



Risk Assessment: COVID 19

Guildford Office

Date of next review: 27 July 2020

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Revision History

Date	Description	Contributor
17 th June 2020	Updated actions taken	Liz Rea

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Employees (EE) getting to Guildford office	Employees travelling to office via Public transport (PT). Increase risk of contracting virus. Those at high or Mod risk	Employees are working from home (WFH) following governments guidance. Provide all EE with face reusable face masks to wear on PT. Advising EE's not to travel to office if have symptoms or their family do.	Stagger start times or arrive out of peak times to ensure not travelling in crowded times. Assess each EE individually.	Assessment to be carried out by HR and PM	Before returning to office	Awaiting communications to be sent
Entering and using Hays house building/facilities	All employees	Liaising bi-weekly with management company to ensure their risk assessment and actions are being completed.	<ul style="list-style-type: none"> Follow up with them re: signage and touch free points 	HR	Before returning to office. Colliers risk assessment available separately.	Complete
Employees entering the workplace	All employees may contract or transmit Covid-19	<ul style="list-style-type: none"> WFH until guidance changes. Reducing workforce when returning to split office teams/desks, (A&B teams). Reduce workforce to core team only Liaising with building manager (see above) Providing hand sanitations stations 	Approvals from team leaders on team split. <ul style="list-style-type: none"> Ban visitors and communicate Close office Fridays Communicate to EE Regular reviews 	HR	Before returning to office	Awaiting communications to be sent



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		<ul style="list-style-type: none"> ▪ Ensuring suitable signage/reminders throughout office ▪ Ban visitors until further notice ▪ Opening office Mon-Thurs only 				
Workstations	All employees may contract or transmit Covid-19. Cross contaminate areas	Ban hot desking Split workforce into teams to ensure 2m social distancing (SD) Provide all EE's with alcohol gel, stylus, and masks	Purchase anti bac wipes, tissues and other further supplies (masks with DACH, awaiting response) Communicate to EE's their responsibilities when returning Workstations cleaned daily Operate Clear desk policy	HR, all employees	Before returning to office and reviewed weekly	Done
Communal kitchen	All employees may contract or transmit Covid-19. Cross contaminate areas	Provide hand sanitisations stations Limit 1 EE in kitchen area and 1 waiting Create waiting space Provide clear signage Provide stylus for coffee machine/water machine Remove kettle Remove tea towels	Communicate this to EE's when returning to office Find out if coffee machine needs service before returning (legionella)	HR	Before returning to office	Coffee machine checked and operational. Employee guidelines not sent until return



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		Use dishwasher only, no hand washing of crockery Encourage EE to bring own crockery				
Meeting rooms and collaboration	All employees may contract or transmit Covid-19. Cross contaminate areas	Limited number of EE's in each meeting room Discourage their use if possible Provide Sanitation stations Leave doors open if possible	Communicate this to all EE's	HR	Before returning to office	Awaiting communications to be sent
Printers	All employees may contract or transmit Covid-19. Cross contaminate areas	Discourage use Use stylus to operate	Communicate this to all EE's	HR and team leaders	Before returning to office	Awaiting communications to be sent
Exiting the workplace	All employees may contract or transmit Covid-19. Cross contaminate areas	<ul style="list-style-type: none"> ▪ WFH until guidance changes. ▪ Reducing workforce when returning to split office teams/desks, (A&B teams). ▪ Reduce workforce to core team only ▪ Liaising with building manager (see above) ▪ Providing hand sanitations stations ▪ Ensuring suitable signage/reminders ▪ Opening office Mon-Thurs only 	Communicate this to all EE's	HR	Before returning to office	Awaiting communications to be sent



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Employees who fall ill at work	All employees	Encourage EE's to make HR aware asap Discuss contact with others in office (contact tracing) Follow guidance on isolation Ensure they get home safely	Communicate this to all EE's and PM's	HR	Before returning to office	Awaiting communications to be sent