



Risk Assessment: Office return under Covid-19 restrictions

Last edit: 02 10 2020

As per UK Government regulation, each business must complete a risk assessment before allowing employees to return to working in the usual office environment. This document details out the risks for Bboxx employees returning to work at our Chiswick Studios offices.

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Risk rating

LOW	MEDIUM	HIGH	EXTREME
Acceptable Ok to proceed	As low as reasonably practicable Take mitigation efforts	Generally unacceptable Seek support	Intolerable Place event on hold

LIKELIHOOD	IMPACT				
	INSIGNIFICANT	NEGLIGIBLE	MODERATE	EXTENSIVE	SIGNIFICANT
ALMOST CERTAIN <i>Risk is expected to occur in most circumstances</i>					
LIKELY <i>Risk will probably occur in most circumstances</i>					
POSSIBLE <i>Risk might occur at some time</i>					
UNLIKELY <i>Risk could occur at some point</i>					
RARE <i>Risk may occur only in exceptional circumstances</i>					

Potential risks

Risk Area	Risk owner	ID	Risk	Likelihood	Impact	Inherent risk rating	Solutions to mitigate risk
Employee Personal Risk	Employee	LOR-001	Use of public transport for commuting to and from the office increases the risk of coming into contact with the virus.	Likely	Extensive		<ul style="list-style-type: none"> • Cycle storage areas and lockers available for staff use. These can be increased easily based on demand. • Shower facilities need to be kept clear of all personal belongings • Sanitising stations at entry, use of which are compulsory. Employees are encouraged to additionally use kitchen/bathroom handwashing facilities.
Employee Personal Risk	Employee	LOR-002	Being able to protect employees who are at a higher risk. <ul style="list-style-type: none"> • Workers who are shielding • Workers who live with someone 	Possible	Moderate		<ul style="list-style-type: none"> • Employees, managers and HR should continue to have open communication on this topic to make sure working from home can be maintained for the employees safety and for business continuity for the employer.

			<p>who is shielding</p> <ul style="list-style-type: none"> • People who need to self-isolate • New and expectant mothers 			<ul style="list-style-type: none"> • Given current guidance, all employees will continue to work from home. Office attendance is not compulsory and managed on a case-by-case basis.
Furniture & Facilities	Office Manager	LOR-003	Limited office capacity restrains the number of employees who can visit the office and maintain 2m social distancing.	Almost certain	Moderate	<ul style="list-style-type: none"> • Work areas have been rearranged where necessary to ensure workers can operate comfortably with a 2m distance. • Staggered office return split out over phases to ensure systems and safety. Phase 1 will include a maximum of 13 people per day. • Reduced desk capacity used and booking system implemented. • Flip cards on each desk to note when it has been used. • Face coverings are highly recommended when moving in the office. • Introduction of an entry/exit door system

						<ul style="list-style-type: none"> • Door stoppers in place during core hours to minimise touch points. • One way system introduced • Clean desk policy introduced to better facilitate end of day cleaning. • Meeting room capacity capped at 2 persons, with face coverings necessary (unless with a valid exemption)
Furniture & Facilities	Office Manager Hardware Lead	LOR-004	Hardware: Equipment (i.e. soldering iron, test samples) would normally be used by multiple individuals throughout the day. The area has limited space also.	Almost certain	Negligible	<ul style="list-style-type: none"> • Place limit on number of individuals allowed in the hardware area (2 persons) • Cleaning equipment provided to wipe down tools and surfaces • Face coverings are highly recommended in the hardware area
Furniture & Facilities	Office Manager	LOR-005	Lunch area is not sufficient for full office. Government advice is that employees should remain in the office at lunchtimes,	Almost certain	Negligible	<ul style="list-style-type: none"> • Meals must be eaten at individual workspaces or outside of the office. This will be reviewed at May 17th roadmap stage).

			which therefore increases demand on office facilities				
Furniture & Facilities	Office Manager	LOR-006	In some areas it will be impossible to impose a 2m physical distance i.e. toilets, kitchen areas	Almost certain	Negligible		<ul style="list-style-type: none"> • Signage on restroom doors that only one person at a time is permitted (i.e. open when empty and shut when occupied) • Face coverings are highly recommended
Hygiene	Office Manager	LOR-007	Increased risk of Legionnaires' disease in the water system as it has been infrequently used during the WFH period	Rare	Extensive		<ul style="list-style-type: none"> • Since the office has been in regular use, checks have been made with the landlord (Workspace) and Thames Water, who have not identified this as a risk.
Hygiene	Office Manager	LOR-008	Having insufficient handwashing facilities, instructions and guidance	Almost certain	Significant		<ul style="list-style-type: none"> • Hand sanitiser provided in easy reach of all work stations and in meeting rooms. • Hand sanitiser at high touch locations (printers, meeting rooms, ...) • PPE disposal bins provided and noted. • Public health posters (how to wash your hands,

							<p>...) displayed around the office.</p> <ul style="list-style-type: none"> Sinks for handwashing are available in all bathrooms and kitchens.
Training	HR / Office Manager	LOR-009	Employees are not knowledgeable on new workplace guidance and therefore do not abide by rules and legislation, increasing contamination risk	Likely	Extensive		<ul style="list-style-type: none"> Training for returning staff placed on Cornerstone, along with an explanatory video. The new rules will be sent by email frequently and ahead of each stage of reopening. Clear signs around the office to remind employees of procedures (e.g. for hand-washing, cleaning, handling external goods). Floor and door signage provided.
Hygiene	Employees / Office Manager	LOR-010	Smokers have a tendency to congregate closely together. Risk also from touching face/mouth	Possible	Negligible		<ul style="list-style-type: none"> Training included for employees that if they smoke outside, it needs to be away from open doors (kept open to reduce contact) and they should keep a 2m distance from other smokers.

							<ul style="list-style-type: none"> • Hand-washing is mandatory on re-entry to the office.
Furniture & Facilities	Office Manager	LOR-011	Our offices already had limited meeting room space and social distancing regulations will make some impossible to use.	Almost certain	Negligible		<ul style="list-style-type: none"> • Meeting room use is limited to 2 people for 30 mins, with a recommended face covering. • Avoiding transmission during meetings by, for example, not sharing pens, documents and other objects • Ventilate and disinfect by the host after the meeting
External parties	Office Manager	LOR-012	Delivery drivers come into the office and multiple deliveries happen daily.	Almost certain	Moderate		<ul style="list-style-type: none"> • A contact free area for deliveries and collections has been created. • Gloves and cleaning equipment provided for person who has to come into contact with parcels • Personal parcels are not permitted
Hygiene	Office Manager	LOR-013	Insufficient cleaning routines, particularly for common/high contact areas	Likely	Significant		<ul style="list-style-type: none"> • Cleaning equipment to be placed near high touch items and at sanitation areas.

							<ul style="list-style-type: none"> • “Clean as you use system” to keep up cleaning requirements and get accountability with everyone • Display public health posters and notices • Ventilate for 20 minutes every 2 hours • Increased cleaning organised with cleaning company for daily cleaning. With increased office usage, day time cleaning will also be introduced.
Fire safety	H&S representative	LOR-014	Some fire equipment has not been reviewed since WFH period was implemented and may not be fit for purpose	Possible	Significant		<ul style="list-style-type: none"> • H&S representative and fire marshals to check all fire safety equipment is in good working order.