



Risk Assessment: Office return under Covid-19 restrictions

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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.

Risk rating

| LOW | MEDIUM | HIGH | EXTREME |
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| <ul style="list-style-type: none"> Acceptable Ok to proceed | <ul style="list-style-type: none"> As low as reasonably practicable Take mitigation efforts | <ul style="list-style-type: none"> Generally unacceptable Seek support | <ul style="list-style-type: none"> 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

| Area (Training & development/ Recruitment/ Health & safety/ People management) | Risk owner (Ideally the department head/ line manager) | ID (no. referencing) | Risk (Risk description) | Likelihood (Rare to Almost certain) | Impact (Insignificant to Significant) | Inherent risk rating (Risk heat map) | Possible solutions to mitigate risk |
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| 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"> • Providing more cycle storage areas and lockers • Shower facilities need to be kept clear of all personal belongings • Staggered start/finish times • Providing hand washing facilities at entry and exit points |
| Employee Personal Risk | Employee | LOR-002 | <p>Being able to protect employees who are at a higher risk.</p> <ul style="list-style-type: none"> • Workers who are shielding • Workers who live with someone who is shielding • People who need to self-isolate • New and expectant mothers | Possible | Moderate | | <ul style="list-style-type: none"> • HR and managers 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 |
| 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 to be rearranged where necessary to ensure workers can operate comfortably with a 2m distance (25 people max per day) • Face covering is highly recommended when moving in the office • Introduction of an entry/exit door system • Door stoppers in place during core hours to minimise touch points • Screens on ends of desks (and centrally) as walkways are not wide enough • Half desk capacity used by alternating seating so no one is sat opposite someone else (booking system) • Clean desk policy to better facilitate end of day cleaning |

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| 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 Providing cleaning equipment to wipe down Face covering is 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, which therefore increases demand on office facilities | Almost certain | Negligible | | <ul style="list-style-type: none"> Moving tables and chairs to provide 2m distancing or back-to-back Meals must be eaten in individual workspace |
| 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"> Floor markers to indicate queuing system Signage on restroom doors that only one person at a time is permitted (i.e. open when empty and shut when occupied) Face covering is 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"> Further discussion with Workspace required. Not sufficient knowledge of the system to know if this could be an issue Inform and ask people to come with their own bottle of water |
| Hygiene | Office Manager | LOR-008 | Having insufficient handwashing facilities, instructions and guidance | Almost certain | Significant | | <ul style="list-style-type: none"> Provide hand sanitiser at work stations Provide hand sanitiser at high touch locations (printers, meeting rooms, ...) Provide PPE disposal bins Display public health posters (how to wash your hands, ...) |

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| 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"> • Re-orientation or re-induction process for returning staff with a key focus on health, safety and well-being • The new rules will be sent by email once the office is ready (<i>Health & Safety Measures + Social Distancing & Hygiene Protocols</i>) • Video of the office once it's ready. This could also help anxious employees feel more comfortable • Clear signs around the office to remind employees of procedures (e.g. for hand-washing, cleaning, handling external goods) • Floor and door signage |
| 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"> • Provide training to 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 • Handwashing will be mandatory on re-entry 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"> • Limit the amount of time and the number of people allowed in a closed room - depending on the size of the room (most of our rooms will be 2 or 3 people max) • Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects • Ventilate and disinfect by the host after the meeting • Face covering is highly recommended |
| 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"> • Create a contact free area for deliveries • Provide gloves and cleaning equipment for person who has to come into contact with parcels • Personal parcels are no longer permitted |

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| <p>Hygiene</p> | <p>Office Manager</p> | <p>LOR-013</p> | <p>Insufficient cleaning routines, particularly for common/high contact areas</p> | <p>Likely</p> | <p>Significant</p> | | <ul style="list-style-type: none"> • Essential that the office is deep cleaned, including keyboards, telephones, mice, desks, cupboards, lockers • Understand costs associated with increased cleaning from existing supplier • Solutions required for: door handles, keypad, printers, coffee machine and kettle, fridge doors, cutlery drawers, kitchen area in general ---> disinfectant wipes and hand sanitisers available at high touch locations • https://purehold.co.uk/collections/hygienic-door-products/products/purehold-lever-handle-cover • “Clean as you use system” to keep up cleaning requirements and get accountability with everyone • Some cleaning will likely have to be taken on by “cleaning committee” incl. NC, the office assistant and other volunteers. • Display public health posters and notices • Ventilate for 20 minutes every 2 hours |
| <p>Fire safety</p> | <p>H&S representative</p> | <p>LOR-014</p> | <p>Some fire equipment has not been reviewed since WFH period was implemented and may not be fit for purpose</p> | <p>Possible</p> | <p>Significant</p> | | <ul style="list-style-type: none"> • H&S representative and fire marshals to check all fire safety equipment is in good working order • Routine fire alarm check completed 22nd May |