aiders giving any first aid treatment.	**Ongoing** Check on availability of First Aiders to be managed by Facilities Manager, with further (or updates to) training if necessary.