

COVID-19 RISK ASSESSMENT

XLN Business Services, Millbank Tower, London

The Coronavirus Pandemic has introduced further hazards into the workplace and our lives.

With this in mind, COVID-19 control measures that have been put in place are reflected in this assessment.

Line managers will be asked to ensure that all staff have been made aware of the assessment and any changes and additions.

As this situation is not static, this assessment will be reviewed/updated regularly, either through our own observations or via Government guidelines.

What are the hazards or hazardous events?	Who might be harmed and how?	What control measures are in place already?	Are further controls needed?	Date to be completed
01. Office mothballed during lockdown	Staff/visitors on site. Water systems being taken out of use, and office not being cleaned, can lead to build-up of bacteria.	Water has been run on a weekly basis (see Legionella risk assessment). Water test for Legionella/bacteria has been carried out, and all now clear. Office deep clean carried out. Daily cleaning reinstated.	As showers have not been reinstated due to low occupancy, showers to be run on a weekly basis.	As and when situation necessitates.
02. Staff returning to office	Staff/visitors on site. Risk of catching or transmitting COVID-19.	Staff are continuing to work remotely where possible. Site complies with Government guidance for working safely during Coronavirus.	Continue to ensure employee's needs are taken into consideration. Ensure they are kept updated, have adequate materials to support home working. Ensure managers are keeping in regular contact with them.	As and when situation necessitates.
03. Impact of long-term remote working	Staff working for home (WFH). Increased risk of isolation, stress, possibility of increased working hours. Musculo-skeletal problems caused by poor work station set up.	Managers have been reminded to contact staff regularly. Staff have been given advice and tips on WFH. Mental health well-being links have been shared. Employee participation activities have been implemented. Guidance has been given to staff on how to set up work stations at home.	If employees are working remotely for longer than was initially planned, control measures outlined need to be adhered to in the strictest terms. Provision for more suitable equipment to be considered if some are struggling.	As and when situation necessitates.

04. Lockdown restrictions being lifted/eased increasing need for commuting	Staff returning to office. Easing of lockdown restrictions increases likelihood of staff returning to work and community transmission via public transport.	When or where remote working is not possible, encouraged use of own transport, bicycles, walking and avoid use of public transport. Where public transport cannot be avoided, staff asked to follow government guidance, such as use of face coverings and socially distance where possible. Adjusted working patterns to reduce exposure where travel required.	Staff to be encouraged to continue to work remotely where possible.	Ongoing until Pandemic is under control.
05. Business related travel	Staff travelling on business. Risk of catching or transmitting COVID-19.	Government travel restrictions and remote working practices currently limit requirement for business related travel Business travel approval process (TAF) to be used to ensure only essential travel carried out.	Not at present but needs monitoring	As and when situation necessitates.
06. Staff returning to office/ everyday duties	Staff returning to office. Risk of catching or transmitting COVID-19.	Worked with landlords to find best possible way to enter/egress offices safely, including guidance on use of stairs and lifts. Have ensured a phased return to work and staggered work patterns to reduce amount of exposure to other tenants in building. Site complies with Government guidance for working safely during Coronavirus.	Ensure effective staff engagement. On return, mandatory instructions to be provided. Extra onsite cleaning to be reinstated when occupancy increases.	Ongoing until Pandemic is under control.
07. Social distancing in the office	Staff returning to office. Risk of catching or transmitting COVID-19. Existing office layout may be unsuitable given we are following government guidelines by practicing social distancing.	Phased return to work in place but very limited staff on site. Plan has been drawn up working with current desk layout to create an even spread of staff. Have removed social break period activities such as pool, table football, play station gaming, etc. Tables spread apart in breakrooms and some chairs removed, so tables are not shared. Clear social distancing signage displayed.	Stagger start/finish times and breaks One-way system to be implemented as more staff return.	As and when more staff return.
08. 'At risk' staff returning to work	Staff that should be shielding, (e.g. those with serious underlying health issues/those that live with people with serious underlying health issues and pregnant women), put at risk of catching	In line with Government guidelines, as of 1 st August, staff considered to be at a higher risk may return to the workplace, as long as control measures are adhered to.	Stagger start/finish times. Consider splitting work between office and home.	Ongoing until Pandemic is under control.

	COVID-19.			
09. Handling post and deliveries	Reception staff or those covering reception at risk of catching or transmitting COVID-19.	Deliveries/post collected in batches from building post room. Hand sanitiser and gloves provided. Protective screen in place for Reception desk. 1 person to separate post to avoid various people touching the same envelopes.	Not at present but needs monitoring.	Ongoing until Pandemic is under control
10. Individuals displaying symptoms of COVID-19	Staff/visitors may present with symptoms whilst in the work place.	Symptoms of COVID-19 posters displayed. Current relatively low occupancy makes risk of transmission less likely. Any person on site displaying symptoms should be told to leave the premises immediately. Consider calling for a relative to transport them home if they are too ill to leave on their own, and wherever possible, isolate them in the meantime. In extreme cases call for an ambulance. First aiders advised of symptoms and what to do.	Shift patterns to be documented and kept for 21 days to assist NHS Test and trace Landlords to be advised of any confirmed or suspected cases. Cleaners to be advised and extra cleaning to take place. Managers to arrange cleaning of areas where suspected employee has been sitting and any areas they may have been in contact with.	Ongoing until Pandemic is under control.
11. COVID - 19 outbreak	Staff/visitors Multiple cases of COVID -19 in the workplace.	Staff are continuing to work remotely where possible. If there is more than one case of COVID-19 associated with the office, the local PHE health protection team will be contacted to report the suspected outbreak and the appropriate measures will be put in place.	Health and Safety Manager to act as Single point of contact (SPOC) Health and Safety Manager to be responsible for liaising with PHE health protection team.	As and when situation necessitates.

12. First aid duties	First aid staff. Risk of infection from provision of first aid to a non-COVID-19 related incident.	First aiders have been briefed on guidance of provision of first aid during COVID-19 pandemic, as follows: Assume that any patient that they are asked to assist is a potential carrier of COVID-19 whether or not the patient is displaying any known symptoms, Wear gloves and a mask, Maintain social distancing principles whilst assessing patient and follow first aid training that they have received. Immediately call 999 for an ambulance if a patient is unresponsive and the airway, breathing and circulation of the patient cannot be properly assessed. Do not administer rescue breaths, start chest compressions only. Follow instructions of any 999 call-handler that you speak to.	First aiders to be kept updated on any guidance changes.	As and when situation necessitates.
13. New starter training when recruitment restarts	New starters/trainers Risk of catching or transmitting COVID-19.	Face-to-face training to be avoided, unless absolutely necessary. Skype / Zoom / Teams calls to be arranged and training conducted online. Sanitiser and social distancing reminder notices placed in all meeting rooms.	If training cannot take place remotely, only minimum groups at any one time. Observe social distancing. Any rooms used for training must be cleaned after each use. The person hosting the training is responsible for ensuring this guidance is followed.	As and when situation necessitates.

<p>14. Internal / external meetings and interviews</p>	<p>Staff/visitors/candidates. Risk of catching or transmitting COVID-19.</p>	<p>Face-to-face meetings/ interviews to be avoided, unless absolutely necessary. Skype / Zoom / Teams calls to be arranged and meetings conducted online. Sanitiser and social distancing reminder notices placed in all meeting rooms.</p>	<p>If interviews/visits cannot take place remotely, both XLN Reception and office building reception must be notified beforehand. Interviews/visits must be confined to limited areas, as far away as possible from the workforce. Any areas touched by visitors should be cleaned immediately afterwards, and any rooms used for interviews must be cleaned after each use. The person hosting the visit/interview is responsible for ensuring this guidance is followed.</p>	<p>As and when situation necessitates.</p>
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Signed: Tracy Braganza, Company Health and Safety Manager