

Coronavirus Risk Assessment for Eton Bridge Partners Limited, Riverside House

Re-assessment date: 30.09.20	Period Covered: 01.10.20 – 01.11.20	Next Re-assessment Due: 01.11.20
Assessed by Becky Flisher	Initial Assessment Date: 14.05.20	Reference Number: 006

Please note that this Risk Assessment applies only to the premises at Riverside House. Please see the separate Risk Assessment for Nova North office and off-site meetings.

Task	Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional Controls Required
Working in the Riverside House office, Windsor	Contact with persons suffering or suspected of suffering from coronavirus	Employees Contractors Visitors	<p>Employees should work from home if able.</p> <p>All employees identified as Vulnerable or Extremely vulnerable will be asked to complete a Vulnerable person's Risk Assessment prior to returning on-site.</p> <p>When eligible, employees are recommended to take part in the government's testing programme for COVID-19 and ensure that results are communicated to the Management team.</p> <p>If an employee or visitor tests positive for coronavirus, they should quarantine themselves and follow the stay at home guidance by Public Health England.</p> <p>In the event that an individual is unable to return home unaccompanied, they will be isolated on-site (Eton room) until alternative travel arrangements can be made. In the event that the individual needs to use the bathroom prior to departure they should use the disabled toilet.</p> <p>Individuals who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Should an individual show symptoms, the nominated Responsible Person shall disinfect all surfaces that the person has come into contact with, in accordance with Government guidelines using disposable cloths and household detergents, including:</p> <ul style="list-style-type: none"> Immediate working area All potentially contaminated high-contact areas including door handles, telephones, kitchen area etc. 	3	2	6	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website and Updated daily at 2pm:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>

Working in the Riverside House office, Windsor	Contact with persons suffering or suspected of suffering from coronavirus	Employees Contractors Visitors	<ul style="list-style-type: none"> Disabled toilet where applicable <p>All Responsible persons have been trained in Covid-19 custodial requirements including the correct use of hazardous materials and additional PPE requirements. Hazardous cleaning substances are secured in a dedicated COSHH cupboard with the key held by the Responsible person. Copies of the SDSs are held in the COSHH cupboard and in the Responsible person file.</p> <p>Any individual who feels unwell should remain at home and not enter the premises. Regular phone contact should be maintained with the line manager so that we can screen and monitor.</p>				
Working in the office	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees	All waste and cleaning equipment that has been in contact with the individual will be kept securely in a double-layered sealed plastic rubbish bag and stored in a safe place until the result is available. If the individual tests negative, this will be put in the normal waste. If positive, the Health Protection Team will instruct on disposal.	3	2	6	As above
Working in the office	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Reception must be pre-advised of any business deliveries. Personal deliveries are suspended and will not be accepted.</p> <p>All contractors and reception staff will wear gloves when entering EBP premises and handling packages.</p> <p>Individuals will open parcels, dispose of all packaging and wash their hands immediately.</p>	3	1	3	As above
Working in the office	Contracting and spreading of infection – visitors to site	Employees Contractors Visitors	Visitors will only be admitted if necessary. All visitors to the building must be pre-announced to reception and pre-advised of our policies on social distancing and hygiene. Visitors will be required to adhere to our policies. Contractors must confirm in advance they have adequate PPE provision to work safely and that are following government guidelines. Reception will maintain a record of all visitors to the site.	3	2	6	As above

Working in the office	Contracting and spreading of infection – visitors to site	Employees Contractors Visitors	<p>All visitors will be required to sanitise their hands upon arrival and be greeted by a designated Host who will be responsible for them for the duration of their visit.</p> <p>All contractors are instructed to wear gloves at all times on EBP premises.</p>				
Working in an office	Contracting and spreading of infection – main office	Employees Contractors Visitors	<p>Social distancing is in place throughout the premises, and members of staff have been instructed to maintain one-metre-plus separation at all times with a maximum of 45 employees on-site at a time.</p> <p>Individuals must sanitise their hands upon arriving and leaving the premises. Hand sanitiser is provided at the entrance and various stations throughout the building.</p> <p>Any individual who feels unwell should remain at home and not enter the premises. Regular phone contact should be maintained with the line manager so that we can screen and monitor.</p> <p>Basic infection controls will be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in bin straight away. • Wash your hands with soap and water often and dry hands with paper towels– use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Fixed team working will be adopted as much as possible and staff encouraged to remain at the same desk when possible. Staff attendance will be logged daily and the occupier of each desk noted. All staff should use antibacterial wipes to disinfect their working area at the beginning of each day. Desks have been cleared of clutter prior to the office re-opening and must be left clear at the end of each day. Staff should take the most direct route to their desks while adhering to the one-way system.</p>	3	2	6	As above

<p>Working in an office</p>	<p>Contracting and spreading of infection – main office</p>	<p>Employees Contractors Visitors</p>	<p>Shift working will be in operation when helpful for individuals to avoid busy commute times.</p> <p>Staff are encouraged to utilise electronic and digital material. Printing, photocopying and scanning should be kept to an absolute minimum and hand sanitiser used.</p> <p>An enhanced cleaning rota is in place, with all desks, all communal touch points and the kitchen area being professionally disinfected each evening using CleanPro 251226 non-porous surface cleaner (BS EN 13697).</p> <p>Antibacterial wipes, antibacterial gel, tissues and gloves will be available at stations around the office.</p> <p>Face coverings are not required, however any individuals who wish to wear a face covering should follow the Government guidelines on correct use.</p> <p>Internal doors will be left open to allow adequate ventilation. Desk fans and heaters must <u>not</u> be used.</p> <p>The air handling system is a supply & extract system and draws fresh air directly from outside without recirculating. The system is entirely independent from the other offices in the building. It is inspected monthly and the filters cleaned. Filters are replaced every 6 months. The last 6-monthly service was 03/07/20. AHU reports are pending from BNP.</p> <p>A Management Checklist will be carried out three times weekly and a Cleaning Checklist daily to ensure adherence with the latest Government advice and that there is adequate PPE provision in place.</p> <p>Employees in the vulnerable and extremely vulnerable risk categories should work from home if possible. If they do choose to be on-site, then a designated working area will be provided for them away from other workers.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or have a family member affected.</p>				
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Working in an office	Contracting and spreading of infection – main office	Employees Contractors Visitors	<p>There will be regular internal communication to reassure and support employees in a fast-changing situation, including mental health and wellbeing information. There is an open-door policy for those who need support.</p> <p>In the event of an emergency, social distancing rules are secondary to emergency procedures. Post-emergency all individuals should wash their hands and individuals involved in the provision of assistance to others should pay particular attention to sanitation measures. Fire Wardens are responsible for the evacuation of the <u>entire</u> EBP demise. First Aiders have been trained in the Coronavirus variant of CPR.</p>				
Working in the office	Contracting and spreading of infection – breakout area	Employees Contractors Visitors	<p>As for main office and, in addition:</p> <p>The breakout area has a limited capacity of 15 persons at a time.</p> <p>Staff shall wear gloves to open/ close the office (blinds, doors, lights).</p> <p>A one-way system will be in place to access the breakout area.</p> <p>An extended lunch period will be in operation to reduce the volume of staff using the kitchen & breakout areas. Individuals are encouraged to bring their own pre-prepared food.</p> <p>Furniture and kitchen facilities have been reconfigured to facilitate social distancing.</p> <p>Access to the kitchen area will be restricted to 2 members of staff at a time. Staff must wear gloves to access the kitchen and dispose of these afterwards in the covered bins provided. Individuals are encouraged to wipe down the kitchen facilities before/after each use and to use paper towels as an alternative to tea towels.</p> <p>An enhanced cleaning rota is in place, with all desks, all communal touch points and the kitchen area being professionally disinfected each evening using CleanPro 251226 non-porous surface cleaner (BS EN 13697).</p>	3	2	6	As above

			Individuals are encouraged to store personal items and clothing in personal storage spaces such as under-desk drawers. Communal cupboards are not in use.				
Working in the office	Contracting and spreading of infection – meeting rooms	Employees Contractors Visitors	<p>Risk Assessment as for main office and visitors to the building and, in addition:</p> <p>Richmond, Windsor, Henley & Oxford rooms are reconfigured to allow for a safe working distance. Non-essential communal items have been removed. Safe occupancy levels should be observed as marked in the Outlook calendars.</p> <p>Rooms will be prepared and cleared using gloves, and touch points including tables, arm rests and door handles sanitised after each use.</p> <p>Sanitiser, wipes and tissues are provided in all meeting rooms.</p> <p>Visitor refreshments will be prepared using gloves, and placed on tables, not handed to individuals. Visitors' personal items will be kept with them and not placed in communal coat cupboards.</p>	3	3	9	As above
Working in the office	Contracting and spreading of infection – Riverside House communal areas	Employees Contractors Visitors	<p>Floor markings and furniture reconfiguration will help individuals maintain a two-metre distance.</p> <p>Individuals should self-monitor occupancy levels to enable social distancing. Individuals should anticipate a wait to enter or leave the building at busier periods and not enter unless the pathway is clear.</p> <p>The one-way system does not apply to Eton Bridge and employees should <u>ignore</u> the signs on the main door of the building.</p> <p>All visitors and contractors to the building must be pre-arranged with reception and appropriate site guidance on social distancing and hygiene be pre-advised to visitors in advance and again upon arrival by the designated host.</p>	3	2	6	Guidance and recommended risk control measures will be collectively agreed by BNP, Eton Bridge Partners, Idexx Laboratories and Group SEB and updated in accordance with Government guidelines.

<p>Working in the office</p>	<p>Contracting and spreading of infection – Riverside House communal areas</p>	<p>Employees Contractors Visitors</p>	<p>All deliveries should be restricted to business only items and must be pre-advised to reception. Food deliveries are discouraged.</p> <p>The designated host will meet visitors upon arrival and be responsible for them during their visit.</p> <p>Visitor volumes will be tracked and limited if necessary, to reduce interaction and overlap.</p> <p>A record of all visitors will be maintained by reception.</p> <p>All visitors will be required to sanitise their hands upon arrival and again upon departing. Hand sanitiser will be available at all entrances and exits to the building. Bathrooms display advisory signs on hand washing.</p> <p>The smoking area is temporarily out of use. Individuals who wish to smoke are asked to take a short walk exiting via the front entrance.</p> <p>One person at a time should use the communal bathrooms. Please use the sign on the door to indicate occupancy/vacancy. The shower and disabled toilet are available for use.</p> <p>Individuals are encouraged to use paper towels as an alternative to hand dryers.</p> <p>Daily cleaning is in place including all contact points using a water activated product called 'Toucan' (BS EN 1276 & EN 13697).</p> <p>The operation of bathroom ventilation times has been increased to ensure a high-quality fresh air is maintained in the bathrooms. Full HVAC controls are in place.</p> <p>All other building re-occupancy checks completed. Details upon request.</p>				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so