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| Ref No: RA 0105 /20 (A) | Activity / Event: Covid 19 – Building Consultancy Support Team |
| Assessor/s: Christopher Hall, Marc Crump and David Brackwell | Date: assessed 24 July 2020 |
| <p>Who (or what) might be Harmed: Acivico staff, i.e. employees and contractors who are part of the BC support team or who work in close collaboration with the team.</p> <p>This Risk Assessment is specifically for the BC support team and should be read in conjunction with Acivico’s general Covid 19 Risk Assessment.</p> <p>Note: this Risk Assessment will be kept under ongoing review.</p> | |

| No. | ISSUE / HAZARD Description of Hazard | EFFECT Effect of Hazard on People | CONTROL MEASURES Controls put in place to avoid harm / reduce risk | RISK RATING |
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| | <p>Due to technological and practical difficulties in delivering support for the BC function a business decision has been taken that the BC support team will resume operation from Louisa House going forward. Louisa House will continue to have reduced occupancy levels due to the working patterns, etc., of other employees therefore it is expected that effective social distancing can still be maintained, for the support team and any other employees working from / or at Louisa House.</p> <p>Louisa House is an open plan office environment spread over three floors, which would be designated as a LOW RISK working location. There is parking located in the building in basement / lower basement areas. Other facilities include: meeting rooms, kitchen areas and a shower room, located on the ground floor. There are toilets with handwashing facilities on each floor. The office areas are accessed by stairs and lift from the parking areas and other floors. Controls are predominantly based on a one-way access/egress system, hygiene and social distancing, and closure of meeting rooms, were social distancing is not feasible, as currently no vaccine is available.</p> <p>The Building Consultancy Helpdesk and Registration team consists of 7 people plus the line manager. This is excluding the Administrative Assistant who will remain at home. The team are experiencing significant problems associated with technology and capability which is impacting on customer experience.</p> <p>Note: Prior to the closure of Louisa House there were no known (or suspected) cases of Covid 19 identified in employees and others who used the building.</p> <p>Note: Prior to re-occupation building services were checked, i.e. water systems, lifts, etc., to ensure safety and serviceability.</p> <p>Note: Prior to re-occupation a full clean was undertaken to ensure appropriate levels of hygiene and cleanliness.</p> <p>Note all employees who will work from Louisa House on a regular, irregular or ad-hoc basis will receive a revised induction training/instruction to ensure they are fully acquainted with the arrangements put in place by this Risk Assessment</p> | | | HIGH |
| 1. | Covid 19 | Risk of serious ill health through transmission of Covid 19 virus | Controls detailed below a. – m. | High (L3 x S4) |
| | | | <p>a. Face coverings / masks: Acivico considers that effective social distancing can be maintained at this time and therefore will NOT mandate the wearing of face coverings/masks within Louisa House. However, if employees have a</p> | |

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| | | | <p>personal preference to wear a face covering, whilst they are in the office then this choice will be respected.</p> <p>Note: any employee wearing a disposable face covering MUST take responsibility for its safe disposal outside of Acivico or client premises i.e. this is likely to mean taking the disposable face covering home and arranging disposal with general domestic waste – following relevant guidelines.</p> <p>b. Cleaning: An enhanced cleaning regime is in place, with an emphasis on high traffic areas and contact points. Staff will be restricted to a designated desk and hot desking will be banned. Note: wipes to be used for cleaning surfaces on printers, and other multi-user equipment. Sprays are only to be used for hard surfaces, such as desks, not for keyboards or other electronic equipment, for which wipes are available.</p> | |
| | | | <p>c. Reduced occupancy: staff numbers (present at one time) have been reduced through a number of measures including: flexible working patterns, rota's, and other suitable means.</p> | |
| | | | <p>d. Transport and parking: All employees will be encouraged to travel by means other than public transport, for employees travelling by car, parking will made be available at Louisa House during the reduced manning period, where possible.</p> | |
| | | | <p>e. Access, egress and social distance: access to working areas will be based on a one-way system to minimise risk of contact and to facilitate social distancing. Note: access from car parking, via central staircase and lift; egress via fire exits.</p> | |
| | | | <p>f. Hand sanitisation: Hand sanitisers are available at all access points and other locations within the building, handwashing facilities are available in all toilets and in all kitchens that are currently in use. Hand hygiene is promoted through signage and staff communications. All staff / persons entering Louisa House should use the sanitiser and then wash their hands at the first opportunity.</p> | |
| | | | <p>g. Social distance in working areas: will be maintained by a number of mechanisms including: restricting staff to a designated desk; controlling occupancy (at any one time) to one employee per four desk block/pod or three employees per eight desk block; having a one way system for movement around the office; restricting numbers of staff able to use welfare facilities at any one time</p> | |

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| | | | <p>h. Social distance in Welfare facilities: only one member of staff to use the welfare facilities at any one time, controlled by signage and verbal / non-verbal communication between individuals.</p> | |
| | | | <p>i. Printers: only one member of staff to use printer at any one time, controlled by signage. User to clean* contact point prior to each use. Note*: wipes to be used for cleaning surfaces on printers, etc. Sprays are only to be used for hard surfaces, such as desks.</p> | |
| | | | <p>j. Air conditioning: Air conditioning is not currently being used, reliance has been placed on natural ventilation – opened windows, etc.</p> | |
| | | | <p>k. Control of deliveries / collections: deliveries and collections will be managed to reduce interaction and maintain social distance. For example an external postbox has been fitted to remove the need to enter Louisa House and hygiene collections will be managed as for other contractor visits to site</p> | |
| | | | <p>l. Staff with symptoms: Any staff who have symptoms*, that may be due to Covid 19, or who have been advised to self-isolate or shield by a clinician, should inform their Line manager and HR, they should not go to Louisa House. Note*: anyone with any of the listed symptoms should arrange for a Covid 19 test and follow government and clinical advice. If anyone with symptoms, shielding or self-isolating is unwell, they should follow standard sickness absence reporting processes.</p> | |
| | | | <p>m. Working from home: is not considered a practical working arrangement for employees for whom productivity is significantly impaired or who need access to equipment or services that cannot be accessed effectively from home including the BC support team; however, where such staff have been advised to isolate but are otherwise fit and well, they will be expected to work from home to the best of their ability.</p> | |
| | | | <p>n. Vulnerable employees: Where any additional controls are required for ‘Vulnerable’ employees an individual risk assessment will be completed, documented and suitable adjustment considered.</p> | |
| 2. | Non employees accessing Acivico premises (Louisa House) | Risk of infection by third parties | <p>Acivico has taken the decision to place a general ban on non-essential visitors from its offices in the short term</p> <p>Access will be allowed for contractors undertaking essential building maintenance.</p> <ul style="list-style-type: none"> All visits will be pre planned, unless for a genuine building emergency when all reasonable precautions will be taken Contractors will be asked to confirm staff attending site do not have Covid 19 symptoms and or have not been asked to self-isolate | |

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| | | | <ul style="list-style-type: none"> On arrival contractors will be escorted by an appropriate member of Acivico staff, maintaining social distance On completion of the task the contractor will be asked to contact their Acivico contact and will be escorted from the premises – again maintaining distance The work area will either be cleaned post work or left for a period of at least three hours before being accessed/used by Acivico staff. | |
| 3. | Fire | Risk of personal injury, property damage. Due to reduced occupancy all designated fire marshals may not be present at all times. | <p>Due to the planned reduced occupancy all designated fire marshals may not be present at all times. In the absence of Fire marshals / to support Fire marshals, the manager/s present on each floor will also assume Fire marshal responsibilities. Appropriate training has been provided to enable this task to be undertaken effectively. During an evacuation, the priority is swift exit from the building and it is accepted that social distance may be temporarily compromised. When staff have exited the building and are at a place of safety, social distance should be resumed. The assembly area will remain unchanged but social distance should be respected in the event of an evacuation.</p> <p>Note: The current Louisa House Fire Risk assessment should also be referenced.</p> | |
| 4. | First Aid: Due to reduced occupancy all designated First Aiders may not be present at all times. | Management of consequences of a personal injury / ill health event. | <p>In the absence of appointed First Aiders, the manager/s present on each floor will act as the 'Appointed Person'. Appropriate training has been provided to enable this role to be undertaken effectively.</p> <p>All existing First Aid provision will remain in place and consideration will be given to identifying and training additional First Aiders, if employee numbers indicate this is necessary.</p> <p>Note: In a low risk environment with low numbers of employees present, employers can rely on an Appointed Person – who is NOT trained to give First Aid and would not provide First Aid.</p> | |

| <i>Having established a risk indicator from current control measures it may be necessary to introduce further actions to enable safe systems of work</i> | | | | | |
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| No. | RISK | ACTIONS | TARGET DATE | ACTUAL DATE | REVISED RISK RATING |
| | | Enhanced controls to reduce risk | | | |
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| Review: 24 August 2020 | Signature/s: C Hall, M Crump, D Brackwell |
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**ACIVICO LTD
RISK ASSESSMENT**

| Risk Matrix | | CONSEQUENCES / SEVERITY | | | | |
|-------------------|---|--|---|--|---|---|
| | | Insignificant (1) No Injuries / minimal loss | Minor (2) First Aid Treatment / medium loss | Moderate (3) Medical Treatment / high loss | Major (4) Hospital Admission / large loss | Catastrophic (5) Death / massive loss |
| LIKELIHOOD | Almost Certain (5) Often Occurs (once a week) | Moderate (5) | High (10) | High (15) | Catastrophic (20) | Catastrophic (25) |
| | Likely (4) Could easily happen (once a month) | Moderate (4) | Moderate (8) | High (12) | Catastrophic (16) | Catastrophic (20) |
| | Possible (3) Could happen or known to happen (once a year) | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| | Unlikely (2) Hasn't happened yet but could (once every ten years) | Low (2) | Moderate (4) | Moderate (6) | Moderate (8) | High (10) |
| | Rare (1) Conceivable but only in extreme circumstances | Low (1) | Low (2) | Low (3) | Moderate (4) | Moderate (5) |