

<p><b><u>20 April 2021</u></b></p> <p><b><u>Covid 19 risk assessment for working in CDP Worldwide offices at 60 Great Tower Street.</u></b></p> <p><b><u>Completed by Helen Saunders, Senior HR Manager with input from Aline Levy and the Office Working Group.</u></b></p>			
<p><b>Date next regular risk assessment due: end May 2021</b></p>			
<p><b>Category of hazard</b></p>	<p><b>Outline of potential hazard</b></p>	<p><b>Control measures to be put in place to mitigate risks</b></p>	<p><b>Responsibility for putting control measures in place</b></p>
<p>Ignorance</p>	<p>People returning to the office without knowing the measures that have been put in place to reduce the risk of spread of Covid-19</p>	<p>Before the office is opened employees who have been given permission to work in the office must attend a "Working in the Office" webinar, hosted by HR and Facilities. This will include all the measures we've put in place to reduce risk and increase safety. We will share this risk assessment, and circulate an Office Use and Hygiene Policy Employees who use the office need approval from their manager and permission from HR to work in the office. Employees will be informed that by working in the office they are agreeing to follow the safety protocols we have put in the Office Use and Hygiene Policy.</p> <p>Any employee who wishes to use the office does so knowing they can't be complacent about the policy we have put in place. HR/Facilities staff will be in the office to ensure that the measures are followed. We have told our employees we've made the office safe, but it's only as safe as we can get it with employees following the measures. Therefore employees will be expected to comply so they do not put others at risk. There are clear signs around the office that explain one-way system and hygiene expectations/safety protocols.</p> <p>Maps of the office are on the wall showing the one-way system and routes through the office</p>	<p>HR and Facilities</p>
<p>Social distancing</p>	<p>Too many people in the office to allow for social distancing, therefore risk of passing on Covid</p>	<p>In August last year we asked employees via a questionnaire if they want to return</p> <p>At that time:</p> <ul style="list-style-type: none"> <li>- 60 wanted to if they feel safe</li> </ul> <p>At this point - those that want to return have been allocated a desk and chair that is socially distanced from others</p> <p>There is no hot desking or borrowing of kit/furniture</p> <p>Those that request a screen will get one.</p> <p>Only employees who cannot reasonably work from home can now work in the office, and we expect this to be very few employees.</p>	<p>Facilities</p>

Track and trace	If we are unaware of who has visited the office on any particular day we cannot be sure that if there is a case of Covid we have let the relevant people know.	There will be no visitors to CDP for the time being All employees must use their swipe card to enter the office, whether they use the lift or stairs. As the cards are part of our track and trace system issuing temporary cards to employees who forget to bring their own card to the office would create more admin for our facilities staff. Employees wishing to return to working in the office must remember to bring their office pass with them every day, to comply with our track and trace system. Aline Levry will give new employees who are using the office a swipe card. It must be used to enter and exit the office.	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	Arrival of employees to work in office that aren't expected, therefore adding to office capacity and risk of passing on Covid	Employees can only use the office with approval of their manager and HR. If they turn up unexpectedly they will have to return home. A restricted group of employees will have been allocated desks in the office. If additional employees not in this group want to come into the office to work they will need to ask their manager for approval and follow the permission process. New employees need to tell us if they want to use the office so we can allocate a desk to them. Likewise, if an employee no longer wishes to use the office, please let HR and Aline know.	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	Queuing for rest rooms and other people using our rest rooms increases the risk of passing on Covid	2m queueing stickers on floor (already added by PPS) PPS have ensured social distancing in the rest room itself Swipe card system in use for toilets is currently being programmed so we have a "track and trace" system	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	Route to kitchen is not 2m wide, therefore risk of passing on Covid is increased if people have to pass each other or walk past desks	PPS have said we can use the fire corridor from CDSB to the printer as part of our one-way system Aline will map out who will be sitting where (of those staff who are working in the office) and will ensure there is no one seated adjacent to the route to the kitchen.	Facilities HR to include detail in "Office use and Hygiene policy"

Social distancing	Employees using the kitchen increase risk of infection if there are too many people in the room and touching touch points.	<p>No more than four people are allowed to use the kitchen at any one time. By using the kitchen employees will be expected to clean/wipe up surfaces</p> <p>There will be queue markers outside the doors</p> <p>There is an "in" door, and an "out" door to the kitchen</p> <p>At the moment the tables and chairs in the kitchen are out of use</p> <p>The breakfast bar is not in use to sit at.</p> <p>The table tennis table can't be used</p> <p>Cleaning materials will be supplied to wipe down all surfaces once an employee has finished using it.</p> <p>There is a one way system marked on the floor</p> <p>Hygiene rules will ensure touch points are kept clean - wipes are supplied to wipe down taps, coffee machine, fridge handles, microwaves before and after use.</p>	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	Employees sitting near each other are at risk of passing on possible infection	Facilities will map the desks of those who wish to return to the office. Everyone will be two meters apart at least. Screens will be provided for those staff who would feel safer using one.	Facilities
Social distancing	The use of meeting rooms can increase risk of infection in a confined space	<p>Small meeting rooms are out of use (except prayer room if we know it will be used). Should a senior member of staff be working in the office they could be allocated a pod as their desk space.</p> <p>Pods out of use for all employees unless agreed as per above</p> <p>The tear drop is out of use (we will place a hands free hand sanitiser at the entrance to it)</p> <p>If large meeting rooms were used in the normal way this would effectively be like sharing a desk which is not permitted; the tables and chairs will be pushed to the side and 2m spots marked on the floor for standing conversations.</p> <p>Whilst internal meetings can happen employees should be aware that confidential meetings will be difficult in the office</p>	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	Staff using the kitchen will be too close to each other	<p>A one-way system will be marked out</p> <p>Employees will not be able to prepare food from scratch in the kitchen to start with. Lunch should be brought in containers. Microwaves can be used to heat food, as long as wipes are used by employees using it.</p> <p>The new coffee machine is contactless. Employees using the office should download the ap and use that to make coffee.</p> <p>If the coffee machine is touched by an employee it should be wiped after use, to ensure it's completely clean</p> <p>Employees may need to wait before adding milk to tea ie queue for the fridge</p>	Facilities

Social distancing	The use of the reception and blue sofas can increase risk of infection in confined space	The area inside the front door is marked up with tape/stickers indicating 2m distances A screen is provided for reception The reception sofas are out of use, and 2m spots are marked on the floor for open office conversations Water machines are out of use Blue sofas are out of use	Facilities HR to include detail in "Office use and Hygiene policy"
Social distancing	The use of printers can increase the risk of infection if there is a queue and the touch points are not clean	The area leading up to the printer is marked up with tape/stickers indicating 2m distances Hand sanitizer/wipes are provided for before and after use Swipe cards must be used to access printing, so touching the printer is kept to a minimum	Facilities HR to include detail in "Office use and Hygiene policy"
Working patterns	Once we've established who is returning, we will need to be aware of who is working in the office when. These employees will need to try to stick to their agreed working pattern	Once we know who is working in the office there may be staggered arrival times for staff so there isn't pressure on the rest room for hand washing Should this be the case a procedure will be shared.	Facilities HR to include detail in "Office use and Hygiene policy"
Hygiene and cleanliness	Arriving at the office could bring the infection into the space	Employees have the option of using the stairs (which means going through six doors in total) or taking the lift (which means going through one door, and touching lift buttons). All employees must wash their hands on arrival at the office and are expected to wash their hands if they return to the office after a lunch/coffee break. For the time being, facemasks must be worn in the office when leaving a desk. Wearing a mask at a desk is a personal choice.	Facilities HR to include detail in "Office use and Hygiene policy"
Hygiene and cleanliness	Method of transport to the office could increase the risk of infection	We have bike storage for 20 bikes, and these will be allocated on a first come first served basis. Bike spaces will be allocated to employees using the office regularly All employees using the office will be reminded of the risks of using public transport; they must wear a mask and wash their hands etc	Facilities HR to include detail in "Office use and Hygiene policy"
Hygiene and cleanliness	The presence of cleaner onsite twice a day will ensure surfaces are kept clean Cleaning materials will be available to all in common areas	The cleaner will ensure the kitchen and common areas are kept clean after 1.30 pm (after the lunchtime rush) and at the end of the day. The cleaner is registered on our track and trace system. Employees using the office are expected to wipe down surfaces, including kitchen, the printers, and their own desk. Desks should be kept clear of "clutter" and belongings kept in pedestals (particularly at the end of the day) so the cleaner can also wipe desks at the end of each day	Facilities HR to include detail in "Office use and Hygiene policy"

Hygiene and cleanliness	Using contact points in the kitchen (fridge, microwave, taps, kettle, dishwasher) could increase the risk of infection	When entering the kitchen employees must sanitise their hands. After touching any touchpoints employees must wipe them. Employees should add the coffee machine ap to their phones Employees must put everything they use in the dishwasher, and nothing must be left on surfaces. Employees should pick up on each other if they notice people are not clearing up after themselves. Using the kitchen to store food is optional - staff can keep any personal food items in their bags and eat at their desks. There is no requirement for employees using the office to use the kitchen if they don't want to. Materials will be provided for them to clean their desks.	Facilities HR to include detail in "Office use and Hygiene policy
Hygiene and cleanliness	Infected employees could leave traces of the virus around their workspace	Cleaning materials will be provided for employees to wipe down their desks. Desks should be kept as clear and clean as possible. Unnecessary items should be kept in pedestals until further notice. Desks should be cleared as much as possible at the end of the day	Facilities HR to include detail in "Office use and Hygiene policy
Hygiene and cleanliness	Risk of other diseases present in the water supply - e.g. Legionella	The water pipes and units servicing the kitchen are regularly checked to ensure they are fully usable and free of water-borne-disease. We have had confirmation the pipes are free from legionella	Facilities
Hygiene and cleanliness	The circulation of air through the air-con units could spread an air-borne infection	The air con units have been serviced and parts replaced. The units are VAV and circulate fresh air in the office. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>	Facilities HR will share this point with staff as a lot raised it in the questionnaire
Hygiene and cleanliness	Multiple people touching points such as doors, lift buttons, printers could increase the risk of passing on Covid-19	There are hand sanitizer stations outside the kitchen, by the printers, and by the fire door next to Amazon (which will be used by those entering the office by the stairs). Where possible, use elbows/feet to push doors to avoid touching with hands. Lift buttons can be pushed with the corner of a swipe card or elbow.	Facilities HR to include detail in "Office use and Hygiene policy
Hygiene and cleanliness	If we are using wipes and people are sitting at their desks more to eat, we need to reduce the level of rubbish at tables	More general rubbish bins will be supplied around the office Rubbish must be disposed of in the correct rubbish bins No rubbish should be kept on desks. New rubbish bins are foot operated.	Facilities HR to include detail in "Office use and Hygiene policy
Hygiene and cleanliness	People accessing the stationary cupboard and touching items within could increase the risk of passing on Covid-19	Stationery is kept in a small meeting room and there is a process in place for collection.	Facilities HR to include detail in "Office use and Hygiene policy
Hygiene and cleanliness	Whilst the use of swipe cards is good for track and trace, using them could increase the risk as they are being touched a lot.	Swipe cards cannot be shared. IF an employee loses their card £10 will be charged to replace it. If it is lost again it costs £20 to replace. Staff are responsible for keeping their swipe card clean; wipes will be available in the office to clean swipe cards If an employee has been given permission to work from the office, but doesn't have their card, they can't enter the office, as they won't be on the track and trace system. For the time being no temporary cards will be issued.	Facilities HR to include detail in "Office use and Hygiene policy

Hygiene and cleanliness	Covid-19 could be spread through the use of shared equipment	Equipment cannot be shared - this includes), keyboards, mice and headsets.	HR to include detail in "Office use and Hygiene policy
Workers with possible or confirmed coronavirus infection	We need to be able to contact all employees who use the office if there is a possible or confirmed case, to prevent people using it if it needs to be cleaned.	We have installed "Alert Media" for this purpose. All employees must have their contact details and those of their emergency contact up to date on SW. Alert Media is GDPR compliant (A DPIA was completed when it was purchased).	HR HR to include detail in "Office use and Hygiene policy
Workers with possible or confirmed coronavirus infection	To reduce the risk of spreading any infection we need to abide by the following: Employees who want to work in the office can only do so if they and everyone in their household feels completely well.	<ul style="list-style-type: none"> <li>▼ Employees will be expected to inform their line manager and HR if they or anyone in their household is unwell with possible Covid-19 symptoms. We have outlined in the Office Use policy the action we will take. Employees using the office will be expected to take self-administered lateral flow tests regularly to reduce risks. All employees will need to leave the office until further notice.</li> <li>▼ HR will determine when the employee was last in the office and if there is a risk of transmission.</li> <li>▼ While the office is closed, if there is a risk of transmission: <ul style="list-style-type: none"> <li>A. A deep clean of the office will be carried out</li> <li>B. All employees using the office must work from home until further notice, or for a recommended number of days if other employees need to be informed they should complete a lateral flow test</li> <li>C. Those who were in the office on the same day as the individual will be contacted and complete a lateral flow test. Should the test be positive, they will be asked to follow the government guidance on self-isolation.</li> </ul> </li> </ul>	HR Facilities All employees using the office need to take responsibility for complying with this HR to include detail in "Office use and Hygiene policy
Workers with possible or confirmed coronavirus infection	Being asymptomatic is a risk that is hard to control, as some people may be carrying Covid but are unaware	Employees using the office to ensure they maintain Hands-- Face- Space rules as much as possible We have highlighted in numerous places visible throughout the office of possible Covid symptoms to heighten awareness. We will have a temperature check at the office door so staff on arrival are checked We will circulate details on how to obtain lateral flow tests <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>	All employees using the office need to take responsibility for this HR to include detail in "Office use and Hygiene policy
Workers with possible or confirmed coronavirus infection	Communications to staff need to be sensitive and adhere to GDPR to avoid risk of grievances being raised	We have put together a series of communications on Alert Media to cover all scenarios	HR ELT

Vulnerable workers	Vulnerable people may suffer worse from the symptoms of the virus than someone who is not classed as vulnerable	No employee will be required to return to work in the office whilst government guidance is to work from home if you can. In particular, any employee who is classed as vulnerable, or who lives with people who are vulnerable or who has been told to shield will not be required to return to the office to work. Those employees who have told us they wish to return to the office, but are also vulnerable (or live with vulnerable people) will be contacted to ensure the vulnerable person is aware of the possible risks	Line managers/dept heads should be made aware of these individuals HR to have conversations with employees who want to return, so they are aware of the risks.
Mental health	There are many ways mental health can be affected by covid-19. For example, the thought of using public transport and being in a space with other people may increase the anxiety of some employees.	No employee will be required to return to work in the office whilst government guidance is to work from home if you can. Some employees may wish to work in the office because it will be better for their mental wellbeing. Those employees who are concerned about their mental wellbeing when working in the office will not be asked to work in the office for the time being.	Line managers HR
Office maintenance	Should there be things in the office that need fixing that affect our track and trace system, social distancing measures or hygiene policy we need to be able to call on someone quickly in order to fix the issue and reduce the risk of having to close the office (depending on the severity of the issue) .	We have in place a Maintenance Contract in place so broken/damaged essentials can be fixed very quickly, to allow minimum disruption.	Facilities
Fire/first aid	Should the fire alarm go off or there is an accident involving an employee CDP needs to ensure there are trained staff onsite to provide guidance and deal with the incident	Employees working in the office will be informed who is a first aider/fire warden and procedures to take in the event of an emergency..	HR Facilities HR to include detail in "Office use and Hygiene policy
Review risk assessment measures	There is a risk that we will become complacent once employees start using the office again.	We should revisit this risk assessment and the measures we've put in place, once a month. Once we have more guidance from the government we will send another survey to staff	HR
Bike storage	We want to encourage staff to reduce their contact with Covid-19 by reducing their time on public transport and providing those that are using the office with sufficient bike storage	We will ensure that those who have requested to return and have a place to store their bike have one.	Facilities
Shared use of washrooms	There is a risk that others using our washrooms may help spread Covid-19	Keoghs have a track and trace system in place - at present they have less than ten staff using the office daily We will ask Keoghs how many employees they have in the office daily Cleaning the toilets is happening regularly - floors and cubicles: the door panels are cleaned with anti-bacterial wipes twice a day.	Facilities

Shared use of washrooms	There is a risk that the rest rooms will have too many people in them	There is a queueing system on the floor for the rest rooms Some of the cubicles and sinks are out of use to allow for social distancing	Facilities HR
Communicating actions to be taken	There is a risk that if we are not informed about Covid-19 cases in PPS that employees could contract the disease if they have been in the same place as the individual	PPS building management share all the reported confirmed cases with their leaseholders. Should there be a case confirmed in the building we have a communication ready to share with employees using the office	Facilities HR ELT