

Return to office | COVID-19 Risk assessment

Company name: Brainlabs

Assessment carried out by: Poppy Bryanton

Date of next review: November 1st 2020

Date assessment was carried out: September 21st 2020

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"> 1. Written guidelines & communications. 2. Provide water, soap and drying facilities in bathrooms and kitchen areas. 3. Sanitisation stations in entrance points and touchpoints where washing facilities are unavailable. 	<ul style="list-style-type: none"> - Create process for refilling sanitisation points with cleaning team. 	Office Management & Cleaning Team	5 th October	

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		<ol style="list-style-type: none"> 4. Circulate guidance & rules regularly. 5. Ensure there is enough signage around the office reminding people to wash their hands. 				
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"> - Limiting number of people in meeting rooms & ensuring they are cleaned after each use. - Reorganising facilities on floor 3 so desks and tables are spaced out. - Maintain the use of online, video meetings when individuals are in the office to reduce the number of people moving around - One way systems are in place in the open plan office area to manage flow of people and maintain social distancing. 				

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		<ul style="list-style-type: none"> - Washing facilities and hand sanitiser are in accessible places where people have contact with high traffic areas. - Daily cleaning of all desk surfaces, and touch points: door handles, water outlets, cupboard doors. - All crockery and cutlery to go in the dishwasher to sterilise before next use. - Doors removed from cupboards to reduce touch points: eg. When someone needs a glass. - Bathroom facilities & reception managed by building management. We have reviewed their policies and cleaning schedules. 				

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		<ul style="list-style-type: none"> - Monitoring & supervision from OM team & Pops throughout each day the office is open. - Regular review of processes and safety measures to ensure they are working and up to date inline with government guidance. - Lunch is served to each floor and workers are encouraged to eat at their desk or outside – not together inside. 				
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers Contractors	<ul style="list-style-type: none"> - Allocating days to specific teams to come in. 	Send out survey to find out if there are any households that will be coming into the office.	OM team and Pops	5 th October	

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Contractors	<ul style="list-style-type: none"> - Regularly sending guidance and rules to individuals. - Increased frequency of cleaning of door handles and touch points. - Workers should only use one desk per day and at the end of the day it is cleaned thoroughly: workers wipe down their station before leaving and cleaning team cleans thoroughly too. - Avoid sharing equipment. If individuals need equipment (mouse, keyboard etc.) they request one from OM who provide a freshly sanitised item for them to use for the day. - Extra bins supplied at sanitisation station along with anti-bacterial/viral wipes so that 				

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		they can be disposed of regularly.				
Contracting or spreading the virus by not social distancing	Workers Contractors	<ul style="list-style-type: none"> - Regularly sending guidelines & rules to individuals. - Decreased office capacity and closed certain desks to ensure everyone is 2m apart when working at their desk. - Decreased meeting room capacity so that individuals can remain 2m apart. - One ways systems introduced on working floors in open floor plan. Floor signage and large posters in entrance way. - Creating drop zones so people can pick up post, and items they need to work (laptop, keyboard etc.) 				

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		<ul style="list-style-type: none"> - Where 2m is not possible in walkways, ensure that people are spending no longer than 5m at less than 2m. - Ensuring individuals are allocated one floor and ask them to not move between floors throughout the day to limit the number of individuals being in contact with each other. 				
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<ul style="list-style-type: none"> - People Partners are having regular check-ins with members of their allocated departments to ensure wellbeing is being supported - 24 hour access to an Employee Assistance Programme to access external support and counselling 				

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		<ul style="list-style-type: none"> - 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 - Managers are continuing to host weekly 1-1's despite them being remote, where employees can flag that they are struggling - Our MHFAers are available to book in a "wellbeing chat" 				
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<ul style="list-style-type: none"> - Offered DSE to all individuals wfh based on each individual's needs. - Reimbursements for those who purchased DSE over lockdown. 				

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		<ul style="list-style-type: none"> - Published training and guidance on out Wiki for how to best use DSE. - Offer ergonomic assessments to those struggling. 				
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Workers Contractors</p>	<ul style="list-style-type: none"> - 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. 				

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		<p>The building will be running on a 100% fresh air supply as advised by REHVA and CIBSE.</p> <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 space and communal areas.”</p>				
Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> - Coming into the office is optional and those who identify as high-risk can choose to stay at wfh - Individuals who are self-isolating can continue to wfh. - Individuals with symptoms can use our sick policy - Any individuals who are in a high-risk category should 				

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		contact their managers or Pops rep before entering the office.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 09/20