

## Return to office | COVID-19 Risk assessment

**Company name:** Brainlabs  
Experience)

**Assessment carried out by:** Poppy Bryanton (Head of Workplace

**Date of next review:** September 20<sup>th</sup> 2021

**Date assessment was carried out:** July 22<sup>nd</sup> 2021

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
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Contractors	<ol style="list-style-type: none"> <li>Written guidelines &amp; communications.</li> <li>Provide water, soap and drying facilities in bathrooms and kitchen areas.</li> <li>Sanitisation stations in entrance points and touchpoints where washing facilities are unavailable.</li> </ol>	<ul style="list-style-type: none"> <li>Ensure process for refilling sanitiser and soap is working.</li> </ul>	Office Management & Cleaning Team	1 <sup>st</sup> August	

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		<ul style="list-style-type: none"> <li>4. Circulate guidance &amp; rules regularly.</li> <li>5. Ensure there is enough signage around the office reminding people to wash their hands.</li> </ul>				
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Contractors	<ul style="list-style-type: none"> <li>- Washing facilities and hand sanitiser are in accessible places where people have contact with high traffic areas.</li> <li>- Daily cleaning of all desk surfaces, and touch points: door handles, water outlets, cupboard doors.</li> <li>- All crockery and cutlery to go in the dishwasher to sterilise before next use.</li> <li>- Bathroom facilities &amp; reception managed by building management. We have</li> </ul>				

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		<p>reviewed their policies and cleaning schedules.</p> <ul style="list-style-type: none"> <li>- Regular review of processes and safety measures to ensure they are working and up to date inline with government guidance.</li> <li>- Individuals are</li> </ul>				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Contractors	<ul style="list-style-type: none"> <li>- Regularly sending guidance and rules to individuals.</li> <li>- Increased frequency of cleaning of door handles and touch points.</li> <li>- Workers should only use one desk per day and at the end of the day it is cleaned thoroughly.</li> <li>- Cleaning every day of every desk.</li> <li>- Avoid sharing equipment. If individuals need equipment</li> </ul>				

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		(mouse. Keyboard etc.) they request one from OM who				
Contracting or spreading the virus through close contact	Workers Contractors	Prevent individuals coming to the office if they have COVID: <ul style="list-style-type: none"> <li>- Communications and guidelines request that employees regularly test themselves inline with government &amp; NHS guidelines.</li> <li>- Communications and guidelines request that employees ensure they have the NHS tracking app on while in the office and follow any instructions to self isolate.</li> <li>- Communications and guidelines that tell employees not to come in under any circumstance if they have been told to self isolate or have been in close</li> </ul>				

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		<p>contact with anyone who has tested positive.</p> <p>Ensuring individuals are allocated one floor and ask them to minimise movement between floors throughout the day.</p>				
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<ul style="list-style-type: none"> <li>- People team are well known to managers and team members.</li> <li>- Wellbeing pages with support links on company intranet (wiki)</li> <li>- On World Mental Health day we're launching a "mental health survey" whereby we will reach out to individuals who are struggling and run through the support we have available</li> <li>- Managers are continuing to host weekly 1-1's despite them being remote, where employees can flag that they are struggling</li> </ul>				

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		<ul style="list-style-type: none"> <li>- Our MHFAers are available to book in a "wellbeing chat"</li> <li>- Health Insurance with options for counselling and other help available.</li> </ul>				
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<ul style="list-style-type: none"> <li>- Offered DSE to all individuals wfh based on each individual's needs.</li> <li>- Published training and guidance on our Wiki for how to best use DSE.</li> </ul> <p>Offer ergonomic assessments to those struggling.</p> <ul style="list-style-type: none"> <li>- Equipment purchased for all new members of staff.</li> </ul>				

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		<ul style="list-style-type: none"> <li>- Options for replacement equipment for team members who need it.</li> </ul>				
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Workers Contractors</p>	<ul style="list-style-type: none"> <li>- Building management have completed their own assessment:            “The most likely cause of the virus within the building is from an occupier or building staff bringing it into the building, to mitigate the spread should this happen the recirculating vents where fitted will be closed of so there is no transfer of exhausted air into the intake system.            The building will be running on a 100% fresh air supply as advised by REHVA and CIBSE.</li> </ul>				

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		<p>This may cause a slight increase in operating costs due to the lack of heat recovery from the exhausted air but will ensure a continuous fresh air supply within your office</p> <ul style="list-style-type: none"> <li>- space and communal areas.”</li> </ul>				
Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> <li>- Coming into the office is entirely optional and those who identify as high-risk can choose to stay at wfh</li> <li>- Individuals who are self-isolating can continue to wfh.</li> <li>- Individuals with symptoms can use our sick policy</li> </ul> <p>Any individuals who are in a high-risk category should contact their managers or Pops rep before entering the office.</p>				
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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