

**COVID 19 Risk Assessment - 15 Fetter Lane, London.**

Colleagues returning to the office.

For the purpose of the Covid 19 risk assessment this was the matrix used.

Risk = Consequence x Likelihood

Risk	Likelihood					
Consequence		1 Improbable	2 Unlikely	3 Noteable Chance	4 Likely	5 Almost Certain
1 Negligible		1	2	3	4	5
2 Low		2	4	6	8	10
3 Moderate		3	6	9	12	15
4 Major		4	8	12	16	20
5 Catas- trophic		5	10	15	20	25

No action
Monitor
Action
Urgent Action
Stop

Assessment date:	April 2021	Assessed by:	Rachel Bowen
Site:	Morgan McKinley, 15 Fetter Lane, London, EC4A 1BW	Reviewed by	Ami Ellis-Brown

What is the hazard?	Risk	What are you already doing to control the risks?	Residual Risk	Person at risk
General travel	4 X 4 = 16	Unnecessary travel to and from other offices to be avoided - only travel for an essential meeting to be permitted.  Stay alert when travelling. Use as few methods of transport as possible and keep at 2metres distance wherever possible.  Follow Government advice with use of face coverings.	4 X 1 = 4	Colleague, visitors, suppliers, contractors
Working in the office space	4 X 4 = 16	Protective perspex screens are in place and every other desk is clearly marked out of use.  Antibacterial wipes are provided on each desk.  Government posters are displayed on the notice board.  Meeting rooms are hardly used and therefore do not require signage or removal of any chairs.	4 X 1 = 4	Colleagues, visitors, contractors, suppliers.
Movement around the office	4 X 4 = 16	Employees are advised to be alert when walking around the office, and to maintain a 2m distance from other people at all times.  Limited movement around the office advised. Due to the open plan layout it enables staff to move freely in a large open space.	4 X 1 = 4	Colleagues, visitors, contractors, suppliers

Access / Egress to office	4 X 4 = 16	When the office has a sufficient number of people back then staggered start and finish times will be in place and a reminder that moving around the floor needs to be kept to a minimum.	4 X 1 = 4	Colleagues, visitors, contractors, suppliers
Building - access/egress and general movement	4 X 4 = 16	Revolving doors are currently locked and access is via the disabled door only to limit and monitor the number of people entering and exiting the building at any one time.  Stickers placed on the floor in the reception and lifts to indicate where people should stand. 2 people maximum per lift, clearly marked.	4 X 1 = 4	
Contact during courier deliveries	4 X 4 = 16	A 2 metre distance to be kept at all times. Courier to be given access and to place deliveries on the bar area. The recipient will collect the item to remove any contact with a third person. Antibacterial Gel to be provided at this location and communication to be made to all staff to advise them of any personal post to be sent to their home address, not to the office.	4 X 1 = 4	Colleagues, courier
Poor cleaning and hygiene	4 X 5 = 20	All soaps to dispense antibacterial soap Provide hand sanitisers in communal areas.  Enhanced cleaning regime to be carried out which includes: cleaning and disinfecting frequently touched surfaces such as the arms of chairs, sinks, call bells, door handles and push plates, and any area/piece of equipment that may potentially be contaminated.	4 X 1 = 4	Colleagues, contractors, visitors, suppliers

		<p>Toilets - Antibacterial soap provided.</p> <p>Clean desk policy in place.</p> <p>Full deep cleans to take place twice a week.</p> <p>New hand hygiene rules introduced. Colleagues advised to wash hands on arrival and departure from the office.</p>		
Sickness reporting and self isolation	<p>4 X 4 = 16</p>	<p>Have implemented a new policy on sick absence reporting and self isolation.</p>	<p>2 X 1 = 2</p>	Colleagues
Stress, mental health and overall wellbeing.	<p>4 X 3 = 12</p>	<p>Ensure managers are checking in with their team members regularly. Ensure all colleagues are included on regular business updates and team social calls. Reminders to use the Workplace Options free Employee Assistance Programme . Articles, webinars and initiatives on wellbeing run and shared with colleagues. Support from HR as necessary.</p>	<p>3 X 1 = 3</p>	Colleagues - returning to office, continuing to work from home and continuing to be furloughed.
Higher risk groups.	<p>4 X 4 = 16</p>	<p>The HSE and Government website class the groups below as higher risk:</p> <ul style="list-style-type: none"> <li>• older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• are from some Black, Asian or minority ethnicity (BAME) backgrounds.</li> </ul> <p>Strict reminders will be sent round to the business on the importance of following all measure to keep</p>	<p>1 X 4 = 4</p>	Colleagues

		everyone safe.		
Expectant mothers	4 X 5 = 20	A pregnancy risk assessment and discussion around the Government's guidance for expectant mothers will be carried out with the employee.	2 X 1 = 2	Colleagues