

<b>Project Name:</b>	Chichester Office	<b>Project Number:</b>	32072
<b>Location:</b>	Chichester	<b>Date of Review:</b>	29.11.2021
<b>Client:</b>	Bailey Partnership	<b>Principal Designer:</b>	Not Applicable
<b>Author:</b>	RB	<b>Contractor:</b>	Not Applicable
<b>Date of Commencement:</b>	29.11.2021		
<b>Description of Assessment:</b>	Following the Covid-19 outbreak in early 2020 the government advised all businesses that could operate from home should do so, Bailey Partnership followed this advice and following the lifting of the restrictions and the end to the work from home advice this risk assessment outlines how the office can operate safely.		
<p>The original risk assessment was based upon Working Safely during coronavirus (COVID-19) Updated: 4 August 2020 and HSE Guidance</p> <p>Residual general workplace risks and return to premises health and safety assessments are captured separately.</p> <p>This risk assessment aims to:</p> <ul style="list-style-type: none"><li>● Identify what work activity or situations might cause transmission of the virus</li><li>● Think about who could be at risk</li><li>● Decide how likely it is that someone could be exposed</li><li>● Act to remove the activity or situation, or if this isn't possible, control the risk</li><li>● Assist with communication to staff</li></ul>			

Risk and Business hazard associated with the Covid-19 pandemic	Potential risks to employees caused by hazards	Control Measures	Further Action
<b>Infection Prevention, Cleaning and Staff safety</b>			
<p>As Bailey Partnership increases office usage after lockdown and staff utilise the office to a greater extent Bailey Partnership must ensure their safety by making premises “COVID -19” secure – to reduce the risks of virus transmission.</p>		<p>Ensure that Bailey Partnership complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <p>Circulating “COVID secure” coronavirus policies and safety procedures to all staff and senior management team; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business settings. Partners and SMT should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> <li>● Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>● Used tissues to be placed in new foot operated pedal bins within each office, personal bins to be removed</li> <li>● Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>● Avoid all contact with people who are unwell</li> <li>● Clean and disinfect frequently touched objects and</li> </ul>	<p>Staff instruction</p> <p>In kitchen areas not open bins</p> <p>Staff instruction</p> <p>Staff instruction</p> <p>Daily cleaning by office provider.</p>

		<p>surfaces</p> <ul style="list-style-type: none"> <li>● Do not touch face, eyes, nose or mouth if hands are not clean. In all departments, fully implement Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:</li> <li>● Keep all office risk assessments under review to ensure that a safe place of work is maintained</li> <li>● Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic</li> <li>● Make any adjustments to the workspace and procedures necessary to facilitate effective infection prevention</li> </ul> <ul style="list-style-type: none"> <li>● Follow government health and travel advice</li> <li>● Provide hand sanitiser as required</li> <li>● Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedule ensure cleaners have access to suitable detergents, disinfectants and PPE</li> <li>● Provide additional waste removal facilities and more frequent rubbish collection</li> <li>● Display appropriate public health posters and notices around the workplace and on websites Staff are not required to wear face coverings while at work but may do so if they wish.</li> <li>● If any Bailey Partnership staff attending the office are living with anyone who is self isolating with COVID-19 policy they must go home and self isolate in line with government guidance.</li> </ul>	<p>Staff Instruction and cleaners scope</p> <p>Partners</p> <p>Partners</p> <p>Liaison with Rume2 - office providers. See their updated documents attached</p> <p>Provided in office</p> <p>Liaison with Rume2 - office providers. See their updated documents attached</p> <p>See above</p> <p>See above</p> <p>Staff instruction</p>
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<b>Homeworking, Hot-desking and Equipment Sharing</b>			
<p>Staff working together in workplace premise inevitably raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Greater usage of home working reduces the risk of increased proximity and duration of proximity of staff in the workplace and of transmitting the virus</p>	<p>Homeworking should be included alongside office working within Bailey Partnership allowing for effective collaboration and team working.</p> <p>The following working arrangements will be put into place to support home working:</p> <ul style="list-style-type: none"> <li>• Partners and SMT to review all staff job roles in order to facilitate effective homeworking</li> <li>• Home Working policies to be reviewed to ensure that sufficient support is provided to homeworkers</li> <li>• Partners and SMT should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</li> <li>• Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> <li>• Greater use of laptops over tower IT</li> </ul>	<p>Staff instruction</p> <p>Partners and SMT regular review</p> <p>Partners and SMT regular review</p> <p>Partners and SMT regular review</p> <p>Steve Weeks to review regularly</p> <p>Long term plan to be developed</p>

		<ul style="list-style-type: none"> <li>• Touchdown space for use with own laptop to be considered</li> <li>• Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, eg whiteboards, pens, etc</li> </ul>	<p>Individually allocated desks</p> <p>Longer term consider touchdown cafe style work space for collaboration</p>
<b>Workplace Social Distancing</b>			
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 meters, wherever possible, from the 4th of July 2020 1 meter will be the reduced social distancing guidance. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Staff are not required to practice social distancing while in and around the workplace, while involved in work activities and when travelling to and from work.</p> <ul style="list-style-type: none"> <li>• Avoiding nonessential contact with others</li> <li>• Offices and work spaces to be set up to support social distancing will remain in the short term</li> </ul> <p>Establishing maximum occupancy limits for rooms and work areas.</p> <ul style="list-style-type: none"> <li>• Cancelling nonessential meetings</li> <li>• Holding essential meetings in well ventilated rooms – limit numbers to essential members only and use phone/video conferencing, etc</li> <li>• Replacing face-to-face meetings wherever possible</li> </ul>	<p>Staff instruction</p> <p>Limited scope within office but additional desks available within wider office</p> <p>Staff instruction</p> <p>Meeting rooms available along with various desking options. Private office limited in size</p> <p>Use of google and teams instructed.</p>

		<p>with video conferencing, phone conferencing, etc</p> <ul style="list-style-type: none"> <li>● Providing hand sanitiser at meetings</li> <li>● Cancelling nonessential training and all face-to-face training/recruitment practices</li> </ul> <p>Carrying out any essential training/ recruitment by using email/online webinars wherever possible rather than bringing people together face to face. Office managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing. Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>● Increased hand washing</li> <li>● Increased environmental cleaning</li> <li>● Keeping the activity time involved as short as possible</li> <li>● The use of face coverings at individual staff discretion but recommended</li> </ul>	<p>Available</p> <p>Staff instruction</p> <p>Liaison with Rume2 - office providers. See their updated documents attached Partners and SMT</p>
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**Higher Risk Areas of the Workplace**

<p>Some areas of the workplace may present a higher risk than others – this may include areas such as toilets and kitchens</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk. Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p>	<p>Ensure higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>● Stressing the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>● Office managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>● Printing hand washing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>● Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and kitchens at any one time to ensure social distancing</li> <li>● Monitor high-traffic area use and regulate access as necessary</li> <li>● Increasing environmental cleaning, especially in and around toilets and kitchens; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</li> <li>● Commence toilets inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</li> <li>● Kitchens to have stated max occupancy</li> <li>● Clear desk policy to allow cleaning</li> </ul>	<p>Staff instruction</p> <p>Liaison with Rume2 - office providers. See their updated documents attached</p>
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			Office manager
<b>Vulnerable Staff</b>			
<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories Vulnerable (moderate risk) people include those who:</p>	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <p>Partners with assistance from HR should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support</p> <ul style="list-style-type: none"> <li>● All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff</li> <li>● Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage SMT should refer to existing policies regarding new and expectant mothers, eg entitlement to suspension on full pay if suitable safe roles cannot be found</li> </ul>	<p>Staff instruction / regular review with team members to assess needs to be recorded.</p>
<b>Staff Health and Staffing Levels</b>			
<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves, track and trace contact.</p>	<p>Staff may get sick with coronavirus infection People who have symptoms must “self isolate” at home for 7 days from the start of</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>● Staff who are sick or self-isolating should phone immediately and inform HR – on no account should</li> </ul>	<p>Partners</p>

	<p>symptoms to prevent them from passing the infection on. Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period.</p>	<p>they attend for work and HR to maintain log.</p> <ul style="list-style-type: none"> <li>• Make sure that communications go out that no member of staff should come to work if they are self isolating or if they have COVID-19 symptoms or if they feel unwell</li> <li>• Partners should consider flexible operational adjustments if staffing is reduced to maintain project progression</li> </ul>	<p>Staff instruction</p> <p>Partners</p>
<p><b>Premises Access and Travel</b></p>			
<p>Staff who are required to attend the office must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry Risks may be increased for disabled staff</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• Ensure access points and high risk areas have supplies of sanitizer available</li> <li>• Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff</li> <li>• Consider flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</li> <li>• Support staff to walk or cycle to work wherever</li> </ul>	<p>Liaison with Rume2 - office providers. See their updated documents attached. Limited disabled access as second floor with no stairs. Staff instruction</p> <p>Partners</p>

	<p>who may have reduced options for access.</p>	<p>possible, eg providing safe bike storage, showers, lockers, etc . Remove all personal items from shower toiletries and towels and provide stainless steel racking in the lobby for bags, clothes, towels.</p> <ul style="list-style-type: none"> <li>●Obey all construction site rules and have appropriate PPE available.</li> </ul>	<p>Staff Instruction</p>
<p><b>Cases of Possible Infection within the office</b></p>			
<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature or loss of smell / taste) they should be sent home immediately and advised to follow government advice to self-isolate The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>●All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>●Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>●Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>●Cleaning staff must wear appropriate PPE Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should</li> </ul>	<p>Liaison with Rume2 - office providers. See their updated documents attached</p>

		<p>be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</p> <ul style="list-style-type: none"> <li>• Confirmed case identified in office</li> </ul>	
<b>Business Continuity</b>			
<p>Crisis management and business continuity hazards caused by the pandemic emergency</p>	<p>The crisis threatens business continuity and ability to deliver essential services to our clients</p>	<p>SMT should refer to business continuity policies and procedures after lockdown and the lifting of restrictions the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> <li>• Update regularly business recovery plans and keep under constant review</li> </ul>	<p>Partners</p>
<b>Information</b>			
<p>Hazards caused by lack of information or inaccurate information being circulated</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital</p>	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> <li>• To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages</li> <li>• Ensure leadership teams are briefed and kept up to date</li> <li>• SMT to beware of fake news and discourage the</li> </ul>	<p>Partners Partners SMT Partners</p>



	<p>staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>text messages</p> <ul style="list-style-type: none"> <li>• Ensure that staff working from home and using remote working systems are covered by cyber-risk protections</li> <li>• Ensure any home working arrangements maintain standards of data protection and IT security</li> <li>• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</li> <li>• Assess cyber risks to new supply chain connections developed during the crisis</li> </ul>	<p>explained to all staff so as to better educate for future flagging. We use specific remote software and utilise cloud security and encryption. As we have been working in the cloud for years, the transition to home working complies with IT policies.</p> <p>Any personal devices are checked to make sure they comply with necessary software and hardware requirements. Infrastructure already cloud based</p>
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### Future Changes and Government Advice

<p>Changes in government advice</p>	<p>The global situation has some uncertainty and the Practice must ensure compliance with any updated government or health advice.</p>	<ul style="list-style-type: none"><li>• Review the situation every two weeks, remain vigilant and ready to adapt quickly with procedures in place.</li></ul>	
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A handwritten signature in black ink, appearing to read 'Simon Zawada'.

**Simon Zawada**  
**19th July 2021**