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## **Risk Assessment: COVID-19 Coronavirus**

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**Evergreen House North  
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London  
NW1 2DX**



This assessment provides detail of the control measures and actions required in relation to hazards associated with exposure to the COVID 19 virus within the common and BE retained areas at Evergreen House, NW1 2DX

This risk assessment has been written utilising the Government guidance ‘Working safely during COVID-19 in offices and contact centres. Guidance for employers, employees and the self-employed.

In line with our legal responsibility to protect workers and others BE Offices have constructed and reviewed the below risk assessment to identify the known risks, consider controls and employ mitigation based on currently available UK Government and PHE guidance. As the situation is rapidly evolving, BE will monitor the PHE and Government guidance and implement changes to existing controls wherever necessary. This risk assessment will be formally reviewed when any such change occurs.

The following simple risk level estimator is based on BS 8800:

Likelihood of Risk Being Realised	Severity of Harm		
Likelihood Of Harm	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no documentary records need be kept.
Tolerable 2A	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate 3N	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial 4N	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable 5N	Building (or relevant area) should not be occupied until the risk is reduced.

N = Not adequately controlled A = Adequately controlled

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Exposure to and spread of COVID-19 virus due to the physical contact, interaction and use of shared facilities within the building common areas.	Staff, Clients, Visitors, Contractors, Couriers	<b>Moderate 3N</b>	<p><b><u>Consultation</u></b> BE Offices has a duty to consult their people on health and safety matters that affect them.</p> <p>Landlords and managing agents must be consulted on an ongoing basis to ensure policies and management procedures harmonise between all parties.</p>	<p>Staff will be engaged via email and intranet to ensure that this risk assessment encompasses all risks and control measures on an ongoing basis.</p> <p>BE Offices will liaise with its landlords on an ongoing basis, especially any time there is a requirement for significant change to risk assessment, policy or procedures. Policies laid down by landlords should be cascaded to BE staff and clients to ensure adherence across all organisations.</p>	<b>Tolerable 2A</b>
		<b>Substantial 4N</b>	<p><b><u>Working from Home</u></b> Government guidance is that workers should be continuing to work from home as a first point of control wherever possible.</p> <p>Working from home self- assessment should be completed and reviewed by the H&amp;S officer and HR team.</p>	<p>Every reasonable effort to enable working from home as a first option will be undertaken. All staff who can work from home will continue to do so. Staff must only be present in the workplace where they are unable to carry out their jobs from home.</p> <p>Those who may be required to attend the workplace have roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.</p>	<b>Tolerable 2A</b>

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Exposure to and spread of COVID-19 virus due to the physical contact, interaction and use of shared facilities within the building common areas.	Staff	<b>Moderate 3N</b>	<p><b><u>Mental Health Protection</u></b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer support to those who require it.</p>	<p>BE Offices have a dedicated mental health support service in place to support staff. Details can be obtained from the HR department.</p> <p>Managers should keep in touch with their teams e.g. carry out regular calls to ensure mental health and wellbeing is monitored and factored into planning of tasks or returns to the workplace.</p>	<b>Tolerable 2A</b>
	Staff, Clients, Visitors, Contractors, Couriers	<b>Substantial 3N</b>	<p><b><u>Self-Isolation</u></b> Those who are self-isolating should work from home where possible and should not enter the workplace under any circumstances.</p> <p>If anyone becomes unwell COVID-19 symptoms in the workplace, they will be sent home and advised to follow self-isolation guidance. Anyone who becomes unwell outside of the workplace should not attend the premises. Businesses shall not require a self-isolating employee to come into the workplace by law.</p>	<p>Self-isolation under government guidance. e.g. those with symptoms of COVID-19, those in a household or support bubble of someone who has symptoms or those identified under the test and trace service (close contact).</p> <p>Self-isolating members of staff should communicate this information to line managers as per the COVID-19 reporting and management procedures.</p> <p>Self-isolating clients should inform the centre manager of their status as soon as reasonable practical.</p>	<b>Tolerable 2A</b>

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Exposure to and spread of COVID-19 virus due to the physical contact, interaction and use of shared facilities within the building common areas.	Staff, Clients, Visitors, Cleaners, Contractors, Couriers	<b>Substantial 4N</b>	<p><b>Social Distancing</b> Reducing the number of persons in any work area to comply with the 2m or 1m with risk mitigation gap recommended by GOV guidance.</p> <p>Take steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce numbers of workers on site at any one time.</p> <p>Additional parking on site must be considered wherever possible to ease staff use of busy public transport. Redesign processes to ensure social distancing in place. Access and egress from property to be separated wherever possible. One-way foot traffic where possible.</p> <p>Social distancing should be observed in all areas of the building, not just office space. e.g. reception areas, break out spaces, smoking areas, common areas.</p>	<p>Social distancing measures will be communicated by floor signage, large visual banners, and eye level signage throughout the workplace.</p> <p>2m social distancing will be maintained whenever possible. Where 2m distancing is not available 1m distancing with risk mitigation will be in place.</p> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>▪ Further increased handwashing and surface cleaning.</li> <li>▪ Reducing the activity time as much as possible.</li> <li>▪ Using screens or barriers to separate people.</li> <li>▪ Using back to back or side to side working.</li> <li>▪ Reducing the number of people each person has contact with. By restricted access or fixed teams/ partnering</li> <li>▪</li> </ul> <p>One-way traffic flow will be established where possible. In all other instances individuals will walk on the left-hand side of corridors, staircases or break out spaces.</p>	<b>Tolerable 2A</b>

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		<b>Substantial</b> <b>4N</b>	<u><b>Emergency Procedures</b></u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart and the usual procedures can be followed.  Fire and emergency procedures should be updated to reflect any changes made due to COVID response. E.g. dispersal at fire assembly points.  There is no requirement to adhere to 'one-way' or restricted traffic flow measures when evacuating the building.	During an emergency evacuation, the usual evacuation procedures apply. Once at the assembly point individuals should remain 2m apart.  If the assembly point cannot accommodate 2m of separation between the volume of people evacuated a dispersal procedure will be enacted. Refer to the site-specific updated fire evacuation procedures for further detail.	<b>Tolerable</b> <b>2A</b>

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		<b>Substantial</b> <b>4N</b>	<b>Physical Barriers</b> Install cough/sneeze screens on all reception desks, as receptionists are at higher risk of face to face contact.  Physical barriers (plexi-glass should be used as an enhancement to social distancing as opposed to a replacement for it.	Physical barriers will also be subject to enhanced cleaning regimes.	<b>Tolerable</b> <b>2A</b>

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