

COVID 19 RISK ASSESSMENT

RISK	MITIGATION	OWNER	DUE DATE/COMPLETE?
ACCESSING BUILDING			
Travel on public transport	Personnel may enter the building if public transport is required to travel to the office.		
Congestion entering/exiting building	One entry door and one separate exit door to be used. Entry to lifts to be monitored by building Security team. Furniture has been removed and social distance signage has been put in place.	Brookfield Properties	05/2020
Lifts	Maximum capacity of 2 people per lift. Signage on floor indicating where personnel should stand. Guidance to avoid using lifts during usual working hours as far as possible to reduce traffic.	Brookfield Properties	05/2020
Use of stairs	Landlords have implemented one way system in place for fire stairs on all levels of the building with clear signage. Passing on internal staircase discouraged and signage in place.	Brookfield & Elaine Barcoe	
Fire safety	In the event of a fire evacuation, fire stairs will revert to allow downward traffic only.	Elaine Barcoe	

	<p>Fire Marshall and Wardens trained on fire evacuation procedure in advance of return to office.</p> <p>In the event of a fire evacuation, personnel will meet at designated evacuation point but reminded by Fire Marshall and Wardens to maintain social distance.</p>		
CONTAMINATION FROM OTHERS IN OFFICE	SOCIAL DISTANCING MEASURES (list)		
Paper	<p>All post, printing and other materials from Office Support will be distributed to pigeon holes or an agreed drop off point only.</p> <p>Office Support and Facilities offices will be designated as No Entry with signage in place.</p>	Office Support Team	
Food	<p>There will be no food served onsite during Phase 2 return to office. Personnel should bring their own food and will be encouraged to minimise exit and entry to building for food collection.</p> <p>Personnel encouraged to not leave food items in fridge for long periods. Signage in place.</p>	Elaine Barcoe Vacherin	
Visitors	<p>Attendance to the office by external visitors limited to only essential maintenance and clients.</p> <p>External visitors will be required to complete a questionnaire ahead of attending the office to confirm that they or household members do not</p>	Elaine Barcoe Lauren Little	

	<p>have symptoms of Covid-19 and they or family members have not travelled internationally.</p> <p>External visitors will be given guidance and asked to adhere to both the building management and firm signage, policies and guidelines (requirement to wear a mask etc).</p>		
Number of people	No more than 21 members of personnel allowed in the CGSH offices. Usual occupancy is 210+.	Lauren Little	
PEOPLE			
Higher risk people	Personnel at high risk or living in a household with high risk individuals are encouraged not to attend the office during Phase 2.	London HR	
Failure to know or understand new guidelines	<p>Personnel to attend mandatory training on return to office plan and measures in advance of move to Phase 2.</p> <p>All return to office plans and guidance will be published on Cleary360.</p>	<p>London HR</p> <p>Elaine Barcoe</p>	
Refusal to comply with new guidelines	<p>Refusal to comply with measures in place will result in non-admittance to the office.</p> <p>Persistent non-compliance by personnel may result in disciplinary action being taken against an individual.</p>	London HR	

<p>Increased stress</p>	<p>The Human Resources team will remind all personnel via email that they have access to the Employee Assistance Programme (EAP).</p> <p>Information on how to access the EAP can be found on Cleary 360. Signage in place around the office.</p> <p>Mental Health Champion Network contact information also found on Cleary360 and signage in place around the office.</p>	<p>London HR</p>	
<p>Ergonomic risk at home</p>	<p>Allowance provided to all personnel to facilitate purchase of monitor, keyboard, USB hub and mouse for at home working.</p> <p>At home ergonomic assessments to be rolled out in July 2020 to all personnel using the Workrite DSE portal.</p>	<p>London IT London Facilities</p>	
<p>Sickness Management</p>	<p>If personnel are unwell with symptoms unrelated to COVID-19 they must follow the guidelines set out in the London office 'Sickness Absence' policy. This can be found in the London staff handbook on Cleary 360.</p> <p>If personnel are unwell with COVID-19 or COVID-19-like symptoms or have had contact with a confirmed or suspected COVID-19 case during the past 14 days, they should not attend the office and should notify HR.</p>	<p>London HR</p>	

	<p>If they are well enough to work, they must work remotely for a period of at least 14 days. Such personnel cannot return to the office for at least 14 days and until they have been symptom-free (including fever-free without the use of fever-reducing medications) for at least three full days, which may be the final three days of the 14-day period.</p> <p>These guidelines are set out in the ‘COVID 19 Response – Cleary Return to Office Policy’ and can be found on Cleary 360.</p>		
Contact Tracing	<p>The Firm has developed contact tracing guidelines and a member of the London HR team will be assigned responsibility for contact tracing.</p> <p>Any personnel who are unwell with COVID-19 or COVID-19-like symptoms or have had contact with a confirmed or suspected COVID-19 case will be reported to the dedicated HR ‘contact tracer’. The contact tracer will then follow the Firm contact tracing guidelines.</p>	Phoebe Cox	
TRAVEL	<p>To the extent any personnel need to engage in essential business travel or to the extent personnel intend to travel internationally for personal reasons they will be required to complete a form in advance.</p> <p>For both essential business travel and all personal travel, all personnel are encouraged to remain</p>	Sonya Foulds	05/2020

	<p>vigilant and careful – and are required to follow the following guidance:</p> <ul style="list-style-type: none"> ○ Personnel are required to work from home for a period of 14 days after returning home if (i) they feel unwell or exhibit symptoms of COVID-19 after their trip (to any destination) or (ii) the trip was an international trip (or, in Europe, a trip outside of Schengen). ○ Where travel involved a domestic trip (or, in Europe, a trip within Schengen), personnel are free to work from home for a period of 2-weeks after your their return if they wish. <p>Until further notice, personnel are not permitted to work in any Cleary office other than their “home office,” unless working in another Cleary office is directly connected to an essential business need.</p>		
			06/2020
CLEANING			
High touch points	<p>Hand sanitiser stations available around the office including at entry and exit points.</p> <p>Disinfectant wipes available around the office.</p>	Elaine Barcoe	

	<p>Signage in place to encourage personnel to wipe over areas (i.e. printers) that they have touched.</p> <p>Cleaners will clean high touch points frequently.</p> <p>Cleaners will also be provided with daily office maps identifying personnel who have attended the office so that those office spaces can be cleaned on a daily basis.</p>		
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