

January 2021

Location	Who might be harmed	Risk	Action required	Additional actions required	Action by and date	To review
Kitchen	Staff Visitors /Contractors Anyone else who physically enters the building	The kitchen has several high touch points – the kettle, taps, fridge etc. This can lead to risk of transmission if staff are sharing equipment.	The kitchen will be limited to a maximum of 2 people at one time. Hand sanitiser is provided on the left-hand side of the kitchen which must be used on entry and a separate hand sanitiser is available to use on exit of the kitchen – there is a sign in place to show this. Staff must use their own named mugs and provided teaspoon which will be kept on desks. Staff are not permitted to make drinks for any colleagues. Social distancing markers are on the floor to ensure 2 metre distancing is kept. Posters have been put up to encourage hand washing and to keep the kitchen clean. Chairs and tables have been removed. Gilmond will encourage staff to bring their own hot and cold drinks	Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it through signage. Management checks to ensure this is adhered to. Staff will be reminded on a regular basis to not bring in any unprepared food that requires the use of an oven or hob. Regular checks will be carried out to ensure hand sanitiser and cleaning products are of constant supply. The oven and hobs will remain out of use until further notice.	Lucy Tanner (Office Manager) Jul-20	February 2021

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			<p>in where possible to minimise usage of the kitchen.</p> <p>Signage has been put up on cupboards that staff should not open. There are also signs to let staff know that the oven and hobs are out of use, and to use the microwave you must sanitise beforehand.</p> <p>Additional cleaning supplies have been provided and there are two cleaning stations for staff to use. The communal area in the kitchen is operating at a reduced capacity and will fit 4 people.</p> <p>The dishwasher must only be emptied by the cleaner and mugs must then be put back on desks. The cleaner must sanitise before and after completing covid-secure tasks.</p>			
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<p>Meeting room(s)</p>	<p>Staff Visitors /Contractors Anyone else who physically enters a meeting room</p>	<p>Meeting rooms are confined spaces where people could be in close proximity, specifically in the smaller rooms (Turbine, Solar, Hydro). This can lead to greater risk put onto staff and potential visitors.</p>	<p>Turbine Meeting room is closed until further notice.</p> <p>Solar and Hydro are open for lone working only and access must be pre-authorised by a member of the People or PA team.</p> <p>Geothermal Meeting room remains open for pre-authorised meetings only, with a maximum of 6 people being able to attend.</p> <p>Meeting room signs are put up to reflect this change.</p> <p>Employees must clean meeting rooms before and after use, specifically high touch point areas – chairs and tables etc.</p> <p>When leaving a meeting room, each individual must clean their chair with the cleaning products provided as per the directions (cleaning posters have been put up in each meeting room).</p> <p>We encourage all staff to avoid using meeting rooms where possible and to hold meetings on Teams or outside the office.</p>	<p>We will continue to monitor meeting room usage and remind staff of the guidelines.</p> <p>An additional meeting space has been provided in the kitchen area for a maximum of 4 people socially distanced (please note this will be unavailable during the hours of 12pm and 2pm). Staff are reminded that this will need to be cleaned and will adhere to the same guidelines as the other meeting rooms.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
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			When not in use, meeting room doors must be kept open to ensure appropriate air circulation. Hand sanitiser is available in every meeting room.			
Reception area	Staff Visitors /Contractors Anyone else who physically enters the building	There is a risk of transmission if staff are to use this area.	Staff must only use this area to access the toilets and/or kitchen. Sofas are not to be used. Signs have been placed on each sofa to remind staff to not use these. Floor markings have been placed to show 2 metre distances. Posters have been put up next to the first aid box along with the risk assessment and pandemic policies/checklists/Government information. Additional hand sanitiser is available on the meeting room side by the first aid box and also on the table on entry.	The visitors sign in log book has been removed from the reception area as this is a high touch point area and would encourage shared usage of equipment (pen, paper etc).	Lucy Tanner (Office Manager) Jul-20	February 2021

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<p>Main office</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>There is a risk of transmission. This is where staff will spend the majority of their time, increasing the risk of transmission between staff.</p>	<p>Desks have been moved so that everyone is kept 2 metres apart and ensure that staff must work back to back or side to side, not face to face.</p> <p>Hand sanitisers, tissues and cleaning products are provided on each bank of desks which staff are highly encouraged to use frequently.</p> <p>Due to updated Gov guidance (5 Jan 2021) staff are only permitted to leave home for work purposes where it is unreasonable for you to do your job from home, the office will however be open daily for staff who need to carry out critical work in the office or for other reasons such as internet, mental health reasons. If staff need to access the office they must contact Lucy Tanner or Amy Carter stating the reasons why they need to attend the office.</p> <p>First aiders (min 1 per shift), fire marshals and COVID secure reps (min 2 per shift) will always be present. The names of the safety team are available in the 'covid-secure workplace guidance'. In the</p>	<p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management and covid-secure reps checks to ensure this is adhered to.</p> <p>Staff are reminded to use lockers for personal storage, and the communal coat hooks will be unavailable to use.</p> <p>Staff are encouraged to wear face masks when they are moving around the office, this is not needed when staff are sat at their desks.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
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			<p>unlikely absence of a first aider, an appointed person will be chosen to attend the office. This person's duties will include looking after the first-aid equipment and calling the emergency services when required. They can also provide emergency cover, within their role and competence. This person does not need to be first aid trained.</p> <p>Staff must take home any personal belongings that are not needed in the office to further minimise the risk of high touch point areas. Staff are reminded to keep a minimum of 1m+ distance from each other and wear masks where a 2m distance cannot be reached. Perspex screens have been provided at the end of desks to enable the use of standing desks.</p> <p>A one-way system has been put into place to ensure that staff are able to keep their distance.</p>			
Office capacity	Staff Visitors /Contractors		Any staff who are need to attend the office for a critical reason must let the Office Manager and/or the Head of People know at least 24 hours beforehand.	Attendance confirmed in advance and authorised by OM/HR	Lucy Tanner (Office Manager) Jul-20	February 2021

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	Anyone else who physically enters the building		<p>The office will be cleaned Monday, Wednesday and Friday and covid secure cleans will be carried out throughout the day by covid secure reps.</p> <p>No visitors are permitted to enter the building unless necessary. Visitors sign in electronically and agree to visitors' guidelines in advance</p> <p>No contractors are permitted to work on-site unless they are carrying out essential works.</p>	Visitors to complete covid questionnaire and to adhere to policy- confirmation in email prior to attending.		
Hallways and corridors	<p>Staff</p> <p>Visitors /Contractors</p> <p>Anyone else who physically enters the building</p>	This is a confined area in which staff may be in close proximity of each other, increasing the risk of transmission.	<p>A one-way system has been put into place to eliminate the risk of coming into contact at doors.</p> <p>Social distancing posters have been put up to remind staff to keep to 2m distancing, as well as floor markings – with more markings and arrows in narrow areas. High touch point areas will be cleaned frequently.</p>	Additional hand sanitiser has been made available in hallways and corridors, along with several cleaning products	Lucy Tanner (Office Manager) Jul-20	February 2021
Toilets	<p>Staff</p> <p>Visitors /Contractors</p>	This is a confined space where hygiene can be compromised.	The toilets will have a maximum capacity of 2 people so that social distancing can be practiced.	Additional posters are on display to encourage good hygiene and to remind staff about social distancing and cleaning in toilets.	Lucy Tanner (Office Manager) Jul-20	February 2021

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	<p>Anyone else who physically enters the building</p>		<p>Toilet cleaning products are provided in each cubicle, hand driers and paper towels are also provided, with additional bins for disposal of hand towels.</p> <p>The middle sink in the Ladies' toilets and right-hand side sink in the Men's toilets have been taped up and are not to be used, to further encourage social distancing.</p> <p>Signs have been put up above each sink and on the entrance door to remind staff to wash their hands for a minimum of 20 seconds.</p> <p>As well as handwashing facilities, hand sanitiser is available at each sink.</p> <p>Posters have been put up in each cubicle to remind staff of the correct way to wash and sanitise hands.</p> <p>There is a hand sanitising station outside the toilets that staff can use when entering and exiting the toilets.</p>	<p>The middle cubicle in both toilets is now out of use to encourage further social distancing.</p>		
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<p>Communal areas (lifts, ocean 80 reception)</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>This is a high traffic area, and staff face the risk of coming into contact with people from other floors.</p>	<p>Staff are reminded to use the hand sanitiser provided when entering and exiting communal areas and to avoid high touch point areas.</p> <p>Posters have been put up around the office to encourage staff to not touch door fobs. A one-way system has been put into place by ocean 80, and staff must adhere to this when entering and exiting any communal areas.</p> <p>Please see Ocean 80's Building re-occupancy plan on SharePoint for more information.</p>	<p>Staff are now not permitted to use the stairs next to the server room to exit the building. Signs are in place to show this. Staff must exit using the lifts or the stairs opposite the kitchen area.</p> <p>Ocean 80 have now made it a requirement for masks to be worn in all communal areas of the building. Gilmond have spare masks if a member of staff forgets theirs.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
Further risks and additional measures						
<p>Vulnerable members of staff (new and expectant mothers, clinically vulnerable and clinically extremely vulnerable)</p>	<p>Vulnerable members</p>	<p>There is a higher risk to more vulnerable members of staff if they are exposed to COVID19</p>	<p>A 1 metre plus with precautions or 2m minimum distance should be kept at all times and the member of staff must be able to work in an area which is safe with minimal interaction from other members of staff.</p> <p>Vulnerable members can attend the office providing they confirm they have assessed the implemented measures and risks and they are comfortable to attend.</p>	<p>Risk assessments will be carried out on an individual basis if anyone falls into this category.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>

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			<p>Any additional recommendations must be discussed with the Office Manager.</p> <p>Vulnerable members of staff will be advised not to use the communal areas such as the break-out zone in the kitchen during peak times.</p>			
<p>The spread of coronavirus due to staff not washing their hands in accordance with the guidelines</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>If staff do not follow hygiene measures that are put into place this will cause significant risk of spread/contamination.</p>	<p>All staff will receive training on this topic, on Eloomi.</p> <p>Posters have been put up in multiple areas around the office reminding staff of the importance of washing their hands for a minimum of 20 seconds.</p> <p>Soap and water is easily accessible and hand sanitisers are highly available and staff all have been provided with their own hand sanitiser which they are also encouraged to use in the occasion that they cannot wash their hands. Disposable paper towels have been provided for drying hands</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
<p>The spread of coronavirus due to staff not wiping/cleaning workstations</p>	<p>Staff Visitors /Contractors</p>	<p>If staff do not follow hygiene measures that are put into place this will cause significant risk of spread/contamination.</p>	<p>All staff will receive training on this topic, on Eloomi.</p> <p>Examples of high touchpoint areas have been identified as door handles, desks, chairs, kitchen</p>	<p>A workplace procedure document has been drawn up for all staff to read before their return to the office and will be available for staff to refer back to when needed.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>

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<p>and communal areas after use.</p>	<p>Anyone else who physically enters the building</p>		<p>worktops, kettles, microwaves, meeting room tables, chairs, lift buttons and bathrooms, covid secure reps will regularly clean these areas throughout the day.</p> <p>Staff are not to share equipment, must stick to their own workstations and not hot-desk.</p> <p>Each bank of desks are provided with wipes, tissues and hand sanitisers which must be used frequently. A COVID secure team will be available each week to clean the high touch point areas regularly.</p> <p>The meeting room chairs and tables must be wiped before and after use. Additional bins have been provided and will be emptied more regularly than usual.</p> <p>A thorough clean will be carried out before staff come back to the office.</p> <p>If someone contracts the virus the office will be closed until the correct cleaning procedures have been completed.</p>	<p>If a member of staff notices that someone is not adhering to the new covid secure measures, they must notify the Office Manager or Head of People immediately.</p>		
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<p>The spread of coronavirus due to staff not following social distancing guidelines.</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>If staff do not follow social distancing measures that are put into place this will cause significant risk of spread/contamination.</p>	<p>All staff will receive training on this topic, on Eloomi.</p> <p>Social distancing markers have been put into place around the office to show staff 2m distances.</p> <p>Posters have been put up across the office to remind staff they must keep a 2m distance at all times.</p> <p>The seating plan has been revised to ensure that staff are kept 2m distance from each other and are not sat face to face.</p> <p>Meeting rooms are closed and face-to-face meetings are not permitted to go ahead unless essential and not possible to hold over Teams.</p> <p>If staff are unable to keep a 2m distance a 1m distance MUST be kept as an absolute minimum.</p>	<p>Ensure continuous co-operation with landlord and other tenants in regards to social distancing.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Staff working from home</p>	<p>Staff are at risk of this due to working from home with a different set up for a long period of time.</p>	<p>All staff have completed a DSE assessment of their home working set-up and any issues that have been raised have been dealt with.</p>		<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>

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			<p>Staff are reminded to advise the people team or their line manager if any issues arise.</p> <p>All staff are required to complete a DSE on their return to the office.</p>			
<p>Poor workplace ventilation leading to risks of coronavirus spreading.</p>	<p>Staff</p> <p>Visitors /Contractors</p> <p>Anyone else who physically enters the building</p>	<p>Without the correct ventilation, this could increase the risk of coronavirus spreading.</p>	<p>All vents have been opened and must remain open to ensure increased airflow to the office.</p> <p>UMC have been contacted and have assured that the air con provides effective ventilation.</p> <p>Air con units must remain on during working hours in the office and on the meeting room side. Staff will be reminded to not touch the air con control panels or close the vents.</p>	<p>A daily checklist has been drawn up for COVID secure reps which refers to ventilation and their responsibilities.</p>	<p>Lucy Tanner (Office Manager)</p> <p>Jul-20</p>	<p>February 2021</p>
<p>Mental health and wellbeing during the coronavirus pandemic</p>	<p>Staff</p>	<p>Staff's mental health and wellbeing may be affected due to the coronavirus pandemic.</p>	<p>Line managers and the senior management team will promote mental health and wellbeing awareness to staff during the pandemic and will offer whatever support they can to help.</p> <p>The Employee Assistance Programme is available for all staff if they would like to talk confidentially to someone who is not a part of the workforce.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support</p> <p>Gilmond have appointed 2 mental health first aiders.</p>	<p>Lucy Tanner (Office Manager)</p> <p>Jul-20</p>	<p>February 2021</p>

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<p>Coronavirus outbreak</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>During the ongoing pandemic, even with all of the control measures in place, an outbreak could still happen.</p> <p>COVID secure reps will help to minimise the following risks:</p> <ul style="list-style-type: none"> - Risk of contamination - Risk of poor ventilation 	<p>A plan has been put into place should this occur. If anyone (staff, contractors, visitors) has confirmed COVID, they should self-isolate and follow the government guidelines.</p> <p>If this person has attended the office, the office will be closed until it has been thoroughly cleaned.</p> <p>All members of staff who were in the office at the same time will need to stay at home and not attend the office for 14 days, their details will also be passed onto test and trace.</p> <p>A single point of contact (SPOC) has been identified. The SPOC for Gilmond is Amy Carter (in Amy's absence, the SPOC will be Lucy Tanner). The SPOC should contact local public health teams to advise of the outbreak.</p> <p>If there is more than one case of COVID, the SPOC should contact the local PHE health protection team who will advise on the next steps. If they declare an outbreak,</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>COVID secure reps will be coming into the office before the office is open to all staff, to ensure that they are prepared and understand their duties.</p>	<p>Amy Carter (Head of People) Jul-20</p>	<p>February 2021</p>
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			<p>Gilmond will be asked to record details of symptomatic staff and assist with identifying contacts, it is therefore vital that all employment records are up to date. BCP council will need to be contacted on 01202 451451. Ameriscot will carry out a clean of all communal areas if any cases of coronavirus are present in the building.</p> <p>Gilmond will also carry out temperature checks on staff and if anyone has a temperature of 37.8 or above, they will be sent home immediately.</p> <p>There will always be a minimum of 2 COVID secure reps in the office at all times, (names listed on the office return document). The reps will ensure that high touch point areas are cleaned regularly throughout the day.</p> <p>They will also be required to open the windows each morning and will be responsible for the air conditioning units to ensure the office is kept well ventilated.</p>			
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<p>Cleaning</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>During the pandemic, there is a high risk of areas becoming contaminated, which if are not cleaned properly, can increase the risk of spread.</p>	<p>The office will be regularly cleaned on Monday, Wednesday and Friday by our cleaner. COVID secure reps will be provided with their own cleaning products to clean high touch point areas regularly.</p> <p>Staff will also be provided with their own cleaning supplies to clean their desks and any communal areas they may use.</p>	<p>Checks will be carried out by line managers and COVID secure reps to ensure that the necessary procedures are being followed.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
<p>Contractors and visitors</p>	<p>Staff Visitors /Contractors Anyone else who physically enters the building</p>	<p>With contractors and visitors attending the office, this will increase the risk of coronavirus.</p>	<p>Contractors and visitors will not be permitted into the office until further notice unless their visit is urgent, for example, for cleaning or facilities. Contractors who need to carry out emergency visits for any issues that arise are permitted.</p> <p>Any visitors to the office must confirm beforehand that they have experienced no symptoms of coronavirus and that they understand the social distancing measures we have put into place.</p> <p>They must use hand sanitiser on entry to our office. Visitors must also adhere to ocean 80's procedures, they will be required to</p>	<p>Visitors policy has been reviewed to show the new procedures in line with COVID19.</p> <p>Visitors details including name and contact number will be held by Gilmond for a period of 14 days for test and trace purposes. Ocean 80 will also ask for this information from visitors on arrival.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>

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			<p>have their temperature checked on arrival and must use the hand sanitiser provided.</p> <p>They must also follow the one-way system like all staff.</p>			
Travelling to and from the office	<p>Staff</p> <p>Visitors /Contractors</p> <p>Anyone else who physically enters the building</p>	<p>There is a risk that people using public transport when travelling to and from the office could come into close contact with other members of the public.</p>	<p>Staff are encouraged to avoid using public transport where possible and instead aim to walk, cycle or drive. If using public transport is necessary, wearing a face covering is mandatory.</p>	<p>Additional car parking has been made available for staff to use to encourage alternate ways of travel.</p>	<p>Lucy Tanner (Office Manager) Jul-20</p>	<p>February 2021</p>
		<p>Date risk assessment completed/updated: 8 January 2021 Date for review: 24 February 2021 Risk assessor: Lucy Tanner</p>				