

<b>CAMPBELLREITH OFFICE RISK ASSESSMENT – COVID-19</b>	Last Updated: 12 <sup>th</sup> October 2020
	By: Human Resources Committee

Current government guidance is to work from home if you can do so effectively. We have undertaken a review of our offices in order to make these 'COVID-19 Secure' so that you can attend the office when necessary.

This risk assessment has been prepared in conjunction with the UK Government guidance on working as safely as practicable within our offices in the context of the current COVID-19 restrictions. All current Government guidelines must be followed, in particular those on hand washing/sanitisation and social distancing. Social distancing is currently 2m, or 1m if mitigation measures are in place.

Social distancing risk mitigation measures include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing person to person contact by using 'fixed teams or partnering' (so each person works with only a few others).

Until further notice, anyone working in or visiting our offices must comply with our office-specific risk assessments. The rules are in place to save lives; everyone is asked to help enforce them by calling out any violations of the new safety practices and anyone **not** following these rules will be asked to leave the office.

We have carefully considered the hazards associated with COVID-19 within our office environment and how we can minimise the risk of transmission for everyone who needs to be in the office. Our risk-management strategy is based around removing as many potential pathways within the office as possible, to minimise the exposure of staff to the virus.

Persons who will be at risk are CampbellReith staff, other users of the office building and any visitor who attends the office (e.g. for maintenance). All visitors must be sent the following risk assessment and must confirm they will comply with it before any arrangement is made for them to visit any company office.

The following actions are required to minimise risk to yourself and others when working in or visiting CampbellReith's Offices:

If you do not understand what is being asked of you, consult your Office Manager or Office Health and Safety Manager. For the purpose of this document the Responsible Person is defined below and if another person is responsible this will be noted on the attendance schedule for the particular office.

- London – Office Manager (Nicholas Stockley); Office Health and Safety Manager (Gregg Acheson); Responsible Person (Jacqui Parker)
- Manchester – Office Manager (Chris Brady); Office Health and Safety Manager (Chris Brady); Responsible Person (Chris Brady)
- Bristol - Office Manager (Jamie Siggers); Health and Safety Manager (Tristan Tucker); Responsible Person (Jamie Siggers)
- Birmingham - Office Manager and Responsible Person (Sivam Somars)
- Redhill - Office Manager (Mike Allen); Health and Safety Manager (Natalja Petkune); Responsible Person (Jemma Waples)

Nature of Hazard	Action Required	Who is responsible
Attending the office	<p>Do <b>NOT</b> come into the office if you or a member of your household is experiencing COVID-19 symptoms – make your line manager aware and self-isolate following government guidelines.</p> <p>Do <b>NOT</b> come to the office or visit another CampbellReith office unless pre-agreed with the relevant office manager.</p> <p>Be aware, if you are in the Governments 'At Increased Risk' group or shielding someone who is, extra caution should be applied and this should be discussed with your office manager or Line Manager before you come to the office.</p>	All staff and visitors
Developing COVID-19 symptoms at work	<p>If you start to experience COVID-19 symptoms, go home immediately and self-isolate following government guidelines.</p> <p>Immediately inform your office manager, preferably by phone, or whilst maintaining a distance of 2m. Also let them know where you have worked and which colleagues you have been in contact within the last 48 hours. A flow chart explaining the procedure following a COVID-19 event is attached at the end of this document.</p>	All staff and visitors
	The office will be cleaned and sanitised following notification of anyone experiencing symptoms at work.	Office Manager
Entering and leaving the offices	All staff shall thoroughly sanitise or wash their hands following the 20-second guidance directly upon arrival and prior to departure. The kitchen and toilet facilities can be used for this purpose subject to compliance with guidelines for each area as set out below.	All staff and visitors
	London Office - The staircase behind the main lifts is for entry to CampbelReith's office and the central staircase (by the library) is for exiting the building. This is to avoid the need to cross other people on the stairs.	
	Redhill – No special measures.	
	Manchester – Refer to Savills property management document "Welcome back and re-occupation strategy – returning to the workplace document"	
	Bristol – Staggered entry times must be agreed with the Office Manager and adhered to.	
	Lift – All lifts can be used for entry and exit to the building, observing a maximum of <b>one</b> person per lift at any one time.	

Minimising transmission of the virus	<p>Signage and markings will be provided around the office to give guidance on distancing measures, flow direction and meeting room restrictions.</p> <p>Soap, sanitisers, antibacterial wipes, cleaning products and paper towels will be provided around the office. Posters advising the correct approach to handwashing/hand sanitising are provided within each office.</p> <p>Attendance at the office will be scheduled to reduce density of occupation and ensure adequate spacing between staff at workstations.</p>	Office Manager
Ventilation	Where possible, ensure that all windows are open to optimise office ventilation.	All Staff
	When leaving the office, sanitise hands before securing all windows and then thoroughly sanitised or wash hands in accordance with 20-second guidance.	Last person to leave the office
Minimising transmission - general	<p>Follow government guidance regarding coughing and sneezing - catch it, bin it, kill it. Always carry tissues to catch any sneezes and coughs, safely bin the tissue and wash/sanitise your hands. If you cannot use a tissue, use the inside of your elbow.</p> <p>Maintain 2m clear social distancing (or 1m with risk mitigation as described above) at all times throughout the day. Wear a mask where only 1m distance can be achieved in meetings.</p> <p>Wash hands regularly throughout the day following the 20-second guidance and/or use hand sanitisers provided.</p> <p>Politely point out any non-compliance with the measures described above.</p>	All staff and visitors
	The office will be cleaned a minimum of twice each week by external contractors.	Office Manager
Workstations	<p>Staff must not use a workstations or equipment that has been assigned to another member of staff. Keyboards, mice, headsets and desk chairs are to be labelled with staff names to ensure single-users.</p> <p>Any equipment that is for general use, such as meeting room keyboards or mice, must be sanitised before and after use.</p> <p>All surfaces touched during the course of the day, including your phone, mouse, keyboard and monitor must be cleaned at the start and end of each working day using the products provided.</p> <p>Hands must be sanitised before and after moving around the office.</p> <p>Staff must not gather around a workstation or any other area. Minimum 2m distance (or 1m with risk mitigation measures) must be maintained during all communication. Use phones, Sametime or other means of communication, if the required social distance is not possible.</p> <p>A strict clear desk policy must be maintained at all times to facilitate office cleaning and sanitisation.</p>	All staff

Passing through the office	<p>Ensure face-to-face passing is avoided by stepping into unoccupied spaces to allow colleagues to pass.</p> <p>Keep to the left in office thoroughfares and when moving through building communal spaces.</p> <p>All non-fire doors in the office will be left open where practical.</p> <p>Door opening should be by using your foot wherever possible. Hand sanitiser to be used before and after opening or closing doors where this is not possible.</p> <p>Do not touch or lean on door frames.</p>	All staff and visitors
	<p>Where it is necessary to pass a seated colleague in a desk bay, keep as far away as practicable, without speaking and whilst their back is turned.</p>	All staff
	<p>Marker tape will be placed where practical to remind people to keep their distance from those seated and to indicate safe walkways and passing places.</p>	Office Manager
Printers	<p>IT will temporarily disable the pin-code system to enable direct printing from PCs.</p>	IT
	<p>Control pads for all printers and photocopiers must be wiped before and after use.</p>	All staff
	<p>Ensure that hands are thoroughly sanitised or washed in accordance with 20-second guidance before and after replacement of toner and paper.</p> <p>Ensure that the maximum amount of paper is placed in trays to reduce frequency of replacement</p>	Admin staff only
Using meeting rooms	<p>The maximum number allowed in each meeting room and required participant spacing will be made clear on the meeting room door.</p> <p>Meeting room tables and chair arms should be wiped down with products provided prior to and following each use.</p>	All staff and visitors
Using toilet facilities	<p>Hands must be sanitised on entry and washed thoroughly following the 20-second guidance when leaving the toilet, and dried using the hand dryers or hand towels.</p> <p>If it is necessary to touch a door on the way out, hand washing/sanitising is to be carried out in accordance with the guidance above.</p>	All staff and visitors
	<p>Manchester – Refer to Savills property management document "Welcome back and re-occupation strategy – returning to the workplace document"</p>	

Using the kitchen	<p>Staff should bring their own tea, coffee, sugar, milk and food in order to avoid using the kitchen. Containers should be sanitised before bringing into the office and after each use. All food preparation must be undertaken at home.</p> <p>To maintain social distancing, only one person can enter the kitchen area at any time and must follow any direction of flow markings that may be present on the floor when exiting the area.</p> <p>Sanitise your hands and/or wash your hands thoroughly following the 20-second guidance immediately after entering and before leaving the kitchen area.</p> <p>All surfaces / equipment touched must be sanitised afterwards using the wipes provided.</p> <p>All crockery, cutlery and utensils must be placed in the dishwasher after use.</p> <p>If present, coffee machines and hot/cold water dispensers can be used. Only the responsible person should refill these.</p> <p>Fridge usage should be avoided and should only contain the communal milk for the office coffee machine, if provided. All items placed in the fridge must be wiped with the sanitising wipes.</p> <p>All meals and drinks must be consumed at your desk and must not be placed in the fridge.</p>	All staff
	<p>The dishwasher must be put on a program above 60°C every evening.</p> <p>Hands must be sanitised and/or washed thoroughly following the 20-second guidance before emptying the dishwasher.</p> <p>If potentially contaminated while emptying, all crockery and cutlery must be replaced in the dishwasher.</p>	Responsible person (Bristol – Last person to leave the office)
Deliveries to the offices	<p>All deliveries and post will be left at reception.</p> <p>Hand sanitisation shall be undertaken before and after receiving deliveries or post.</p>	Responsible person
	<b>NO</b> personal (non-company) deliveries to the office are permitted.	All staff
Visitors to the offices	<p>Non-authorized and/or short-notice visitors to the offices are not permitted. If an unexpected visitor comes to the office, they are to be met outside, observing social distancing rules. Any packages, letters, drawings etc. are to be treated as deliveries above.</p> <p>All other visitors must be approved by the Office Manager 5 days in advance.</p>	All staff and visitors
	Where non-company visitors are unavoidable (e.g. maintenance), this risk assessment and other requirements for office procedures on social distancing and hygiene will be provided in advance by email by the person who is arranging the meeting.	All staff and visitors
Leaving the office in the event of a fire alarm or emergency	The 2m rule may be impractical to follow if there is a requirement to leave the office in an emergency, but must be observed at muster points.	All staff and visitors