

Saunderson House Limited – Covid-19 Office Risk Assessment

Document details

Date of assessment	19th August 2020
Assessment completed by	Steve Chhoker, Chief Risk Officer
Next review date	Under continuous review

Purpose process and key areas

This risk assessment sets out the controls that Saunderson House Limited ('SHL') have established in order to reduce the likelihood of any internal or external parties, either contracting or spreading Covid-19, whilst working at, or visiting, SHL offices.

Government guidance has been assessed in detail as well as external expertise. Where required, additional controls have been put in place. All such controls are included in this assessment.

The entire working/visiting cycle has been considered, with key areas being:

- Travel to and from the office;
- Entering and exiting the office;
- Moving around the office;
- Desk spaces;
- Conduct in meetings;
- Communal areas; and
- Any additional people concerns.

Travel to and from the office

Hazard	People at risk	Controls
Contracting Covid-19 from another person whilst travelling to the office	Staff Contractors Visitors Suppliers	<ul style="list-style-type: none"> • Staff advised not to travel between offices • The majority of staff are working from home and working from home provisions will continue to be supported. • Staff to follow government guidance when travelling on public transport, e.g., the mandatory wearing of face masks • Staff advised to prioritise walking and cycling over public transport where possible • Staff advised to travel outside of rush hours • Staff are required to follow any local lockdown guidance issued by the government
Contracting Covid-19 from another person whilst making a business trip or travelling between offices	Staff Contractors	<ul style="list-style-type: none"> • Staff advised not to travel between offices • No overseas travel is undertaken • Staff are advised against business travel other than travel to and from the office. Exceptions to be approved by an appropriate person
Mental health suffering, such as feeling anxious, about working at the office	Staff Contractors	<ul style="list-style-type: none"> • Staff have been consulted about returning to the office. Staff have been prioritised where there is a personal wellbeing reason to return to the office (e.g., mental health suffering at home) and/or where there is a business need • Staff are encouraged to discuss any concerns with their line manager, mental health first aiders, or the HR department • Staff are encouraged to use the employee assistance programmes offering counselling, therapy and advice (further information and the hotline details are available on the Saunderson House intranet) • A wellbeing hub has been made available on the Saunderson House intranet with resources and information covering physical, mental and financial wellbeing

Contracting Covid-19 leading to serious ill-health or fatality of someone who is clinically high-risk	Staff Contractors	<ul style="list-style-type: none"> •Staff have been consulted as to whether they, or someone they live with, are clinically high-risk. In a phased return, these members of staff do not form part of the initial phases •Expectant mothers are asked to consult with HR prior to attending the office
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Entering and exiting the office

Hazard	People at risk	Controls
Contracting Covid-19 from another person or via surface spread in communal building parts whilst entering or exiting the office	Staff Contractors Visitors Suppliers	<ul style="list-style-type: none"> •Staff are asked to fill in a form to declare they do not have Covid-19 symptoms •Only those with allocated desks to enter the office to reduce the number of people entering and exiting the building •Use of face masks encouraged in communal building areas •Staff advised to travel outside of rush hours to reduce congestion at building entrances •Staff encouraged to bring in their own food to reduce congestion •Number of staff in Long Lane limited to three until further social distancing measures can be undertaken <p>Landlord provisions Landlords are responsible for the entrances. Saunderson House has worked with landlords to put controls in place:</p> <ul style="list-style-type: none"> •Hand sanitiser available in the building reception •Signage to direct staff members •Signage to maintain social distancing •Restricted access to lifts

Communal areas and moving around the office

Hazard	People at risk	Controls
Contracting Covid-19 from another person or via surface spread in higher footfall areas of the office, such as walkways	Staff Contractors Visitors Suppliers	<ul style="list-style-type: none"> •Signage installed to maintain social distancing •Hand sanitiser available on wall-mounted and free-standing dispensers •One way systems marked on the floor wherever feasible •Reduced number of staff in the office to reduce chances of contact points •Screens installed alongside walkways to meeting rooms •Staff encouraged to bring in their own food to reduce footfall
Contracting Covid-19 from another person or via surface spread in toilets	Staff Contractors Visitors Suppliers	<ul style="list-style-type: none"> •Signs reminding people of hand washing rules •Signs reminding people of distancing rules
Contracting Covid-19 from another person or via surface spread in kitchen/ water station areas	Staff Contractors	<ul style="list-style-type: none"> •One way system implemented in Aldersgate Street •Signs reminding people of hand washing rules •Signs reminding people of distancing rules
Contracting Covid-19 from another person or via surface spread near shared equipment, such as printers	Staff Contractors	<ul style="list-style-type: none"> •Staff are encouraged only to use printers and shared equipment where necessary, e.g., for vulnerable clients •Staff are encouraged to use electronic means of communication, e.g., client portal and docuSign.

Desk spaces

Hazard	People at risk	Controls
Contracting Covid-19 due to sitting in close proximity to another individual	Staff Contractors	<ul style="list-style-type: none"> •Useable desk spaces have been planned in conjunction with an external consultancy in Aldersgate Street. •Alternate desks only to be used to maintain distancing, with overall capacity reduced to less than 50% •Desks to be allocated to individuals •Signs reminding people to maintain distancing •Number of staff in Long Lane limited to three until further desk planning and measures can be taken
Contracting Covid-19 from the surface of the desk/ workspace	Staff Contractors	<ul style="list-style-type: none"> •Desks are to be allocated to one person on a working week basis •Signs reminding people to wash their hands •Hand sanitiser available on wall-mounted and free-standing dispensers •Cleaning materials available for individuals to use if desired •Desks to be cleaned regularly
Spreading Covid-19 via the air conditioning system	Staff Contractors Visitors Suppliers	<ul style="list-style-type: none"> •Fresh air is incorporated within the air conditioning system •System adjusted to increase circulation where fresh air is incorporated

Conduct in meetings

Hazard	People at risk	Controls

<p>Contracting Covid-19 from a visitor to the office, or a visitor contracting Covid-19 from a member of staff</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Client meetings are to be done via video or telephone call wherever possible • Client meetings restricted to Aldersgate Street • Aldersgate Street meeting rooms has one-way system marked out on floor • Reduced meeting room capacity in Aldersgate Street with designated seating to ensure distancing • Hand sanitiser available in each room • Visitors and staff attending meetings with visitors encouraged to use face coverings • Regular cleaning of meeting rooms • Screens installed along walkways between route to meeting rooms and desk areas • Signs reminding of distancing • Client meetings to be booked in advance reducing chances of congestion • No handshakes or other contact greetings
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Additional people concerns

Hazard	People at risk	Controls
<p>Lack of communication leading to stress and anxiety</p>	<p>Staff Contractors</p>	<ul style="list-style-type: none"> • Regular communication issued via Shine (Saunderson House intranet) • Staff are encouraged to discuss any concerns with their line manager, mental health first aiders, or the HR department
<p>Contracting Covid-19 whilst having a pre-existing medical condition</p>	<p>Staff Contractors</p>	<ul style="list-style-type: none"> • Staff have been consulted as to whether they, or someone they live with, are clinically high-risk. In a phased return, these members of staff do not form part of the initial phases • Staff advised to follow the government's self-isolation guidance

<p>Lack of distancing when administering first aid in the event of an emergency</p>	<p>Staff Contractors</p>	<ul style="list-style-type: none"> •In the event of emergency first aid requiring to be administered, social distancing is not required
<p>Spreading Covid-19 having been sent home from the office with symptoms</p>	<p>Staff Contractors</p>	<ul style="list-style-type: none"> •Staff are required to fill in a form declaring they do not have any Covid-19 symptoms •If symptoms develop on site, staff are advised to go home immediately and follow the government's latest guidance in relation to self-isolation, test and trace etc. •In such circumstances, staff are advised to try to minimise contact with people, e.g., prioritising walking and cycling