

Risk assessment template

Company name: rg+p

Assessment carried out by: Natasha Rimmington & Kelly Tomlinson

Date of next review: Once we return to the office

Date assessment was carried out: 20 May 2020

Phase 1 is visiting studio space only where essential.

Phase 2 is a partial return to studio.

Phase 3 is return to normal occupancy.

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
External meetings	<p>Who: External visitors and staff.</p> <p>How: Through coming into contact with the virus.</p>	All staff are working from home. All external meetings are being held on Teams/Skype/Zoom to limit the amount of contact with external people.	Meetings to continue to happen online even when lockdown is over. Review staff members working from home on an ongoing basis (2 weeks in, 2 weeks at home). Refreshments will not be provided. Posters to also be displayed around the office for all staff and external visitors to see.	All staff.	Phase 2.	
External deliveries	<p>Who: All staff who take in external deliveries.</p> <p>How: Taking in a delivery that could have come in contact with the virus.</p>	All deliveries have been reduced where possible, but Rob Orton/Arron Iliffe/Nuno Mota/Enrico Mancini are currently taking precautions when taking in any external deliveries.	All personal deliveries to be stopped and all office deliveries to be ordered only if necessary and when Admin or a member of the team take in external deliveries, they must wear PPE (gloves and face mask which will be provided by the company). Procedure to be provided for Admin staff and review whether all deliveries stay with the concierge in Leicester and	All staff.	Phase 1 and phase 2.	

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			Birmingham and are collected once a day.			
Pool car – Leicester Studio	<p>Who: Staff members that are required to use the pool car.</p> <p>How: Contracting the virus if the pool car isn't cleaned properly.</p>	The pool car is only being used for essential travel.	A general procedure to be provided to all staff regarding the use of the pool car, including fixed travel partners to be organised going forward. Wipes to also be provided in the pool car as well so that each staff member can wipe it down before and after use.	Staff members that are required to use the pool car.	As and when the pool car is required – phase 1 and phase 2.	
Health of workers in the office environment:						
Workstations including computers, laptops and similar equipment	<p>Who: All staff.</p> <p>How: Through use of work equipment including screens, keyboard, mouse, phones and stationery.</p>	Enforcing a clear desk policy to reduce the risk of a build-up of germs and risk of the virus spreading.	All staff are to only use their own workstation and equipment. Hot desking will no longer be allowed as this will minimise the risk of spreading the virus. The Practice Management team will coordinate which staff will work in the office and which staff will work from home to ensure that staff can keep the 2-metre distance between them at all times.	All staff are responsible for cleaning/wiping down their own workstation and equipment before and after use.	This action should be completed daily during phase 1 and phase 2.	
Fire	Who: All staff and external visitors if they are in the office.	We have a fire procedure in place that all staff members are aware of and have access to on a	Staff to be made aware that the 2-metre distance rule isn't applicable in the case of a fire. All staff and external visitors should also ensure	All staff and external visitors.	Only in event of a fire or fire drill – phase 1 and phase 2.	

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	How: Through getting caught in the fire if the procedure isn't followed correctly.	daily basis. Staff know to get out the office as quick as possible.	that they keep up their hygiene by washing their hands and/or using hand sanitiser once they return back to the office once the fire has been cleared.			
First Aiders	Who: First aiders and person/s injured. How: Coming into close contact with someone who has the virus.	All staff are currently working from home so this is not an issue.	First aiders need to be aware of the risks to themselves and to others through cross contamination. First aiders need to keep themselves safe by wearing face masks and gloves, ensuring they wash their hands or use sanitiser before and after treating a casualty and do not cough or sneeze over the casualty whilst treating them. First aiders need to keep themselves informed and updated, consulting NHS 111 and Gov.uk where needed and they also need to remember their own needs, taking time to look after themselves as well.	First aiders and person/s injured.	Phase 2.	
Communal areas – general note: cleaners have agreed to clean all studios twice a week, we will provide them with a list of things that we would like them to focus on when they come to work on their set days. All windows should be opened in the morning to allow for fresh air in all studios.						
Meeting rooms	Who: All staff and external visitors if they are in the office.	Currently everyone is working from home and so the meeting rooms are not being used.	We will limit the amount of people that can attend meetings in each meeting room in all 3 studios. Leicester:	All staff and external visitors.	Phase 1 and phase 2.	

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	<p>How: Contracting the virus if the meeting rooms aren't cleaned properly.</p>		<p>Meeting room 1: 4 attendees Meeting room 2: 2 attendees London: Meeting room: 2 attendees Birmingham: Meeting room is out of bounds due to being too small to keep up the 2-metre rule. Posters will also be put up in all meeting rooms to remind staff about keeping up their hygiene and hand sanitiser and wipes to be provided in all meeting rooms. All equipment including touch screens must be wiped before and after use and limited to one person during a meeting.</p>			
Locker space	<p>Who: All staff with a locker.</p> <p>How: Coming into contact with other staff members as lockers are within 2-metres of each other.</p>	Currently everyone is working from home and so no one is accessing their locker.	Only 1 person at a time can access their locker once we return to the offices. Posters to also be displayed in the locker areas in each studio for all staff to see.	All staff.	Phase 1 and phase 2.	
Collab space	Who: All staff and external visitors if they are in the office.	Currently everyone is working from home and	Until the lockdown has been lifted the collab space may only be used in a way that allows 2-metre	All staff.	Phase 1 and phase 2.	

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	<p>How: Being within 2-metres of other staff members who may have the virus.</p>	so no one is using the collab space.	distancing to be maintained. In the Leicester studio this may be more limited as it forms part of the safe route through the studio. All equipment including touch screens must be wiped before and after use and limited to one person during a meeting.			
Admin room (Leicester studio) /Use of the printer/photocopier	<p>Who: All staff.</p> <p>How: Through the printer/photocopier not being cleaned properly and contracting the virus.</p>	We use the software Papercut in the Leicester studio to limit the amount of printing that all staff complete.	We will limit the use of the printer/photocopier where possible, but wipes will be provided so that staff can clean once they have used it. In the Leicester studio the door of the Admin room should be shut when in use to ensure there is only one person at any time in that space. We will review the printing procedure going forwards as prints could be outsourced if necessary. The Practice Management Team to review the use of the Papercut software in the Birmingham and London studios. Posters to also be displayed around the printer for all staff to see.	All staff.	Phase 1 and phase 2.	
Kitchen	Who: All staff.	Currently everyone is working from home and	During phase 1 the café will be closed; staff will be encouraged to bring in flasks of hot drinks/food and	All staff.	Phase 1 and phase 2.	

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	<p>How: Using the same equipment as other staff who may have the virus.</p>	<p>so no one is using the kitchen areas.</p>	<p>packed lunches. During phase 2 social distancing will be enforced in all café areas, a strict regime of washing hands prior to using anything in the kitchen and a limited number of people to use the facilities at any one time to be put in place. All kitchen items to be cleaned with anti-bac spray before and after use. Staff members break times will also be staggered to ensure that there aren't too many people in the café area at one time and to only use designated seating. We will remind staff that there are local spots that they can go to for their lunch as long as they keep up their hygiene once they return to the office and paper towels will be provided in the kitchen so that tea towels are not used. Posters to also be displayed in the kitchen for all staff to see.</p>			
<p>Office walkways</p>	<p>Who: All staff and external visitors if they are in the office.</p>	<p>Currently only Rob Orton/Arron Iliffe/Nuno Mota/Enrico Mancini are going into the office on a daily basis and so this isn't an issue.</p>	<p>We will put in place a one-way system where possible in all our office studios. Designated passing spaces will be marked out accordingly. Posters to also be</p>	<p>All staff and external visitors if they are in the office.</p>	<p>Phase 1 and phase 2.</p>	

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	<p>How: Coming into 2-metres of someone with the virus.</p>		<p>displayed around the office for all staff and external visitors to see.</p>			
<p>Reception, stairways and lifts</p>	<p>Who: All staff and external visitors if they are in the office.</p> <p>How: Coming into 2-metres of someone with the virus.</p>	<p>Currently only Rob Orton/Arron Iliffe/Nuno Mota/Enrico Mancini are going into the office on a daily basis and so this isn't an issue.</p>	<p>In the Leicester studio the Landlord is responsible for designating entrances and exits to minimise contamination in high footfall areas. We will stagger staff members start and finish times so that there aren't too many staff coming in and out at the same time. We will limit external visitors coming into our studios for meetings and if the meeting is absolutely necessary then we will limit this to a certain time window in the day so we don't have visitors coming in and out of the studios all day. We will also ask staff to limit the use of the lift unless absolutely necessary. Posters to also be displayed around the office for all staff and external visitors to see. We will also liaise with other tenants to ensure all users are aware of procedures when using communal areas.</p>	<p>All staff and external visitors if they are in the office.</p>	<p>Phase 1 and phase 2.</p>	

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Bathrooms	<p>Who: All staff and external visitors if they are in the office.</p> <p>How: Touching door handles and taps that someone with the virus could have touched.</p>	Currently only Rob Orton/Arron Iliffe/Nuno Mota/Enrico Mancini are going into the office on a daily basis and so this isn't an issue.	We will speak to the Landlord to ask for paper towels to be put in all bathrooms to limit the use of the hand dryer. The London studio to provide their own paper towels as they are responsible for their toilets. We will ask the Landlord whether the communal areas cleaner will be coming into the office more often to clean the bathrooms due to the current virus situation. Tenants should also only use the toilets located on their floor going forward. A sign will also be put on the door of the toilet to ensure there is only one person in the bathroom at a time.	Kelly Tomlinson to speak to the Landlord/All staff.	Phase 1 and phase 2.	
Shower	<p>Who: Those who cycle or walk to work.</p> <p>How: Using the shower when/if it has not been cleaned properly.</p>	Currently only Rob Orton/Arron Iliffe/Nuno Mota/Enrico Mancini are going into the office on a daily basis and so this isn't an issue.	Until the lockdown has been lifted the shower will be out of bounds in all studios.	All staff.	Phase 1 and phase 2.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/