EMINENCE

Executive Group Ltd

METRUS Hallam Street
COVID-19 RISK ASSESSMENT UPDATE
11th June 2020

Mark Telford
mark@eminence-group.co.uk

COVID 19 RISK ASSESSMENT: METRUS OFFICE/REAL ESTATE

OFFICE BUILDING NAME & ADDRESS: Hallam Street, London, W1Y 2TJ   **ASSESSMENT DATE:** 11/06/2020

RISK	Person to person transmission of Covid-19 virus.
HAZARD RELATED TO RISK	Contracting symptoms, illness, disease or mortality caused by the Covid-19 virus
NATURE OF HAZARD TO CAUSE HARM	Symptoms differ from person to person as: mild, moderate, severe or fatal.
PERSON(S) AT RISK	Employees, customers, visitors, contractors, vulnerable person(s)
LIKELIHOOD OF RISK	High - without reasonable and practicable control measures in place
SEVERITY OF RISK	Differs from person to person: in general low to moderate severity. For vulnerable persons – high to severe severity
OVERALL RISK RATING WHEN ALL KEY RISK CONTROL MEASURES IN PLACE	Low

PERSON(S) RESPONSIBLE FOR MAINTAINING RISK CONTROL MEASURES AND COMPLETING ACTIONS:

Andrew Ladopouli – Metrus
Stewart Morrison – Metrus
Adrian Sayer - Metrus

Business Activity Relating to Covid-19 Risk Evaluated	Key Risk Control Measures in Place	Key Risk Control Measures Not in Place – Action Needed	Due Date for Action(s) to be Completed
Risk Awareness (Thinking About Risk)	1. Where possible, workplace related activities are removed to eliminate risk of Covid-19 person to person transmission. If this is not possible, measures are put in place (as shown in this risk assessment) to control and reduce the transmission risk to a low level. 2. Workers are consulted with and communicated to regarding the risks of Covid-19 in the workplace. 3. Work activities that might cause person to person transmission of the virus, and workers who may be at risk of exposure to the virus in the workplace are considered and identified.	Staff have been asked to consider their own personal circumstances and any risks. Consideration will be given to all personal circumstances and anyone falling into this category should discuss this with their Line Manager. Consideration has been given to working practices and risks. Movement around the office should be kept to a minimum. For example, designated areas for the collection of post by both Barry & Harrison will be set up around the building therefore reducing the traffic throughout the office. Staff have been consulted accordingly and if there are any concerns to be raised with Line Managers.	On Going Completed Completed

	4. The UK Government's '5 Steps to a Safer Working Environment' are communicated to all workers either verbally, by email notification or a poster displayed in the workplace.	This has been circulated to the staff together with and the governments guidelines (**Please see fig;1 of workplace signs**)	Completed
	5. This Covid-19 risk assessment is regularly reviewed and updated as and when required.	The Risk Assessment is to be reviewed every 30 days	On Going
Determining Who Should Go to Work	1. Workers are identified as a) essential to be in the workplace or b) working from home safely with homeworking equipment provided i.e. work email access, telephone/conference/video call facilities as applicable.		N/A
	2. There is regular contact with home workers, they are made to feel still part of the workforce and their well-being is considered.		N/A
	3. Workers who are extremely vulnerable as designated by the employer are strongly advised not to work outside of home or come to the workplace.		N/A
	4. Workers who are designated as vulnerable are given a home working role if possible or if not possible advised to take extra care with social distancing when at work.		N/A
	5. Where a worker has to self-isolate at home for 14 days due to symptoms of COVID-19 or lives in a household with someone who has symptoms, consideration is given to enable them to work from home.		N/A

	6. When determining who should go to work, equality in the workplace is considered to avoid any direct or indirect discrimination of workers based on age, gender, disability, race, religion, new or expectant mothers.	Consideration has been made on a non-discriminatory basis by the management team.	Completed
Social Distancing Within Business/Workplace	1. Workers are advised to maintain social distancing measures wherever possible in the workplace, including congested areas such as building main entrance/exits, common areas, lifts, arriving at work, departing from work, travelling between sites as applicable.	Consideration has been given and staff should follow the appropriate guidance and signage within the building. (**Please see Fig;2,3 & 4 of workplace signs**)	Completed
	2. When social distancing is not possible in relation to a particular work activity, these particular work activities are double checked to make sure they are essential to the business. If they are essential, control measures are in place to reduce the risk of transmission.	Consideration has been given when entering and exiting the building, traveling up and down the staircases and use of the lift. Staff should wait for other people to enter or exit the building and move up or down the stairs. In using the lift only one person to use at a time. (**Please see Fig:5 of workplace signs**)	On Going
	3. Workers are encouraged to cycle, walk, or use their own vehicle for work travel where possible, to avoid close-proximity public transport.	Staff are encouraged to follow guidelines and consult with their Line Manager.	Completed
	4. Arrival and departure times at work are staggered to reduce close-proximity congestion into and out of the workplace, using signage, markings or one-way flows where practicable.	Staggered arrival/departure times will be discussed and staff to agree in advance with their Line Manager.	On Going
	5. For people who work in the same workspace area, workstations, desks, or counters allow them to maintain social distancing wherever possible.	Consideration has been given in conjunction with Item 4 to ensure safe distancing is possible.	On Going
	6. Workstations, equipment are assigned to the same individual as much as possible. If they need to be shared, they are shared by the minimum number of workers possible and cleaned between each individual use.	The sharing of workstations will be discouraged, and staff are to keep to designated workstations. If staff have any issues, they are required to discuss with their Line Manager.	Completed

	7. Where it is not possible to keep workstations 2m apart, there is extra attention and increased frequency workstation cleaning and hygiene to reduce risk. Where possible screens are installed between stations, people work side by side or back to back rather than face to face.	Temporary designated workstations have been set-up and any issues with this must be communicated to your Line Manager in order that 2m distancing can be adhered to at all times.	On Going
	8. Workplace meetings are reduced to a minimum with social distancing measures arranged for the meeting room in advance of the meeting starting.	Consideration has been given and advised to all staff	Completed
	9. Workers are advised that in an emergency situation, e.g. a personal injury accident, natural disaster, other type of illness, fire or a crime in progress, people do not have to stay 2m apart if it would be unsafe to do so.	Considered – all staff advised.	Completed
	10. Social distancing measures are maintained in all areas where workers congregate e.g. toilet facilities, locker rooms, kitchenet, smoking areas, social and recreational areas as applicable.	Adequate signage around the building and staff will be advised that there is strictly one person at a time in these areas. (**Please see Fig;6 of workplace signs**)	Completed
Managing Customers, Visitors, Contractors	1 The number of customers, visitors or contractors that can reasonably follow 2m social distancing within the business area and workplace at any one time is considered; including any outdoor areas and likely congestion or queuing points.	External meetings within the building will be discouraged unless under special circumstances. Any visitors will need to be pre-arranged and will be shown straight into the designated meeting room. Visitors attending the building without a pre booked meeting will be turned away.	Completed
	2. Consideration is provided for managing and enabling access and movement of customers, visitors or contractors who are disabled, new or expectant mothers, including priority access channels and fast track through queuing areas as applicable.	Visitors will be directed by signage to a designated area	Completed

	3. There is clear guidance on social distancing and hygiene protocols to people on arrival both outside and inside the premises for both retail and non-retail premises as applicable e.g. signage, other types of written, digital, audible or verbal communication.	Signage is place **(Please see Fig; 2 of work place signs)**	Completed
Cleaning and Hygiene	1. Internal and external surfaces that are touched regularly e.g. door handles/push plates, light switches, lift buttons, reception areas, counters, any hand-held devices, handrails, table-tops, chair rests, desktops, self-check outs, trolleys, vending machines, tea/coffee/drinks machines: are frequently cleaned and disinfected using appropriate cleaning products and methods.	Cleaning regime to all touchpoints will be maintained at regular times during the working day.	Completed
	2. Hand sanitiser is provided in multiple locations in addition to washrooms including entry and exit points to the workplace and business.	Local level wipes are available to all staff. Hand sanitiser is also available on entry/exit to the building. **(Please see Fig:7 of workplace signs)**	Completed
	3. Hand washing and hand drying facilities for hand washing with soap and water and drying hands (ideally disposable paper towels) or gel/liquid sanitizers (where soap and running water are not available) are available for workers, visitors, contractors and customers in multiple locations and at entry/exit points to the workplace and business.	Hand lotion has been provided	Completed
	4. Workers washing hands frequently are advised to apply emollient (moisturising cream, lotions, balms, gels) regularly to protect their skin.	Hand lotion has been provided	Completed
	5. Any site or location that has been closed or partially operated is cleaned and sanitised before fully reopening.	Refer to relevant Guidance Notes on the following link. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Completed

	6. When cleaning after a known or suspected case of COVID-19 specific guidelines for cleaning are used	Signage is provided around the building **(Please see Fig:8 of workplace signs)**	Completed
	7. Signs and posters to build awareness and reminders of good handwashing technique, the need to increase handwashing frequency and using good hygiene etiquette are displayed in the workplace.	Signage is provided around the building. **(Please see Fig:6 of workplace signs)**	Completed
	8. Clear use and cleaning guidance for workers, visitors and customer toilets to ensure they are kept clean and social distancing is achieved as much as possible, are in place.	All staff provided with own personal bin as well as bins provided in all kitchens and washrooms.	Completed
	9. More frequent cleaning for busy areas and providing more waste baskets/bins and more frequent rubbish collection of bins/baskets is in place within the workplace and business areas.	All staff provided with own personal bin as well as bins provided in all kitchens and washrooms.	Completed
PPE and Face Masks	1. Where vinyl or nitrile gloves are required for cleaning, an adequate supply of these are provided and cleaners are instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	Contracted cleaners have been trained in the correct way of removing gloves.	Completed
	2. When cleaning after a suspected case of COVID, disposable gloves and an apron is provided. Outside of clinical and healthcare locations, workers are advised face mask PPE are not required as an extra precautionary measure when cleaning for suspected cases or wearing generally in the workplace unless specifically directed by the UK Government to do so.	If this situation arises our contracted cleaners have been instructed to deal with thorough cleaning of the areas concerned.	Completed

Managing the Workforce and Workplace	1. Information and guidance on COVID 19 in relation to work, business and welfare for workers is updated and communicated on a regular basis and when any significant changes to the workplace are anticipated or implemented.	A copy of the Risk Assessment and accompanying notes will be available to all staff together with any future updates.	Completed
	2. Management provide clear, consistent and regular engagement with workers through existing communication routes to explain and agree any changes in working arrangement before returning to the workplace.	The relevant information will be given to all staff	On Going
	3. Management have developed communication and awareness materials for workers prior to returning to the workplace, especially in relation to any new COVID 19 control measure procedures for when they first arrive back at work.	Relevant communication will be provided	13/07/2020
	4. There is ongoing engagement with workers (including through trade unions or employee representative groups if applicable to the business or organisation) to monitor an understand impacts of changes to working environments and potential for unforeseen events.	Communication routes have been given to all staff	Completed
	5. There are communication channels and awareness protocols with suppliers, customers, contractors or trade bodies to help with the implementation, understanding and shared experience of COVID 19 control measures for the workplace.	Communication routes have been given to all staff.	Completed
	6. There is consideration for communicating information and advice to workers who do not have English as a first language.	Management will comply with this provision	Completed

7. Online resources with current UK Government advice (including online resources for looking after mental health) are provided to help support any workers at home self-isolating or living with someone who is self-isolating.	Communication routes have been given to all staff.	On Going
8. If advised that a worker or other person has developed a confirmed case of COVID-19 and were recently on the business premises (including where a member of staff has visited other workplace premises such as a domestic home), the management will inform the Public Health Authority for advice and directions.	Management will comply with this provision	Completed
9. If someone falls ill with COVID 19 symptoms at work there is a workplace location to temporarily isolate before they are sent home or if requested by the worker, medical services are called. Managers will maintain regular contact with the worker during the time they are self-isolated at home.	A small room has been provided adjacent to Andrew Jay`s office **(Please see Fig:9 of workplace signs)**	Completed
10. As far as possible, where workers are split into teams or shift groups, these teams are fixed, so when contact is unavoidable, it happens between the same people.	A staggered work attendance is proposed	13/07/2020
Receipt/Dispatch of Goods 1. Procedures are in place to maintain social distancing and avoid surface touch point transmission when goods, materials, packages, mail, deliveries enter and/or leave the workplace site, especially if applicable in high volume situations, for example, distribution centres or despatch areas.	Guidance Notes issued for receipt of goods following distancing protocol.	Completed
2. Methods to reduce frequency of deliveries, e.g. by ordering larger quantities less often are considered	Due consideration is being given to this by the Office Manager	On Going

COVID-19 WORKPLACE SIGNS
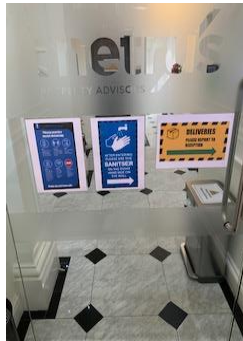

Fig 1 – 5 Steps Step`s To To Safer Working

Fig 2 – 2m Distancing Signs

Fig 3 – 2m Distancing Sign

Fig 4 - 2 Distancing Matt

Fig 5 – Lift Distancing Sign

Fig 6 - 2m Distancing Sign

Fig 7 – Hand Sanitiser

Fig 8 – Hand Washing Instructions

Fig 9 – COVID -19 Isolation Rm

APPENDIX 1 – RESOURCE LINKS

- (NOTICE BOARD POSTER) UK Government '5 Steps to Safer Working Together – Staying COVID 19 Secure in 2020'
- https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf

- UK Government Guidelines '5 Steps to Working Safely'
- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely

- UK Government Social Distancing Guidelines for Vulnerable People
- https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people

- UK Government Cleaning and Decontamination of Suspected Coronavirus Cases
- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

- HSE 8 Page Guide 'Working Safely During the Coronavirus Outbreak – a short guide
- https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf

- NHS Best Way to Wash Your Hands
- https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

- UK Government Guidelines by Individual Business Sector Type
- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

- Mind.org.uk Mental Health Charity – Well Being Support
- https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/

- UK Government Home Page Coronavirus
- https://www.gov.uk/coronavirus

- HSE Health & Safety Executive UK Government
- www.hse.gov.uk/news/coronavirus.htm