



YOUR WORLD® RECRUITMENT GROUP
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Risk Assessment

2020

Activity/ Task: Covid-19 Office Re-occupation	Office: The Broadgate Tower	Location of Activity: Broadgate Tower	Assessment No: 001
Name of Assessor: Brett Vince	Position: Group HR Director		Review date: 27/05/2021

Identified Hazards	Who may be harmed and how	Assessment			Control measures	Revised Risk Rating		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
1) Catching / Spreading Viruses - Managing Risk	Employees, Service Partners, Visitors	5	3	15	<p>Your World Recruitment will reduce workplace risk to the lowest reasonable level by taking the appropriate preventative measures so that everyone's health is protected.</p> <p>Employees will have the option of working from home, where this is not possible site/task specific controls will be implemented to comply with current Covid-19 guidelines.</p> <p>In accordance with government guidelines this Risk Assessment document will be shared with all employees</p>	5	1	5
2) Catching / Spreading Viruses – Who should return to work?	Employees, Occupiers, Service Partners	5	3	15	<p>A phased return to work plan will be implemented, this will commence in July. The phasing process will continue with careful consideration at each stage of who should be invited to return.</p> <p>The initial return to work groups will be selected using the following 6 key points:-</p> <ol style="list-style-type: none"> 1. Those who have already expressed willingness to return (voluntary scheme) 2. Need to be in the office due to their job 3. Not considered being a vulnerable group (underlying health conditions or any other criteria that the government issue) 4. Walking/cycling distance to the office (or easy commute following public transport guidelines) 	5	1	5

					<p>5. No carer responsibilities</p> <p>6. Employees who are well and do not have anyone in their household or have not been in contact with someone who is ill or showing symptoms of Covid-19</p> <p>Employees will be encouraged to stay in contact with all members of their team on a regular basis and to liaise with their line manager if they have any concerns relating to the health or wellbeing of a fellow employee.</p> <p>Employees who may be considered as 'vulnerable' or 'at risk' will be given careful consideration and communicated with individually before being invited to return to work.</p>	5	1	5
3) Catching / Spreading Viruses – Social Distancing	Employees, Service Partners, Visitors	5	3	15	<p>A 'Back to Work' briefing will be provided to all employees before returning to work.</p> <p>Before leaving home colleagues are to check for the main COVID-19 symptoms –</p> <ul style="list-style-type: none"> • High temperature 37.8C and/or chest/back hot to touch • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • Loss of taste or smell <p>If they answer yes to either of these symptoms they will remain at home and alert their Line Manager.</p> <p>Where possible Colleagues will avoid using public transport. However, if using public transport is the only option, they will follow Transport for London guidelines. Hand sanitiser to be used when exiting public transport or public transport hubs.</p> <p>Always adhere to Government social distancing rules</p> <p>All colleagues are to wash / sanitise their hands on arrival to work.</p>	5	1	5

					<p>A cleaning schedule will be implemented, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance regularly</p> <p>Meeting rooms will have a reduced capacity to ensure social distancing can be maintained</p> <p>Colleagues who have shown COVID-19 symptoms or have been advised by NHS 111 to return home will exit the building by the nearest exit and all potentially contaminated areas will immediately be disinfected.</p> <p>Colleagues will adhere to the revised social distancing and access/egress rules, as directed in the 'return to work' briefing. This will set out how colleagues can access/use meeting rooms, kitchenette/coffee areas, bathroom facilities etc.</p> <p>Bathroom facilities will contain suitable quantities of soap and antibacterial hand gel. Colleagues will be asked to regularly wash their hands with soap, for at least 20 seconds. Social distancing rules must be maintained when using bathroom facilities.</p> <p>Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Should employees find they or a member of their family have a new persistent cough and/or a high temperature, they are to contact NHS 111 immediately and if necessary self-isolate and inform their Line Manager.</p> <p>In the event of an emergency i.e. fire evacuation, the priority will always be to evacuate the building as quickly and safely as possible when instructed to do so.</p> <p>Colleagues involved in the provision of assistance to others during an emergency, should use relevant PPE provided and pay attention to sanitation measures immediately afterwards including washing hands.</p> <p>When exiting the building all colleagues must sanitise their hands prior to exiting the building.</p>			
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4) Catching / Spreading Viruses – Visitors & Service Partners	Employees, Service Partners, Visitors	5	3	15	External visitors have been suspended until further notice.	5	1	5
5) Catching / Spreading Viruses – Cleaning & Hygiene	Employees, Service Partners, Visitors	5	3	15	<p>A cleaning schedule will be implemented, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance regularly.</p> <p>Cleaning materials will be provided on desks and work areas for all employees. Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>If an employee is suspected to have coronavirus symptoms, they will be isolated and their work area will be deep cleaned using antibacterial cleaning materials in accordance with government guidance.</p> <p>Bathroom facilities to contain suitable quantities of soap and antibacterial hand gel.</p>			
6) Catching / Spreading Viruses – PPE & Face Coverings	Employees, Occupiers, Service Partners, Visitors	5	3	15	<p>All employees are advised to maintain a travel pack that will consist of:-</p> <ul style="list-style-type: none"> • Face Mask • Hand Sanitiser <p>The use of face coverings is currently optional within the office and employees should ensure their hands are clean before putting a face covering on and after removing it. Change and wash your face covering daily in line with manufacturer’s instructions.</p> <p>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</p> <p>Where possible colleagues will avoid using public transport. However, if using public transport is the only option, then all Transport for London guidelines must be adhered to. Hand sanitiser to be used when exiting public transport or public transport hubs.</p>	5	1	5

4) Catching / Spreading Viruses – Visitors & Service Partners	Employees, Service Partners, Visitors	5	3	15	<p>External visitors will be allowed into the office from 1st September 2020 but will be subject to all measures of that of the employees</p> <p>Training candidates will commence on 1st September 2020 and a specific risk assessment will be issued to all attendees</p>	5	1	5
5) Catching / Spreading Viruses – Cleaning & Hygiene	Employees, Service Partners, Visitors	5	3	15	<p>A cleaning schedule will be implemented, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance regularly.</p> <p>Cleaning materials will be provided on desks and work areas for all employees. Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>If an employee is suspected to have coronavirus symptoms, they will be isolated and their work area will be deep cleaned using antibacterial cleaning materials in accordance with government guidance.</p> <p>Bathroom facilities to contain suitable quantities of soap and antibacterial hand gel.</p>			
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7) Catching / Spreading Viruses – Workforce management	Employees, Occupiers, Service Partners, Visitors	5	3	15	<p>aaStaggered working hours will be implemented, allowing colleagues to avoid journey ‘hot spots.’</p> <p>Physical ‘hard copy’ document exchanges should be avoided, where possible documents should be shared electronically.</p> <p>Regular reminders to be issued to colleagues of the need to socially distance and maintain good hygiene practices.</p> <p>We will adopt and review new Government / Public Health England / Public Health Scotland / WHO guidance as and when available.</p>	5	1	5
8) Catching / Spreading Viruses – Deliveries & Collections	Employees, Service Partners, Visitors	5	3	15	<p>Non work-related deliveries will not be permitted.</p> <p>Colleagues handling goods delivered by external suppliers will increase their handwashing frequency and be provided with personal hand sanitiser.</p>			
Vulnerable Employees	Employees	5	4	20	<p>Medical questionnaires are issued upon employment.</p> <p>Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures including working from home. These groups include:</p> <ul style="list-style-type: none"> • Aged 70 or older (regardless of medical conditions) • Under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds) • Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • Chronic heart disease, such as heart failure • Chronic kidney disease • Chronic liver disease, such as hepatitis • Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy • Diabetes • Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed • A weakened immune system, or medicines such as steroid tablets or chemotherapy • Persons with a body mass index (BMI) of 40 or above) • Pregnant workers 	5	1	5

At Risk Employees	Employees	5	4	20	<p>There are some clinical conditions which put people at even higher risk of severe illness from COVID-19. These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems such as:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy or antibody treatment for cancer, including immunotherapy • Are having an intense course of radiotherapy (radical therapy) for lung cancer • Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors) • Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma) • Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine • Have been told by a Doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD) • Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell) • Are taking medication that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine) • Have a serious heart condition or are pregnant 	5	1	5
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Signed: Brett Vince**Position:** Group HR Director**Print Name:** Brett Vince**Date:** 1/07/2020

Likelihood							Likelihood x Severity = Risk level	
Risk Matrix	Remote 1	Unlikely 2	Likely 3	Very Likely 4	Almost Certain 5	Risk Level		
S E V E R E I T Y	No Injury 1	1	2	3	4	5	Tolerable 1-4	Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
	Minor Injury 2	2	4	6	8	10	Moderate 5-9	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary.
	Lost Time Injury 3	3	6	9	12	15		
	Severe Injury 4	4	8	12	16	20	Substantial 10-16	Work should not be started or access permitted until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk.
	Fatality 5	5	10	15	20	25	Intolerable 17-25	Work should not be started, continued or access permitted until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.