

T&P Office Risk Assessment

Date – 25/08/2020 (Reviewed Weekly)	Name – Lorraine Waller (Head of Office Services) and Tracy Sullivan (PA to Partners)
Activity – Returning to general operation following the COVID-19 Pandemic.	Location – 7 Rathbone St, London, W1T 1LY (“ 7 Rathbone St ”) and The Charlotte Building, 17 Gresse St, London, W1T 1QL (“ 17 Gresse St ”), 15 Rathbone St, London, W1T 1NB (“ 15 Rathbone St ”) and 9 Rathbone Place, London, W1T 1HW (“ 9 Rathbone Place ”) (together being the “ Premises ”)

General Information

No7 Rathbone Street

We have occupied No7 Rathbone street since March 2004. The building is over 70 years old and the landlords are Stevens Properties. We occupy all floors (6 floors in total). The office is utilised 5 days a week by staff, contractors and clients. We have security between the hours of 7.00p.m. - 8.00a.m. Monday to Friday and 24-hour security at weekends and bank holidays.

Gresse street

We have occupied Gresse Street since June 2013. The building is 11 years old and the landlords are Derwent London. We occupy 2 floors; these being Ground and First Floor. Again, the office is utilised 5 days a week by staff, contractors and clients, we have security the same hours as above.

There are no specific mobility aids installed in the Premises and our access arrangements for wheelchairs are via portable ramps upon request. There are disabled toilets on the ground, 4th and 3rd floors at No7 as well as a disabled toilet on Ground and 1st at Gresse Street there is lift access to all floors in both buildings.

No.	HAZARD Something with the potential to harm - hazards listed should be all those present before controls are in place.	POSSIBLE EFFECTS/HARM Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	RISK RATING		RISK CONTROL/BEST PRACTICE
			Severity L, M, H	Likelihood	
1	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that	Outbreak/spread of virus. Direct threat of the wellbeing of staff, contractors, suppliers, clients and/or their guests (together being “ Building Users ”) from transmission of COVID-19. People can catch the infection from others in the following ways: <ul style="list-style-type: none"> • Virus moves from person to person via droplets from the nose and mouth • The virus can survive on surfaces for up to 72 hours 	H	M	The following requirements to apply to all Building Users falling within this risk category: <ul style="list-style-type: none"> • Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed • Maintain contact with line management and the Talent team and follow company policy / guidance. • Isolate for 7 days. Arrange a test at Gov.uk. website. • Do not leave the house for any other reason. Only return to work once the test results have returned as negative. • If test is positive, isolate for 14 days. • To continue following ongoing government guidance. Arrange to be tested via Gov.uk and do not return to work until a negative test result has been returned.

	contact with a diagnosed case has occurred.	<ul style="list-style-type: none"> People can pick up the virus by breathing in droplets or touching contaminated surfaces and then in turn touching their mouths, eyes and faces. 			<ul style="list-style-type: none"> Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required. Follow good NHS hygiene measures at all times
2	Suspected case during normal working day.	<p>Outbreak/spread of virus</p> <p>This is a concern as risk of transmission becomes high.</p>	H	L	<p>If a Building User develops a high temperature or a persistent cough while at the Premises, they should:</p> <ol style="list-style-type: none"> Return home immediately. Whilst they wait for appropriate transport they should wait in the first aid rooms in 17 Gresse St and 7 Rathbone St (located on the First Floor in 17 Gresse St (Product Room) and 2nd Floor in 7 Rathbone St (Whisper room)) and either the meeting rooms in 15 Rathbone St and 9 Rathbone Place or the first aid rooms in 17 Gresse St and 7 Rathbone Street. Avoid touching anything. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation/testing and not return to work until their period of self-isolation has been completed.
3	General travel including foreign travel	<p>Outbreak/spread of virus</p> <p>Travel to and from work may lead to greater risk of virus transmission. Public transport may be restricted in order to achieve social distancing on trains, buses, etc</p>	H	L	<p>The following restrictions to apply to all staff:</p> <ul style="list-style-type: none"> Observe limitations in coming into the office, including capacity and reserving a desk in advance. The primary use of the office going forward is for group work and socially distanced gatherings. Teleconferencing remains our default for meetings where possible. Use private means of travel where possible when coming into the office. Where an individual has recently visited government advised countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply). Please continue to follow any further national government advice provided.
4	Entering and Exiting Premises.	<p>Outbreak/Spread of Virus</p> <p>Access to buildings may create a virus transmission risk if Building Users all seek entrance at once or are channeled through single points of entry risks may be</p>	H	M	<ol style="list-style-type: none"> Freestanding Hand Sanitizer stations have been placed inside the entrances of the Premises, by the reception desks. Use of these units should become mandatory when entering/exiting any of the Premises.

		<p>increased for disabled people who may have reduced options for access</p>		<ol style="list-style-type: none"> 2) Safe distancing signs are set out in 7 Rathbone St and 17 Gresse St to ensure people are queuing 2m apart. People should be encouraged to queue outside and be called inside when a safe distance has become available. Similar signs will be put in place for 9 Rathbone Place and 15 Rathbone St once these offices are fully opened and available to staff. 3) Plastic protective screens are installed on the reception desks in 7 Rathbone St and 17 Gresse St. This will help protect our reception teams when dealing with high footfall of Building Users. There are no reception desks at 9 Rathbone Place or 15 Rathbone St therefore plastic protective screens are not required in these offices. 4) All Building Users will be required to book a desk in advance of coming in. Booking in each day allows us to monitor use of the Premises and contact Building Users if necessary (for example if there is a COVID-19 outbreak). 5) Individual staircases are highlighted to ensure a 'one way' flow around the Premises. 6) Lifts should be restricted to one person at any one time and reserved for disabled access where requested. 7) Reception staff to wear full PPE when assisting disabled guests. Disabled guests to be given priority access to lifts. 8) There is PPE equipment available upon request on entry to 7 Rathbone St and 15 Gresse St, as well as disposable bins upon entry to both offices. The same will be available at 15 Rathbone St and 9 Rathbone Place when these offices are more widely open to Building Users. 9) Communal café areas to be temporarily closed to reduce risk to Business Users. Social distancing signage and cleaning products are clearly displayed to ensure increased safety of Building Users in these areas. 10) We are putting in place measures which can be deployed to manage traffic in and out of 7 Rathbone St and 17 Gresse St and manage toilet queues on busy days.
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5	Poor Hygiene	<p>Outbreak/Spread of virus.</p> <p>People failing to wash their hands regularly or practicing good personal hygiene such as disposing of all waste and using a tissue.</p>	H	M	<p>The following requirements to apply to all Building Users:</p> <p>1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS.</p> <p>2) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>

					<p>The following to be available within the Premises at all times:</p> <ul style="list-style-type: none"> - Suitable and sufficient rubbish bins for hand towels with regular removal and disposal. - Posters (visible) to encourage good hygiene. - Ensure sanitizer is readily available.
6	Communal kitchen areas	<p>Outbreak/spread of virus.</p> <p>Heavily used areas are more likely to transmit infection.</p> <p>Groups of people taking lunch together raises the risk of infection.</p> <p>Increased risk of people touching surfaces and door handles.</p>	H	L	<ol style="list-style-type: none"> 1) Dedicated eating areas within the Premises are currently discouraged, with appropriate social distancing signage in place, and when in use will be identified on site to reduce food waste and contamination. 2) There are no set break times, therefore no current need to stagger to reduce congestion and contact, however this will be continually reviewed (particularly when use of the Premises increases). 3) Hand cleaning facilities or hand sanitizer will be available at the entrance of any room where people eat and should be used by Building Users when entering and leaving the area 4) All staff will be encouraged to bring pre-prepared meals and refillable drinking bottles from home. 5) Staff should sit 2 meters apart from each other whilst eating and avoid all contact. 6) Tables should be cleaned between each use. 7) All rubbish should be put straight in the bin and not left for someone else to clear up. 8) Staff will be actively encouraged to eat at their desks where at all possible.
7	Use of showers and changing rooms	<p>Outbreak/spread of virus</p> <p>Not controlling the numbers of people using any locker rooms at any one time. People leaving dirty clothes and towels on floors.</p>	M	L	<ol style="list-style-type: none"> 1) We will introduce staggered start and finish times to reduce congestion and contact at all times. 2) We will introduce enhanced cleaning of all facilities throughout the day and at the end of each day.

					<p>3) We will encourage good personal hygiene in these areas at all times (no towels left behind etc).</p> <p>4) We have provided cleaning products for people to wipe down showers and changing rooms once finished.</p>
8	Staff returning to work	<p>Outbreak/spread of virus</p> <p>Large numbers of staff returning may raise the risk of an outbreak. Social distancing in some areas is challenging.</p>	H	L	<p>1) Each business makes their plans to have certain teams in on certain days, limiting cross over, and staggering throughout the day and week.</p> <p>2) We will remove certain desks to ensure social distancing. Some desks to be physically moved so people are unable to use them. Numbers of staff allowed in 'pods' of desks to be agreed in line with 2m social distancing.</p> <p>3) We are encouraging handwashing and good personal hygiene.</p> <p>4) We have placed signage throughout the Premises giving clear information about safe distancing and government advice.</p> <p>5) Staff will be sent a new guidance document laying out the new processes we have implemented and their personal requirements.</p>
9	Clients returning to Premises	<p>Outbreak/spread of virus.</p> <p>Large numbers of people allowed access may cause spread of infection.</p>	L	L	<p>1) Limited number of clients will attend the Premises at any one time and they will be required to complete a declaration before entering the building.</p> <p>2) Arrangements will be made for social distancing and appropriate signage in meeting rooms and limit length of time meeting rooms are used for.</p> <p>3) Meeting room capacity should be halved, and extra chairs removed where possible.</p> <p>4) Meetings should, where possible, remain via Teams/Zoom for as long as possible. If face to face meetings are required, social distancing and hygiene measures should be adhered to.</p>

10	Detrimental impact of Covid-19 on employee mental health/wellbeing	Employees may have their mental health/wellbeing detrimentally impacted by COVID-19	H	H	Management and the Talent team will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help Reference - 1) https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ 2) Lifeworks Employee Assistance Programme
11	Poor Cleaning and Housekeeping	Outbreak/spread of virus Poor Hygiene increases the risk of the infection spreading	H	L	1) Full deep clean of the Premises completed, particularly increased where there is full use of each office. 2) Enhanced cleaning regimes put in place to ensure all touch points are cleaned every hour. 3) Toilets to be fully sanitized every one to two hours. 4) Bins emptied regularly to ensure no waste is overflowing 5) Desks, phones, keyboards to be sanitized every evening. Staff also encouraged to follow a clear desk policy. 6) Desk check in system implemented as above.
12	PPE and equipment	Outbreak/spread of virus Failure to use correct PPE at correct times could enhance the risk of spreading the virus.	H	L	1) Staff should wear PPE when dealing with clients/suppliers/contractors 'face to face' if for some reason social distancing cannot be adhered to (we think that this scenario will rarely arise in practice given the nature of our business and client/supplier/contractor contact). 2) Staff will be required to wear a mask whilst travelling on public transport for as long as this is a government requirement. 3) Any catering staff will be told to wear a mask and gloves when serving food and beverages. 4) There is a supply of disposable masks available as above for Building Users, which are replenished daily. 5) Hand sanitizing stations are placed around the Premises and use will be mandatory. 6) Glass screens are installed on all reception desks.

					<p>7) Hand wipes are available on each bank of desk for staff to use at their work stations.</p> <p>8) Thermometers are available as above.</p>
13	Building systems	Failure of our legal statutory obligations	H	L	Our Facilitates & Building Management Support suppliers have continued to deliver the full range of maintenance services to the building, so all statutory maintenance tasks continue to be completed in accordance with our legal obligations.
14	Emergency Procedures	<p>Outbreak/spread of virus</p> <p>Large groups of people congregating in a small space due to an emergency. Social distancing will not be able to be maintained.</p>	M	L	<p>The workplace guidance published by BEIS recognises that social distancing of 2m may not be possible in an emergency evacuation and that the most important issue will be the safe evacuation of staff.</p> <p>We recognise that whilst reduced numbers of people in the building will place reduced pressure on staircases during an evacuation, it is an area where 2m distancing could be compromised by the priority to quickly and safely evacuate people.</p> <p>The evacuation procedures for the Premises allow for 2m distancing once outside of the building.</p> <p>Fire Alarm: we have continued to carry out weekly testing throughout the lockdown.</p> <p>Fire wardens – The Head of Office Services will ensure provision of a fire warden for each site.</p>

Important information

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
<https://www.gov.uk/government/publications/coronavirus-action-plan>
<https://www.hse.gov.uk/>
<https://111.nhs.uk/covid-19/>

Management

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

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

Completed by- Lorraine Waller (Head of Office Services) and Tracy Sullivan (PA to Partners)  Sign...	Reviewed By- Alex Mowle (Global Head of Talent)  Sign.....	DATE 25/08/2020
Approved by- David Graham  Sign		

TO BE REVIEWED ON A WEEKLY BASIS OR WHENEVER REQUIRED.