

KENSINGTON MORTGAGES RISK ASSESSMENT

NAME	Working Safely During Coronavirus (Covid-19) for Offices
LOCATION	Kensington Mortgages
DATE	May 2020

Risk Assessment Prepared by	Signature	Date
Toby Reeve		May 2020
Approved by HR Director	Signature	Date
Richard Nightingale		June 2020

RISK RATING = SEVERITY X LIKELIHOOD

SEVERITY	LIKELIHOOD	RISK RATING
1 = Negligible. No risk of infection.	1 = Unlikely	1-5 Low
2 = Low. Minor risk of infection affecting individual worker	2 = Remote	
3 = Moderate. Moderate risk of infection affecting small number or group of workers.	3 = Occasional	6-10 Medium
4 = Severe. High risk of infection affecting multiple workers.	4 = Probable	11-25 High
5 = Catastrophic. Multiple infections with risk of multiple deaths	5 = Frequent	
LOW 1-5	OK to continue. Care/Vigilance Required	LOW
Medium 6-10	Acceptable, Monitor controls	Medium
High 11-25	Immediate Action & Stringent Controls Required	High

COVID-19 RISK ASSESSMENT

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Activities, Tasks and Equipment	Potential Hazards	Persons at Risk	Risk Likelihood x Severity	Summary of Protective and Preventative Measures. Applicable Information or Method of Controlling the Risk	Residual Risk
Who Should Go to Work	<p>Close contact with other people on public transport</p> <p>Employee may be infected with Covid-19</p> <p>Lack of social distancing if too many employees work in same building</p>	Employees and Site Based Contractors	4 x 5 = 20	<p>Employees to work from home where possible unless roles are critical to business/operational business continuity. Refer to Homeworking Policy for further H&S measures.</p> <p>All employees who need to, should continue to shield or self-isolate. All employees must ensure that they are fit and well and do not pose a risk to others. Vulnerable Employees to Stay at Home. Employees will be required to complete a COVID-19 Fit for Work Assessment before returning to the office.</p> <p>Ensure social distancing measures and guidance in place throughout.</p>	2 x 3 = 6
Access/Egress to Office	<p>Contact with touch points – doors/handles</p> <p>Social distancing</p>	All employees, contractors, visitors and other building occupiers	3 x 4 = 12	<p>Parking/cycle facilities provided</p> <p>Restrict access to rear of building and control flow of entrance points</p> <p>Consider staggered start/finish times and shift patterns on alternative days/weeks for those that need to work from office when at least 50% of employees return to the offices.</p> <p>In addition to the regular scheduled cleaning activities, further cleaning with occur throughout the day for identified high risk touchpoints. Hand sanitizer stations will also be available throughout the office.</p>	2 x 2 = 4

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Managing customers, visitors and contractors	Social Distancing	All employees, contractors, visitors and other building occupiers	4 x 5 = 20	<p>Minimise unnecessary visits to office – encourage remote working where possible</p> <p>Until further notice, there are strictly no visitors or outside vendors allowed within the building. Client and employee meetings in the office are not permitted. Only essential building maintenance and core business suppliers are permitted and managed closely by our Facilities Team</p> <p>Hosts to provide advice on health checks, social distancing and hygiene requirements prior to visit and Facilities team to re-iterate on arrival</p> <p>Review and implement suitable signage at entry and exit routes to minimise contact with others</p> <p>Limit number of visitors at a time and try to keep to a “window” each day/week</p> <p>Schedule contractor visits for times when there are less occupants</p> <p>Maintain record of all visitors and contact details in accordance with site policies</p> <p>Non-contact signing in procedures and H&S procedures (e.g. Permit to Work)</p> <p>Establish host responsibilities under COVID-19 for visitors and contractors.</p>	2 x 3 = 6
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Reception	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 4 = 12	<p>Social distancing signage/barriers at entrance and in front of security/reception desk</p> <p>Barriers in place to protect reception/security staff if social distancing cannot be maintained in the Reception area</p> <p>Reception & Security team to sign visitors/guests in where possible</p> <p>In addition to the regular scheduled cleaning activities, further cleaning with occur throughout the day for identified high risk touchpoints. Separate entrance/procedure for deliveries</p> <p>Strict adherence to existing policy for managing clients, visitors and contractors</p> <p>Contractor Management/Conflict Management</p> <p>Co-ordinate with Landlord for multi-tenanted sites</p>	2 x 2 = 4
Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 4 = 12	<p>Social distancing signage/barriers at entrance and in front of security</p> <p>Separate entrance/procedure for deliveries via Goods In</p> <p>Policy for managing clients, visitors and contractors</p> <p>Contractor Management/Conflict Management</p>	2 x 2 = 4
Lifts & Stairs (Access/Egress)	Social distancing Multiple touch points	Employees & Site Based Contractors	4 x 4 = 16	<p>Social distancing guidelines/signage for lift – limit number of people</p> <p>Provide wipes/hand sanitiser for users, bins for disposal and guidelines</p> <p>Flow system introduced for up/down use to minimise contact</p>	3 x 2 = 6

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Moving Around Buildings	Social distancing	Employees & Site Based Contractors	4 x 4 = 16	<p>Reduce movement by discouraging non-essential trips within building (e.g. floor to floor)</p> <p>Colour code desking to indicate which desks can be used whilst maintaining social distancing</p> <p>Provide hand sanitizer at all entrance points to floors/office areas</p> <p>Regulate use of high traffic areas</p>	2 x 2 = 4
Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Agree which workstations can be used and mark out for social distancing. People not to work side by side or facing each other.</p> <p>Manage overall occupancy levels to ensure social distancing</p> <p>Self-clean kit for users and guidelines</p> <p>BAU Cleaning Schedule/Tasks/Products</p> <p>Use signage for social distancing</p> <p>Face masks and gloves to be offered to employees to try and regulate the spread of contamination and guidelines on use will be provided.</p>	2 x 2 = 4
Meetings	Social Distancing	Employees & Site Based Contractors	3 x 4 = 12	<p>Closure of meeting rooms</p> <p>Meetings to be held by VC or outdoors/in open spaces where possible</p> <p>All shared items such as pens, pads etc. to be removed from meeting rooms</p> <p>Use signage to maintain social distancing</p>	2 x 2 = 4

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Common & External Areas/Breaks/Catering		Employees & Site Based Contractors	4 x 4 = 16	<p>Work collaboratively with landlords/building management/other tenants in multi-tenanted sites to ensure consistency – e.g. reception, access, lifts, staircases, washrooms etc.</p> <p>Stagger break times to reduce demand on rest rooms/break areas</p> <p>Use safe outside spaces for breaks where available</p> <p>Encourage employees to bring own food and keep at desk (close off shared fridges)</p> <p>Provision of wipes/sanitizing products/hand towels in tea points and increase BAU cleaning frequencies</p> <p>Provide instructions and cleaning products for users</p> <p>Signage on social distancing</p> <p>Adequate provision made for social distancing in designated smoking area. Facilities and signage in place to ensure distancing protocols followed.</p>	2 x 2 = 4
Emergency Procedures & Accidents		All employees, contractors and visitors	5 x 4 = 20	<p>Social Distancing does not need to be followed in the event of an emergency, but all other hygiene advice should be maintained</p> <p>Provide hand sanitizing facilities for use at Assembly Points</p> <p>As far as practicable, ensure sufficient Fire Wardens & First Aiders during all times of occupation. Facemasks and gloves will be available in the first aid kit for First Aiders</p> <p>Process for unwell employees – relocate to first aid room (First Floor) or Meeting 0.3 (Ground Floor)</p>	2 x 2 = 6

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Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	4 x 4 = 16	<p>Agree any areas that cannot be used due to poor ventilation e.g. storage areas and cupboards</p> <p>Open doors frequently to encourage ventilation</p> <p>In line with Health and Safety Regulations, the Air Conditioning Unit at Ascot House ensures the appropriate amount of fresh or purified air enters the office on an ongoing basis.</p>	2 x 2 = 4
Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	4 x 4 = 16	<p>Frequent cleaning of work areas and equipment using normal BAU methods</p> <p>Frequent cleaning of objects and surfaces that are regularly touched – e.g. door handles/plates, keypads, keyboards</p> <p>Clear desk policy – all work areas/stations to be cleared of all items at end of each shift to allow for full cleaning</p> <p>Ensure adequate and suitable disposal methods for all waste</p> <p>Limit or restrict use of high touch shared items such as vending machines, printers, whiteboards etc.</p> <p>Refer to separate procedures if cleaning after a known or suspected case of Covid-19</p>	2 x 2 = 4

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Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	4 x 4 = 16	<p>Display handwashing guidelines in washrooms/kitchen areas etc.</p> <p>Provide regular reminders and signage to maintain personal hygiene</p> <p>Provide handwashing or sanitizing stations at multiple points throughout office as well as washrooms/entrances</p> <p>Provide individual cleaning materials</p> <p>Agree clear use and cleaning guidance for all toilet and washroom facilities to maintain social distancing and hygiene standards.</p> <p>Enhance cleaning for busy areas</p> <p>Provide more waste facilities and increase collections as required</p> <p>Where possible, provide paper towels instead of hand dryers in handwashing facilities</p> <p>Restrict access of number of wash basins/cubicles/urinals to maintain social distancing</p> <p>Products and instructions for users to self-clean after use –toilet seat sanitizers</p>	2 x 2 = 4
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	4 x 4 = 16	<p>Shower facilities will remain closed initially, and when re-opened, agree clear guidelines for use – book timed slots via reception</p> <p>Increase cleaning frequencies – self clean products and instructions and managed visits/equipment/products</p>	3 x 2 = 6

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Deliveries/Loading Bay – Inbound/Outbound Goods	Transmission through objects brought into building	Employees & Site Based Contractors	4 x 4 = 16	<p>Enforce use of goods in as pick up and drop off points and provide appropriate communication and signage</p> <p>Review entry and exit points to reduce contact and maintain social distancing.</p> <p>Procedure for non-contact deliveries where possible (e.g. photos not signatures)</p> <p>Reduce frequencies of deliveries by ordering larger quantities and use less suppliers where possible</p> <p>Booking in procedure for deliveries where possible to avoid congestion</p> <p>Increase handwashing facilities/sanitizer stations and encourage use</p> <p>Restrict non-business deliveries (e.g. personal items)</p>	2 x 2 = 4
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