

COURTIERS

COVID 19 Risk Assessment

Conducted by: Abbey Ruston (H&S) / Sue Ruston (HR) Date of assessment: 6th July 2020

Next review scheduled: **August 2020**

Summary

Courtiers employs 104 individuals across five offices. Access to each office is secure with contractors authorised to enter and clean offices daily. To maximise and maintain optimal hygiene standards and employee safety, contractors are currently instructed to provide deep cleaning with additional equipment we provide.

Preparation for returning to offices has included thorough consideration, planning, action and communication at all levels of the business, including communication with all employees, to ensure the safety and comfort of individuals returning to work in **three phases**:

Phase 1 (in effect): Employees willing and able to return to fixed or flexible office working, the number of which Courtiers is able to comfortably accommodate within existing available office space. Employees are entitled to work from office or home providing the appropriate manager is informed, in order that the whereabouts of all working employees is clear in the event individuals may need to be contacted or offices evacuated.

Phase 2 (1st June 2020): Employees wishing to remain working from home full time until Phase 2 commencement and/or employees requiring adequate arrangements in place for childcare and/or safe transport.

Phase 3 (6th July 2020 in effect): Most Employees have returned to working in the offices and a few employees with specific requirements have been reviewed on a case-by-case basis.

Prior to commencement of Phase 1, clear messages and guidelines sent electronically to all employees outlined Courtiers' phased office repopulation strategy. Visual communication produced and placed around all offices supports initiatives aligned with ongoing government commentary and advice. These are designed to be highly visible in order to ensure optimal uptake of guidelines and safety of individuals. Key messages include hygiene awareness and regular sanitising, no congregating, staying 2m apart, staying alert, minimising movement, standing to stretch, thinking ahead, thinking of broader surroundings and importantly to promote extended adherence to the guidelines – consideration for colleagues. This was reissued and communicated for Phase two and three employees returning to work from the offices and reducing the 1m apart where necessary but maintaining 2 meters were possible.

Specific entry/ exit points and offices areas are restricted to certain employees to minimise people flow and risk of potential activity hotspots. Each office contains one or more communal areas, internal and/or external, including kitchen areas, reception areas and breakout spaces with tables and seating. Use of communal areas are restricted for the safety of employees, with access to kitchens specifically restricted a few employees on any given day, decided by bubble locations, and cleaning after use. Our ongoing strategy includes a regular review of this assessment document. As part the approval procedures in place to ensure active measures continue to meet standards and expectations, updates will be published as and when available or necessary.

Our endeavours to ensure the optimal safety and comfort of employees working in our offices will continue to be driven by ongoing government commentary and advice.

Assessment Specifics

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
Covid 19 exposure: general	Any employee at risk of contracting Covid 19.	Employees instructed to log off at 1700 to leave offices empty, ready for deep clean daily at 17.30. Newcastle-under-Lyme (NUL) office deep clean before 8am.	Continue to have deep cleans done daily, "CLEAN ME" cards provided for each workstation to be clearly displayed before leaving.	Hardy Clean Witney office, Reflection Cleaning Henley office, Julie Sherratt for NUL, Clean Slate for Melbourne Office.	Daily with additional extra deep cleaning and bacterial spraying weekly. Melbourne is being cleaned twice weekly. Ongoing additional cleaning and products provided.	Y
Covid 19 exposure: through contact	Any employee at risk of contracting Covid 19 via communal resources or office fittings such as handles, buttons, locks and doors.	Hand sanitisers and bacterial wipes by entrances / exits and communal fittings, wipes provided for workstations, masks available for employees. Allocated use of specific resources.	Ensure wipes are available and replenished as required in necessary areas within each building.	Facilities Team	12/05/2020 Reviewed 03.06.2020 Reviewed 01.07.2020 additional supplies bought.	Y
Lack of understanding of needs required for safety of employees	Any employee, failing to understand, promote and abide by rules.	Self-standing cards on each desk promoting hand washing, distancing, hygiene, staying alert	Ensure guidance remains visible on desks and within designated communal areas to ensure adequate distancing and sustained	Facilities	12/05/2020 Reviewed 03.06.2020 Removed 06.07.2020 in areas	Y

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		in and around offices. Strut cards / posters on desks / walls, signs on doors and in prominent places.	adherence to guidelines. Looking at amending to keep employees attention and relevant.		not accurate due to 1 metre rule changes.	
Lack of understanding of needs required for safety of employees	Any employee, failing to understand, promote and abide by rules	Make sure all desks are at least 2m apart, continue monitoring of sites by HR and Facilities to ensure employees are maintaining required standards. 1m apart side by side or over 1m opposite for desks as of 06.07.2020	Review accessibility to desks. Phase 2 will be reviewed prior to commencement. All at-risk employees will not return until Phase 3, which will follow the guidance of professionals.	HR	12/05/2020 and ongoing for each phase. Reviewed 03.06.2020 Reviewed 03.07.2020 again, additional desks added to areas where space allowed, new 1 m distancing in place for desks and 2m when moving around adhered to where possible.	Y
Anxiety and stress levels of employees, mental health and wellbeing.	Any employee, wellbeing, willingness and ability to return to work due to circumstances, including whether employees feel	Phase 1- return to work 12/05/2020 following set guidelines. Phase 2 scheduled return 1st June 2020. Employees are positioned in the	Review ongoing: daily updates to reflect any changes, monitoring, reviewing and aligning with government commentary and guidelines.	HR/ H & S	12/05/2020 Reviewed 03.06.2020 with actions followed up. Reviewed 03.07.2020, HR and SM communicating	Y

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	comfortable to return. Management: failure to identify, understand and respond to concerns	planning to be 2m apart. Phase 3 desk 1m apart or more, advised by government guidelines.	Communicating plans with Phase 2 employees prior to their return to work. Gathering and sharing feedback from Phase 1 employees. Assessing anxiety levels pre and post return to office. How did environment feel returning? What was done to support wellbeing? Reviewing with individual employees – assessing willingness and ability to return to work, including whether employees feel comfortable to return.		with individual employees.	
Employee hotspots: areas	Any employee entering a communal/confined area	Limiting confined /communal areas: Kitchen, tea making facilities and fridge. One employee assigned daily hot drink making duties, employees encouraged not to bring in items that require refrigeration or reheating, limiting to one person	Review weekly.	HR/ H & S	12/05/2020 Reviewed 03.06.2020 Reviewed 03.07.2020 no issues. Bubbles created for hot drink making, still very low numbers able to enter the Kitchen areas.	Y

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		entering or using such facilities daily.				
Employee hotspots: objects	Any employee interacting with communal resources or fittings	Limiting contact with items that are potential touched regularly and ensuring increased awareness / hygiene measures. Printers, Franking machine, water coolers and cabinets have wipes, antibacterial gels and promotional signage next to each area to ensure cleaning immediately following use. Employees to print via specifically allocated printers, reducing movement and congregation / sharing space: use nearest printer to employee, by default.	Review Weekly. Additional fridge bought for Witney office and Coffee station provided for Henley office to reduce hotspots.	HR/ H & S	12/05/2020 Reviewed 03.07.2020, small bubbles created allowing a few employees to be in the kitchens separately and cleaning actioned after use.	Y
Lack of visibility, clarity or understanding of guidelines	Any employee / visitor	Highly visible messages / posters. Reminding Employees of current government Covid 19	Posters have been printed on boards and self-standing desk reminders, email sent to all employees.	Communications /HR/Facilities	12/05/2020 Reviewed 03.06.2020	Y

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		Guidelines through regular communication. Posters on doors, within the office and in each work area to remind employees of avoiding touching face, hand hygiene, 1m or 2m distancing where possible.			Reviewed 03.07.2020	
Lack of PPE	Any employee	Ensuring PPE is available. Hand sanitiser and wipes throughout offices. Gloves and facemasks placed on each site if employees wish to use additional safety measures at work.	Monitor use and distribution across sites to ensure no areas run out of the PPE required. COSHH reports obtained for products at each site. Reviewed June 2020, plenty of stock available.	HR/ H&S	12/05/2020 Reviewed 03.06.2020 Reviewed 03.07.2020	Y
Lack of conforming to guidelines	Any employee / visitor	Guidance signage for external visitors. Posters and warning signs at entrances and exits	Signs have been placed at entrances and exits so delivery drivers, external visitors or contractors are aware of the processes and steps in place at each site.	HR/ H&S	12/05/2020 Reviewed 03.06.2020	Y

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			Contractors still working out of office times or weekends to reduce contact with employees.		Reviewed 03.07.2020 ongoing. If trace and contact was needed we have all contractors and client details to contact them.	
Insufficient ongoing or unsafe communication: companywide	Any employee	Emails updates have been sent out regarding the steps of each phase to return to the offices and what actions have been set to follow.	<p>Currently</p> <ul style="list-style-type: none"> - 2M apart including Phase 2 return (1st June) - Wipes and Disinfectant at each door, desk and break area. - One person within the kitchen daily. - Deep clean at 17.30 daily. - PPE provided at each site - Working from home for anyone with health issues or for mental wellbeing. - Communication kept open with SM and HR 1 Meter working introduced 06.07.2020 	HR/H&S	12/05/2020 Reviewed and amended 03.06.2020 Reviewed 03.07.2020.	Y
Legionaries Disease risk assessment	All Employees	Henley, NUL and Witney offices, had water run from taps and toilet flushed weekly to prevent stagnant water in the systems	No further action at the three sites listed, Melbourne office will have a test of the water prior to returning to the office.	HR/ Facilities	30/06/2020	Completed 24 th June no issues.

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Insufficient ongoing or unsafe communication: team level	Employee communication	Daily calls between team members and managers with daily reporting obligations, monitored by HR. Conference calling between teams, clients and suppliers, avoiding face-to-face meetings.	To check on physical and mental wellbeing, to maintain distancing, and to keep travel to a minimum.	Senior management team and HR	Daily - moved to bi-weekly for some teams, SM keeping in contact with anyone who is still working from home, reviewed 03.07.2020	Y
Contamination from external source	Any employee authorised to open door / accept deliveries.	Restricting which employees are allowed to answer doors. Indefinitely suspending the authorised use of any offices as addresses for delivery of personal goods. Emphasising 2m rule when answering doors.	Regular reminders via email.	HR	13/05/2020 Reviewed 03.07.2020 good practice being operated.	Y