

Fulkers Bailey Russell: London Office			Assessment Carried out by: Colin S Morton		
Date Assessment was carried out 09/10/2020					
What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risk?	Who needs to carry out the action	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff	Hand sanitising stations at entrance to building and in two places in the office.	A manager will always be in the office to ensure controls are being complied with	Dan Kennett/Alex Medwell Bates	Prior to office opening
	Maintenance Contractors	Hand washing facilities in toilets on each floor.	signs in place to remind people to wash their hands		Prior to office opening
	Delivery Drivers coming to your business	Notices in office and in toilet areas re washing hands	Information to be provided to staff, about when and where they need to wash their hands		Prior to office opening
	Visitors	Very minimal parcel deliveries only. Drivers will have access to sanitiser and hand washing in toilets.	Manager in office each day to replenish hand sanitising facilities and advise workspace if soap in toilets has run out	Duty Manager	Daily when office open
			Staff to be encouraged to report any dryness to skin from using sanitiser, to Manager in the office	Duty Manager	Daily when office open

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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	Staff	Kitchen area in office will be closed off, due to space being too small to allow proper social distancing.	Manager in office to enforce each day to ensure closure of kitchen is maintained.	Duty Manager	Whenever office is occupied
	Maintenance Contractors				
	Delivery Drivers coming to your business	Café open for hot drinks, staff to bring own water bottle			
	Visitors	Building Managers for the common areas. Have introduced a one-way system. The main entrance lift and stairs to be used for access and the bike storage entrance, middle lift, and stairs to be used for egress. 2 m distancing is marked on the floor and only one person in the lift at any time.	Manager in office to enforce use of one-way systems and lifts by staff. Failure to follow systems in place will be a disciplinary matter.	Duty Manager	Whenever office is occupied
		Staff to wear face coverings in common areas	Duty manager to enforce use of face coverings	Duty Manager	Whenever office is occupied
		There is sanitiser at the entrance to the building and in two positions in the office.	Manager to report any issues with sanitiser to building manager and to ensure office sanitiser is filled as required	Duty Manager	Prior to opening office and ongoing when office is occupied
		Communal toilets have a one person only procedure, with signs to explain and 2 m distance signs outside.			

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		<p>Enhanced cleaning of communal areas has been introduced by the building manager. With Cleaning staff trained in the new cleaning methodology.</p> <p>Cleaning materials used are those that kill or deactivate viruses.</p> <p>Cleaning frequency of high-risk areas including, handrails, push plates, handles and taps has been increased.</p> <p>2m distance signs are in place throughout the building</p> <p>Tables in communal café and welfare areas have been set out to ensure 2m distancing and masks are worn when accessing counter area.</p> <p>Meetings will be virtual whenever possible. Where meeting rooms are hired, written procedures for their use must be obtained and 2m social distancing maintained.</p> <p>A specific risk assessment must be in place for the use of meeting rooms. And briefed to all attendees</p>	<p>Manager in office to liaise with Building Managers to establish cleaning timescales and ensure these are maintained</p> <p>Duty Manager to ensure all staff comply</p> <p>Manager responsible for room booking, to ensure procedures for booking are received and risk assessment prepared</p>	<p>Duty Manager</p> <p>Duty Manager</p> <p>Manager booking room</p>	<p>Whenever office is occupied</p> <p>Whenever office is occupied</p> <p>Prior to any meeting taking place</p>

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		Office door to be held open when in use to reduce the need for repeated touching of door handles.	Duty Manager to ensure door left open	Duty manager	Whenever office is occupied
Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	At present no staff live together. Staff to inform HR if they live with or share a home with another staff member in the future. Staff to be encouraged not to commute together or in a group, whenever possible.	Managers to discuss with their team, the need not to commute together.	Team Managers	Ongoing
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Maintenance Contractors Delivery Drivers coming to your business Visitors	Office to be deep cleaned prior to re-opening and will be cleaned every night, including all desks, door handles, switches, and other surfaces. Cleaning products to be used that deactivate or kill viruses. No shared keyboards or mouse. Screens to be cleaned every day and after each use as a minimum.	Cleaning regime to be monitored daily, to establish any issue from the previous night's clean Cleaners to provide Technical and COSHH info, for products to be used. To be monitored daily to ensure compliance by staff.	Duty Manager Dan Kennett, Alex Medwell Bates Duty Manager	Daily when office is occupied Prior to office opening Daily when office is occupied

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		<p>Sanitizing wipes are in place to wipe down equipment prior to and after each use and between cleaning.</p> <p>Office door will be left open when occupied to reduce the need for touching of handles.</p> <p>Bins will be emptied each night or earlier when full.</p>	<p>Staff instructed to close door if last leaving office and in event of a fire alarm. No lone working</p> <p>To be monitored by manager in office.</p>	<p>Duty Manager</p> <p>Duty Manager</p>	<p>Daily when office is occupied</p> <p>Daily when office is occupied</p>
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>Staff</p> <p>Maintenance Contractors</p> <p>Delivery Drivers coming to your business</p> <p>Visitors</p>	<p>Regular updates to be sent to all staff, to keep them informed of news from the business.</p> <p>Individual Teams to have a minimum of weekly virtual meetings.</p> <p>All staff to be sent this risk assessment prior to return to the office.</p> <p>All staff to be involved in preparing site visit risk assessments.</p>	<p>Fortnightly updates to be sent.</p> <p>Meetings to be booked in advance</p> <p>RA to be prepared for site visits</p>	<p>Board Directors</p> <p>Team Leaders</p> <p>HR/ Dan K/ Alex MB</p> <p>Team leaders/staff</p> <p>All staff & Managers</p>	<p>In Place & Ongoing</p> <p>In Place & Ongoing</p> <p>Prior to office opening</p> <p>In Place & Ongoing</p> <p>In Place & Ongoing</p> <p>17/9/20</p>

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		<p>Staff encouraged to take their leave entitlement.</p> <p>4 fully trained mental health first aiders have been appointed.</p>	Staff to be made aware and encouraged to use if required	HR/Managers	
Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Maintenance Contractors</p> <p>Visitors</p>	<p>Capacity of office reduced to 12 desks, to prevent face to face working and maintain 2m social distancing.</p> <p>Office open 1 day per week for use of desks. Booking system in place for desk space to ensure only 12 staff members in office at any time.</p> <p>Office open on two other days for printing and binding etc. limited to 4 staff at any time by the booking system.</p>	<p>Drawing of desk layout to be sent to all staff</p> <p>Staff to be briefed on booking system</p> <p>T</p>	<p>Dan Kennett/Alex Medwell Bates</p>	<p>Prior to office opening</p> <p>Prior to office opening</p>

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		<p>Staff to return to office on a voluntary basis</p> <p>Meetings should be virtual where possible. Only properly social distanced meetings in the office. Non virtual meetings must be risk assessed.</p> <p>Visitors to the office must be by appointment only. They should be sent the office COVID procedures in advance.</p> <p>Details of visitor's names and contact details to be kept for 21 days.</p>	<p>Team Leader to ensure RA are prepared for non-virtual meetings</p>	<p>Meeting Organiser/team leader</p> <p>Staff member responsible for visitor</p> <p>Staff member responsible for visitor</p>	<p>All meetings from office opening date</p> <p>Prior to visitor attending the office</p> <p>At time of visit</p>

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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Staff sent DSE self-assessment sheet, power point instructions and HSE Video.</p> <p>Staff questionnaire sent including question on issues with home working</p> <p>Carry out virtual DSE assessment with staff reporting issues</p> <p>Supply additional equipment if required by assessment.</p>	<p>Re send DSE self-assessment and video.</p> <p>Establish further controls from self-assessment.</p>	<p>HR/H&S</p> <p>H&S/HR</p> <p>Team Manager</p>	<p>Sent on 30/9/20</p> <p>When identified by initial self-assessment</p>
Poor workplace ventilation leading to risks of coronavirus spreading	<p>Staff</p> <p>Visitors</p>	Opening windows to be used for introducing fresh air.	Duty manager to ensure windows are open	Duty Manager	Whenever office is open

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Increased risk of infection and complications for vulnerable workers	Staff	<p>Questionnaire has been sent to all staff to establish if they are</p> <ul style="list-style-type: none"> > Clinically extremely vulnerable > Vulnerable > living with someone extremely vulnerable or vulnerable. <p>Staff in the above categories to be encouraged to continue working from home.</p> <p>Staff given information on what to do if they, or someone living with them develop symptoms.</p>	<p>Staff to inform team leader if they fall into one of these categories in the future.</p> <p>Team Leader to discuss options with staff member</p>	<p>Staff Member</p> <p>Team Leader/staff member</p> <p>HR</p>	<p>When circumstances change</p> <p>Prior to returning to office</p> <p>Prior to returning to office</p>