

Risk Assessment Form - Reactivating the Office

Office	
Name of Assessor	
Job Title	
Date of Assessment	

Category	Hazard	Who	Considerations	Do you need to do anything else to control this risk?	Comments	Action by who?	Action by when?	Done
People	Remote / on-site working	Employees	Default position is all employees to continue to work from home Any employees/partners who are unable to carry out their work from home to agree with line manager/Team Partner requirement to attend office	People should only return to the office if they cannot work effectively from home - refer to Return to Office flowchart		Manager/Director/Team Partner		
People	Vulnerable employees (from a building/facilities perspective)	Employee/others i.e. access routes, meet and greet	PEEPS for emergency evacuation Facilities for disabled staff Access for wheelchairs Disabled workers Young workers Consider access in to and out of the building / movement around the building considering social distancing and access routes. If it is not set-up to allow office working, to work from home Pregnant employees	Vulnerable employees/partners or with additional support needs to be identified as part of the request to return to the office request - this information to inform the decision to return to the office Review arrangements and amend as necessary (e.g. up-date disability risk assessments, escape routes, PPE) Acceptance that it may not be possible for all vulnerable people to be able to return to the office while social distancing measures are in place. Advise employee to liaise with HR/access to EAP				
People	Vulnerable employees (from a COVID-19 perspective)	Employees	Over the age of 70 Pregnant Underlying health issues Living with an individual that is shielding	Identify individuals who would be classified as 'vulnerable' as part of the request to return, ensure this is taken into account. Additional measures in the office may be required to ensure vulnerable people are safe, if this is not possible they may need to continue working from home. Advise employee to liaise with HR/access to EAP				
People	Keeping contractors safe and well (from a building/facilities perspective)	Contractors, engineers, delivery services, storage providers, cleaners	Contractor appointment information to be confirmed 24 hours in advance of visit. RAMs to be provided where applicable Contractor to confirm adherence to new building social distancing measures Management of contractors on site. Guidance for unchaperoned contractors (principally cleaners)	Review arrangements and amend as required (e.g update information for contractors to reflect virus precautions, update contractor management procedures). Provision of PPE and sanitiser made available whilst on site Create guidance for unchaperoned contractors, distribute and obtain agreement to adhere. Consider if Visitor Questionnaire needs to be completed.				
People	People moving around the building incorrectly	Employees/others	Guidance and instructions for health & safety One-way routes Entry and exit points Use of stairs / lifts Out of use desks Unauthorised access areas No access areas Hygiene notices Escalation procedure for non adherence	New signage for revised arrangements; directional signage, social distancing, hygiene etc Creation and distribution of guidance (to include non-adherence measures that will be employed). Office etiquette document to be referred to				
People	Communicating efficiently to all employees and contractors of processes	Employee/others	H & S Communication policies Government guidelines Communicate new building processes in advance of access to buildings Further onsite communication / signs to reiterate new processes Update BC intranet section for individuals 'returning to work'	Ensure advice and guidance is based on and follows current, up-to-date Government requirements Ensure communications clearly describe expectations and clear instructions on feedback being given				
People	Meetings	Employee	All meetings to be carried out by video conferencing facilities (internal and external) No external meetings to be carried out in office premises - if there is an essential requirement - request must be placed with line manager and confirmed by Facilities Manager/Risk Manager No internal pods or internal meeting rooms to be in use External site visits to complete risk assessment	Any essential client meeting requests authorised by TP to be agreed with Facilities Manager/Risk Manager. Set up central mail account for requests (or use RES system?)				
People	Desks and workspace	Employee	Desks assigned in advance of visit Single use desks on any one day Desks to be wiped down after occupancy Desks to only contain sanitising equipment Desks allocation to be made based on social distancing guidelines Keyboard / mouse use	Communication to employees on how to use office desks People advised to bring keyboard / mice with them to use. Refer to office etiquette.				
People	Potential for infection during business travel	Employees/others	Health & Safety and travel policies when travelling to and for work	Review travel policy - avoid public transport where possible, how to minimise risk if this is not possible Assist with commuting (parking, cycles, taxis etc) Suspend all non-essential travel Suspend travel aboard for business Arrangements in place where travel is unavoidable, i.e. hand sanitisers, PPE				
Operations	Post delivery management Couriers Parcel delivery - ie Amazon etc Iron mountain delivery/pick ups	Employee/others	Scan incoming post and email to addressee Requests for original copy requirements to be delivered to addressee Directive that delivery of personal items ie Amazon, is not permitted Instructions on how to deal with material retrieved from store	Same procedure for employees working remotely as those working from the office				

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Building and M&E	Fire safety and electrical systems not functioning following period out of use.	Employee/others i.e injury	Regular checks on fire safety and electrical systems either by third party or in the case of multi-tenanted buildings, landlord/building manager	Ensure retained contractors including landlord contractors, complete full checks on fire safety and electrical systems if these have been suspended. Update records	Confirmation from relevant party that equipment is still functional, if check required as part of annual PPE to confirm time and date of visit to prevent contact with employees			
Building and M&E	Air conditioning / ventilation	Employees/others i.e transmission of bacteria	Ensure air handling units are functioning correctly, fresh air being delivered, units cleaned. Is the ventilation system fresh air circulation? If not consider minimal use of ventilation system and consider opening windows Complete a review of the best settings in each office (which may include turning the VAC off and opening windows during office hours). Water hygiene procedures in place	Ensure retained contractors including landlord contractors, complete full checks on ventilation systems				
Building and M&E	Water hygiene compromised, hazard from legionella etc	Employee/others i.e contamination	Water hygiene procedures in place	Complete hygiene assessment on water systems if these have been suspended during the lockdown				
Building and M&E	Statutory inspections not completed during lockdown (lifts, gas, electricity, fire equipment etc)	Employee/others i.e	Statutory inspections aligned with insurers' requirements	Ensure that all required inspections (lifts, gas, electricity, fire equipment etc) are up-to-date, referencing landlord/building management where applicable.				
Building and M&E	Insurance	Employee/others	Have the premises been unoccupied? Notify insurers how the building will be operating differently	Notify insurers that the building is operational again. Check for any amendments needed, i.e level of occupancy against numbers working from home, equipment value for those continuing to work from home	Contact insurers prior to reoccupation to confirm new operating procedures			
Building and M&E	Pest infestation	Employee/others	Pest control contracts	If premises have been unoccupied, liaise with provider to check traps, replenish baits levels, etc - prior to re-occupation Reinstate services where applicable, where services have continued, aligning with building management/landlord protocols				
Building and M&E	Waste management	Employee/others i.e cross contamination, vermin	Waste management/recycling Contact storage providers to reactivate shredding collection					
Building and M&E	Vehicle/parking	Employee/others	Social distancing, remarking parking bays, provide additional storage for bicycles Check number of parking spaces against new building occupancy Provide etiquette around use of parking and bicycle storage facilities	Liaise with building management/landlord where applicable				
Building and M&E	Access and security	Employee/others	Confirm building management / landlord social distancing measures and entry / exit points in conjunction with other tenants if applicable Confirm all access passes are valid. If there is a potential a pass has expired what is the process to re-validate? What if an individual has lost a pass? Will they require a new pass, what is the process for this? No temporary pass use? Ensure any lost access passes are communicated to building management / facilities team at earliest opportunity for cancelling	Deliver instructions on how to enter the building, i.e social distancing, hygiene, access points, opening doors, routes around the office, directional marking, security passes etc. Include information on access pass use in Office Etiquette document Create video for each office explaining how access / exit will work				
Building and M&E	Controlling common areas to avoid infection	Employee/others i.e cross contamination	Managing shared areas, aligned with building protocols through cleaning and housekeeping processes or areas are limited or no access. Lift lobbies Lift use guidance Entrance and exit points Stairways Toilets / showers Car park	Social distancing in reception areas Reception and public facing employees - safeguarding staff, installation of screens, appropriate PPE Additional cleaning for high use areas (e.g. lifts, stairs, toilets, showers, changing rooms, prayer rooms, maternity rest rooms)				
Building and M&E	Controlling communal areas within working areas	Employees	Kitchens / refreshment areas Break out areas Informal meeting areas Pods	Close off areas - using signage and taping Kitchens to be for handwashing only Water dispensers - guidance on how to safely use (e.g. Don't touch the button without a tissue) Advise people to bring their own lunch / beverages				
Building and M&E	Emergency and accident/incident management	Employee/others i.e cross contamination, social distancing	Fire drills, fire wardens, accident and incident reporting Confirm Government guidance on how fire evacuation are carried out Continue to test fire alarms, postpone any fire drills	Fire warden and first aider training up-to-date Ensure first aider training reflects precautions, based on current guidance Amend accident and incident reporting virus cases Arrangements for isolation of symptomatic individuals Relevant sanitisation/cleaning processes covering symptomatic individuals				
Building and M&E	Managing equipment to reduce risk of infection	Employee/others	Laptops PCs MFDs Binding equipment Dictation microphones Personal effect storage (to incl. coat and bags) Stationery	Personal computing equipment to only be used by specified user If working in the office then all additional equipment must be brought in on the working day and removed on departure (keyboards, mouse etc.) MFDs and binding equipment to be designated to one Floor Support individuals - requests for use to be sent to FS inboxes All personal effects to remain on person to include coats and bags and to be removed for work station after use Stationery requests - Where possible, people should store stationery items, such as pens, pencils etc, in a personal case to be used solely by them (lockers?)				

The risk assessment must be reviewed if it is no longer valid, i.e following an accident in the workplace or if there are any significant changes such as new work equipment or work activities and in line with emerging advice from the Government