

# Bevan Brittan COVID-19

## Updated Office Risk Assessment

COVID-19 is an infectious disease caused by the coronavirus. Those infected with COVID-19 can be asymptomatic and/or not display symptoms for several days, yet still be infectious. COVID-19 vaccines are now readily available in the UK and uptake has been high, however we must take into account those who have not been/are unable to be fully vaccinated. Although the vaccines can reduce the chance of becoming seriously ill and spreading the virus, vaccines do not provide immunity and measures to reduce virus transmission should still be taken.

The virus is largely transmitted via aerosolised respiratory droplets from breathing, coughing or sneezing and can therefore infect individuals in proximity by inhalation/ingestion. The virus can live on surfaces where respiratory droplets have been deposited for a significant amount of time, therefore it is important we protect ourselves and others from infection by washing our hands or using an alcohol based rub frequently and not touching our face.

Using the most recent government guidance, updated 14th of September 2021, the aim of this assessment is to reduce the risk of COVID-19 transmission to staff, contractors and visitors or anyone who may come into contact with our staff and contractors during the course of our business activities.

## Risk Matrix – Likelihood vs Impact

		Impact			
		Low	Medium	High	Very High
Likelihood	Probable	4 Moderate	8 Major	12 Severe	16 Severe
	Possible	3 Minor	6 Moderate	9 Major	12 Severe
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate

# Risk Assessment

Risk	Untreated			Controlled (ie. current status if different)			Treated (ie. score if treated)			Risk treatment option (treat/accept/monitor)	Risk treatment action	Action Date
	Likelihood	Impact	Score	Likelihood	Impact	Score	Likelihood	Impact	Score			
Transmission of COVID-19 by close contact with others in workplace areas, where coughs, sneezes or breathing can produce infected vapour up to 2m.	4	4	16	2	4	8	1	4	4	Treat	Support working from home where possible. Symptoms checking and reporting system in place for all entering the offices. We are maintaining signage in our offices and guidance to colleagues and third parties not to come into the office if they are unwell or have COVID-19 symptoms or a positive COVID-19 test. There is a limited number of available desks and working spaces to reduce transmission through proximity. Desks are managed through a booking system to assist in allowing use of office to all who need on an equitable basis. We are maintaining signage for staff kitchens and shared meeting areas to highlight best hygiene practices for these close proximity areas. Staff are regularly communicated best practice via emails and the company Intranet. A survey was undertaken to establish how regularly colleagues would like to attend the offices."	Ongoing
Transmission of COVID-19 by hand lack of hand hygiene	4	4	16	2	4	8	1	4	4	Monitor	Hand washing facilities with soap and water in place. Guidance to staff, contractors and visitors: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Drying of hands with disposable paper towels. Gel sanitisers in any area where washing facilities not readily available Supply sanitising wipes to enable self-cleaning of the following but not limited to high touchpoint surfaces, keyboards, mice, desks, printers, meeting rooms and kitchens Posters, leaflets and other materials are available for display."	Ongoing
Transission of COVID-19 whilst using public transport to commute to and from site	4	4	16	2	4	8	1	4	4	Monitor	Promote cycling and walking to work where possible. Allow those who live further to utilise car parking on site Allow staggered starts so people can use less utilised services to enable better social distancing. Encourage colleagues to adhere to the transport operators own safety measures."	Ongoing
Transmission of COVID-19 by Heating Ventilation and Cooling Systems	2	4	8	1	4	4	1	4	4	Monitor	Maintenance of systems to ensure optimum performance, check to ensure suitable fresh filtered air is delivered and that filters are changed on required service intervals. AHU systems are running at full capacity at only 50% occupancy meaning fresh air intake exceeds requirement.	Ongoing
Individual displaying symptoms of COVID-19	4	4	16	2	4	8	1	4	4	Monitor	If anyone becomes unwell or is displaying COVID-19 symptoms in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees through changing situations. Continue regular cleaning throuout the day to ensure hygienic environment.	Ongoing
Transmission of COVID-19 through lack of appropriate cleaning regime	4	4	16	2	4	8	1	4	4	Monitor	Frequently enhanced cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Ongoing
Transmission of COVID-19 through use of lifts	4	4	16	2	4	8	1	4	4	Monitor	Lifts and stairs are open for travel up and down the office buildings. Regular sanitisation of lift buttons and other high frequency touch points."	Ongoing
Vulnerable people	4	4	16	2	4	8	1	4	4	Treat	Support homeworking where possible. Carry out individual risk assessments where appropriate. Complete or revise PEEP's where required and make reasonable adjustments where possible.	Ongoing
Deterioration of mental health in staff returning to the workplace due to anxiety over transmission of the virus at work.	4	4	16	2	4	8	1	4	4	Monitor	BB has an active programme of communications around mental health and wellbeing and the adjustment in occupancy levels has been made to ensure there is sufficient space for those that would benefit from working in the office in a safe way.	Ongoing