

General Risk Assessment – Reoccupying Workplaces COVID-19



Documented to comply with The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

Initial Assessor	Shaun O’Hanlon MSc CMIOSH	Job Title	Senior Health and Safety Consultant.
Project or location	Safe reoccupation of workplace at Quod Limited, WeWork, 8-14 Meard Street, Soho, London W1F 0EQ.		
Department/business	Quod Limited		
Scope of risk assessment	<p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 when Quod Limited employees, who cannot work from home, occupy the new company office at Quod Limited, WeWork, 8-14 Meard street, Soho, London, W1F 0EQ. It should be read in conjunction with up-to-date government advice which can be accessed here: https://www.gov.uk/coronavirus</p> <p>In line with recent government announcements for England, (in relation to workplaces not specifically closed as outlined in the below link) workplaces should stay open where people cannot work from home). Travel to and for work (where the work cannot be done from home) will also be exempt from the requirements for individuals to stay at home. However, it is vital that employers review the need to allow employees to come to workplaces where that work can be reasonably undertaken at home.</p> <p>Further information on the new restrictions, on leaving home and participating in ‘gatherings’ in England can be found in The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020: (https://www.legislation.gov.uk/ukxi/2020/1200/contents/made)</p> <p>Information can also be found in The Health Protection (Coronavirus, Restrictions) No 2 (England) Regulations 2020 and The Health Protection (Coronavirus, Restrictions) No 3 (England) Regulations 2020 which can be accessed here: https://www.legislation.gov.uk/coronavirus</p> <p>Information on local COVID-19 tier levels can be found here: https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area</p> <p>From 12th April 2021, Quod are intending to occupy the WeWork premises at 8-14 Meard street, SoHo, London W1F 0EQ. Cedric Tomas of WeWork provided information which is included in this risk assessment via email in November 2020.</p>		
Employees and others potentially at risk	Employees and their households, visitors and contractors (which will be kept to a minimum until further notice).		

COVID-19 properties	<p>COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It is transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It is understood that the virus can remain “live” on hard surfaces such as handles, switches, bannisters etc. for up to 72 hours. As such, if people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can become infected. They may also be symptom-free but infectious during the incubation stage, which is typically five days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.</p>
Main symptoms	<p>A high temperature, a dry cough and a loss or change to your sense of smell and taste are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE: https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</p>
Control of transmission	<p>Where it is possible to keep two metres apart, Quod Limited will adhere to this. Where it is not possible, the advice is for people to keep social distance of ‘one metre plus’ (meaning they should remain one metre apart, while taking mitigating actions to reduce the risk of transmission).</p> <p>The use of face coverings in certain settings is mandatory, such as public transport, when visiting hospitals, shops, other indoor environments in England such as transport hubs, premises providing professional, legal or financial services, visitor attractions, entertainment venues, public areas in hotels etc. Further information on where face coverings is mandatory in England (also Wales, Scotland and Northern Ireland) can be found here: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Further guidance on working safely during COVID-19 can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19.</p>
Vulnerable groups	<p>Information on vulnerable groups across the different Tiers can be found here: Tier 1 Medium Tier 2 High Tier 3 Very High</p>

<p>Commuting and Business Travel</p>	<p>Travel arrangement to and from the workplace should be considered such as:</p> <ul style="list-style-type: none"> • Avoiding public transport wherever possible; • Encourage cycling and walking for employees/tenants; • If public transport is being used, avoiding peak times, avoid travelling in groups, think about hand hygiene when travelling e.g. use of hand sanitiser/wipes and the wearing of face coverings; • Not car sharing with other colleagues. <p>Where employees work in transport or logistic operations further information can be found here: https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers.</p> <p>Business Travel</p> <p>Before requiring employees to travel for work, employers must be able to justify their decision, and should only consider it as an option where the activity is considered to be ‘reasonably necessary’ and cannot be completed in some other way. For example, if customer meetings have been successfully completed over the past few months remotely, do they now need to be face-to-face? Where business travel is required, employers should also consider issuing staff with letters from 5th November 2020 confirming that they cannot work from home should they need to demonstrate for example if stopped by Police that they are travelling to or for work and that work cannot reasonably be undertaken from home.</p> <p>Travel information should also be included in the risk assessment below. Areas to consider include:</p> <p>Taxis and private hire vehicles</p> <p>Employees should be made aware of other COVID-19 controls when using taxis and private hire vehicles for business travel, such as:</p> <ul style="list-style-type: none"> • avoiding physical contact with other passengers and the vehicle driver; • facing away from other passengers; • opening vehicle windows (where possible); • minimising journey times; • maintaining adequate social distancing in taxi ranks, etc; • wearing of face coverings; • be reminded of the importance of good hygiene.
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<p>Commuting and Business Travel (cont'd)</p>	<p>Flights and ferries As with public transport; employers and employees need to be aware of the various COVID-19 controls that have been introduced, including the requirement to wear a face covering on flights and ferries leaving/operating in English/Scottish airspace and territorial waters.</p> <p>International Travel Keep up to date with the latest information from the Foreign and Commonwealth Office (FCO) website. Where an employer requires their employees to travel overseas, it is important that all parties understand any quarantine requirements and the public health requirements of the destination country (as these can vary greatly in respect of COVID-19). In addition to advice from the FCO, transport providers should be able to provide advice about the countries that they are working in. Further information can be found here: https://www.gov.uk/government/publications/coronavirus-COVID-19-travellers-exempt-from-uk-border-rules</p> <p>Pandemic controls at third party sites Before sending employees to third party (i.e. customer or client) sites, employers need to satisfy themselves that there are appropriate measures in place for them to maintain social distancing and that welfare facilities are suitable and sufficient.</p> <p>To begin with, employers should ask the third party or site in question to confirm that they have completed a COVID-Secure risk assessment (and possibly obtain a copy in advance) and that any control measures identified have been implemented.</p> <p>In addition, employers could investigate whether their employees can arrive outside of normal site start/finish times to avoid larger crowds or, if the site visited has staggered start times, to coordinate arrival times to target the lowest traffic times. Work should be planned with the third party to avoid as much face to face contact as possible. For example, physical paper records could be replaced with digital information to reduce means of transferring the virus.</p> <p>Employers should provide their employees with additional hygiene supplies, particularly hand sanitiser and sanitising hand wipes. In addition, employers should provide their employees with details of what to do in an emergency, for example if they need to book overnight accommodation at short notice.</p>
<p>Hand sanitiser</p>	<p>When purchasing hand sanitiser, this should contain at least 70% alcohol. Staff/tenants should also be made aware that it is flammable and the precautions that should be taken when being used, including safe storage.</p> <p>If large quantities of hand sanitiser is being stored (up to 50 litres), then the sanitiser should be stored in a fire resistant cabinet. Any bulk quantities, should be stored in a flammable liquid store.</p>
<p>Staying COVID-19 Secure in 2020 Notice</p>	<p>The COVID-19 Secure in 2020 notice to be displayed in the workplace to show the Government guidance has been followed: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf</p>

Part 2 – Preparation of Building and Tenants for re-occupation

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Vulnerable groups</p>	<p>Employees, or members of their households</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p>	<p>Any Quod employees that are in a 'vulnerable' group has been advised that they should continue to work from home.</p> <p>Any employee that has a household member in either vulnerable group will not be included in this reoccupation and have been advised to continue to work at home until further notice.</p> <p>Quod employees have been made aware of current guidance, which identifies these groups and actions to control risks to their health. See link: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Employees\tenant employees with symptoms of COVID-19</p>	<p>Employees, or visitors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p>	<p>The symptoms of COVID-19 have been clearly communicated to all Quod employees before they return to the office.</p> <p>Prior to returning to the office, everybody will be asked to confirm that they are symptom free on the day that they return and that they have been symptom free for 14 days prior to this day.</p> <p>Quod employees have been requested to download the NHS test and Trace app on their work phones.</p> <p>From 28th September 2020, people in England are required by law to self-isolate if they test positive or are contacted by NHS Test and Trace and employers must not allow them to attend work. (The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020).</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Employees\tenant employees with symptoms of COVID-19 (cont'd)</p>	<p>As above</p>	<p>As above</p>	<p>Any Quod employees who have been in close contact with another staff member/others who have tested positive for COVID-19, will be required to self-isolate. NHS Test and Trace should notify the close contacts and inform them of this.</p> <p>Where a staff member is showing symptoms and orders a test, they are encouraged to alert the Quod H&S Officer who will alert those who they may have been in close contact with. Close contacts, at this stage, do not need to self-isolate until told to do so by NHS Test and Trace or a public health professional. Further information can be found here: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Employees\tenant employees with symptoms of COVID-19 (cont'd)</p>	<p>As above</p>	<p>As above</p>	<p>Quod should have an up to date plan in case there is a COVID-19 outbreak in the workplace. This plan should nominate a single point of contact (SPOC) where possible, who should lead on contacting local Public Health Teams. If there is more than one case of COVID-19 associated with Quods demise, the SPOC should contact the local Public Health England (PHE) health protection team to report the suspected outbreak. If the local PHE health protection team declares an outbreak, the SPOC will be asked to record details of symptomatic staff and assist with identifying contacts. All employment records should therefore be up to date. Information about the outbreak management process, will be provided by PHE. This will be used to help implement control measures, assist with communications to staff, and reinforce prevention messages.</p> <p>The Single Point of Contact (SPOC) at Quod is Angie Fenton.</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Visitor/Contactor Control	Employees, Contractor and Visitors	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p> <p>The Construction (Design and Management) Regulations 2015</p>	<p>“Non-essential site attendance by contractors and/or visitors is not permitted. All attendance at site should be established as necessary prior to confirmation; any tasks that can reasonably be conducted by other means (conference call, web-hosted meetings, e-mail communication etc.) should be conducted using those alternative means.”</p> <p>Any contractors who plan on undertaking any works within the Quod demise must have provided a risk assessment with COVID-19 control measures included prior to attendance.</p> <p>Prior to attendance, Quod will require any contractors or visitors to complete a COVID-19 Self Declaration Questionnaire.</p>	Low	Ongoing review.	Low

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Visitor/Contactor Control (cont'd)	As above	As above	<p>Quod will record names and contact details of all visitors to site (saved for 21 days) to enable cooperation with NHS Test and Trace in the event of an employee or visitor testing positive for COVID-19.</p> <p>All data is managed in line with General Data Protection Regulations (GDPR): https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>	Low	Ongoing review.	Low
Fire related systems readiness	Employees, visitors and service contractors	Regulatory Reform (Fire Safety) Order 2005	<p>A Fire Risk Assessment was undertaken for the Quod demise in November 2020.</p> <p>WeWork are responsible for all fire safety systems at the premises, including the fire extinguishers, dry riser, emergency lighting system and fire alarm system etc. within the Quod demise.</p>	Low	Ongoing review.	Low

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Fire evacuation</p>	<p>Employees, and service contractors</p>	<p>Regulatory Reform (Fire Safety) Order 2005</p>	<p>Fire evacuation is operated on a simultaneous evacuation basis..</p> <p>WeWork plan to undertake fire evacuation drills on a six-monthly basis regardless of COVID-19.</p> <p>Social distancing should be maintained so far as is reasonably practicable in the event of a planned drill. Social distancing is not required if the fire alarm is activated as the alarm may be for a real fire.</p> <p>Quod will evacuate upon activation of the fire alarm and will adopt the dispersion system used by We Work, due to the narrow streets in the area.</p> <p>Quod has reviewed provision of fire marshal cover and has provided basic fire marshal training to additional staff.</p> <p>All Quod employees are provided with the fire evacuation procedures and ensure they understand them.</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Water related systems readiness	Employees, and service contractors	Control of Substances Hazardous to Health (COSHH) Regulations 2002 ACOP L8	WeWork are responsible for the water hygiene throughout the premises including the Quod demise. WeWork confirmed that the Water system has received a water hygiene risk assessment and that CBRE undertake water hygiene testing. <i>WeWork have confirmed that the water system has been subject to temperature testing and regular flushing prior to Quod occupying the premises.</i>	Medium		Low
Status of Passenger Lift systems	Employees, and service contractors	Lifting Operations and Lifting Equipment Regulations 1998	WeWork confirmed that the lifts are subject to servicing and a thorough examination schedule.	Low	Ongoing review.	Low

Hazards, Dangers, Problems	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Office and electrical equipment	Employees, and contractors	Electricity at Work Regulations 1989	<p>Portable electrical appliances provided by WeWork within the Quod demise are less than 12 months old.</p> <p>The fixed electrical installation at the premises has recently been installed during the complete refurbishment under the remit of WeWork.</p> <p>Before reoccupation, Quod employees are reminded to undertake a pre-use visual inspection of electrical equipment to ensure there are no faults/damage. If any faults or damage is found, this should be reported, and the equipment should not be used.</p> <p>Any portable electrical appliances that are brought to the premises by Quod are subject to a regime of PAT testing.</p>	Low	Ongoing review.	Low
Deep Cleaning	Employees, and contractors	Control of Substances Hazardous to Health (COSHH) Regulations 2002	A deep clean of the premises should be considered at the conclusion of contractor visits and immediately before reopening to ensure all contact surfaces (including portable appliances as relevant) are clean.	Low	Ongoing review.	Low

Part 3 – Maintaining Social Distancing in Communal Spaces

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	<p>Employees, contractors</p>	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.</p> <p>Those who are categorised as clinically extremely vulnerable (or a member of their household is), will continue to work from home until government guidance changes.</p> <p>Quod will make every reasonable effort to ensure their employees can work safely.</p> <p>To ensure that social distancing can be maintained in the Quod London office, the following actions will be implemented:</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	As above	As above	<p><u>Limiting Number of People</u></p> <ul style="list-style-type: none"> • Reoccupation will be carried out in phases. There are five banks of desks as shown in the floor plan. Each bank can safely accommodate 5no. people with mitigation measures in place. • This will result in a maximum of 25 Quod staff allowed into the demise on any given day. • The available desks will alternate daily and each employee has access to the Flowscape app which allows them to book one of the available desks. • Keyboards and mice will not be provided. If a member of staff requires a keyboard, Ioni-touch medical keyboards will be available. These will be cleaned after use with over 70% alcohol cleaning agent. Everybody is asked to use their own mouse and mousepad. The fixed monitor at each desk is shared. 	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	As above	As above	<p>If more people want to return than desks are available, those who need to be in the office for the following reasons will be prioritised:</p> <ol style="list-style-type: none"> 1. Wellbeing – people who are finding working from home challenging and would benefit from some days working in the office for personal, mental health or wellbeing reasons. 2. Unsuitable home working conditions – Those living in shared or cramped facilities or have children at home which means they do not have proper access to quiet and/or comfortable conditions in which to do their job. 3. Team working – teams that need to meet to discuss a project or other work planning and this cannot be carried out effectively virtually. 	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	<p>As above</p>	<p>As above</p>	<p><u>Desk arrangement</u></p> <ul style="list-style-type: none"> • A scaled office desk plan will be circulated prior to reoccupation; • Colleagues will sit in a V shape on the banks of desks. • Sharing of equipment will be avoided aside from occasional use of Ioni Medical Grade Keyboards; • The smaller meeting rooms will have a maximum capacity of two people and occupants will sit 2 metres apart; • The single person cubicles will be closed off until it is safe to re-open them. <p>Each bank of desks can safely accommodate five people. Plexi glass screen have been placed on each bank of desks. Four occupants at each bank of desks will sit in a V formation, with alternate desks open every second day. One person will sit at the end desk with a plexi screen in front.</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	As above	As above	<p>The number of occupants for each space has been determined with social distancing criteria in mind to enable staff to observe social distancing requirements from others whilst within the workplace.</p> <p><u>Floor Markings</u></p> <p>Floor markings will be used to indicate two metre spacing throughout the office.</p> <p>Waiting point signs will be used to show waiting point for kitchen area, lifts and toilets.</p>	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	As above	As above	<p>Considerations have included:</p> <ul style="list-style-type: none"> • Relocation of desks and workstations; • Avoidance of workstations near to circulation routes and walkways where social distancing may not be possible; • Display signs to remind staff and visitors of social distancing; • One-way systems that staff and visitors can follow easily (where possible); • Avoidance of sharing of equipment. Workstations will be shared by the smallest possible number of people and cleaned between different occupants; • Using a booking system for desks and rooms; • Coats etc. will be kept at individual desks to avoid congregations; • Seating in the rest area and meeting rooms will be closed off to enable social distancing requirements to be observed; • Phased return to work with only those in the 3 criteria set out above allowed to return at first. 	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	As above	As above	<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Quod will consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning; • Keeping the activity time involved as short as possible; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; <p>If people must work face-to-face for a sustained period with more than a small group of fixed partners, Quod will assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.</p>	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation (cont'd)</p>	As above	As above	<p>Quod will do everything so far as reasonably practicable to achieve two metre social distancing in the office area or 1.5 metres with mitigating measures in place.</p> <p>The following has therefore been considered:</p> <ul style="list-style-type: none"> • Closing off 21 of the 45 desks every day to allow people to work further apart from each other; • Using floor stickers to mark areas to help staff maintain social distancing; • Arranging people to work side by side or facing away from each other rather than face-to-face; • Using screens to separate people from each other on some desks; • Managing occupancy levels to maintain social distancing; • Avoiding hot desks is not possible. However everybody will be given the option to use their own keyboard and mouse and laptop. • Workstations including the shared fixed monitor will be cleaned between different occupants with minimum 70% alcohol cleaning agent. 	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Reception and signing-in arrangements</p>	<p>Employees, contractors, visitors</p>	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>WeWork have a secure reception with hand sanitiser upon entry to the premises.</p> <p>Social distancing signage and markings are located in the reception area.</p> <p>Access to the Quod demise is only available via security swipe card access.</p> <p>Furniture in the reception area has signage and markings to ensure social distancing can be maintained.</p> <p>Barriers and signage for one-way routes into and out of the reception area\building has ben provided to assist in maintaining social distancing.</p> <p>When a Quod employee books a desk, they will receive an email asking them not to enter the office if they have any symptoms of Covid -19 or have been to a country on the "red list" in the previous 14 days.</p>	<p>High</p>		<p>Low</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Lift lobbies and lifts	Employees, and contractors	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p> <p>The Lifting Operations and Lifting Equipment Regulations 1998</p>	<p>A maximum of one person is allowed in the lifts at any one time.</p> <ul style="list-style-type: none"> • Hand gel is provided at each lift entrance; • Face mask coverings are required in communal areas; • Supervision of compliance with conditions at least initially (e.g. Security staff well placed to see this); 	Low	Ongoing review.	Low
Stairwells	Employees, and contractors	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>Quod staff are expected to maintain social distancing if using the stairwells and ensure that face coverings are worn at all times.</p> <p>Stairways will be used to reduce waiting times for lifts and discourage congregating near the lift lobby area and whether control measures are in place.</p>	Medium		Low

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Meetings	Employees, visitors and contractors	<p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>All staff have been advised to only carry out face-to-face meetings where it is not possible to carry out a virtual meeting effectively. Where a meeting must be held onsite in a meeting room, Quod has ensured that:</p> <ul style="list-style-type: none"> • social distancing is maintained by setting maximum occupancy levels of two people and removing seating in the on-site small meeting rooms; • staff are advised to avoid sharing pens, documents and other objects; • hand sanitiser is provided in meeting rooms; • meeting rooms are well ventilated with fresh air supply; • Signage is used to help people maintain social distancing. 	Low	Ongoing review.	Low
Ventilation systems	Employees, and contractors	The Workplace (Health, Safety and Welfare) Regulations 1992	It was reported by WeWork that the ventilation at the premises has been configured so that fresh air is brought into the premises and not recirculated.	Low	Ongoing review.	Low

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Toilets and welfare facilities</p>	<p>Employees, contractors and cleaners</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>WeWork constantly restock soap and toiletries throughout the working day. This includes hand sanitiser.</p> <p>Kitchen facilities</p> <ul style="list-style-type: none"> • Limiting numbers to two people in the kitchenette to allow for social distancing; • Staff have been requested to wash their hands before using any kitchen equipment; • Staff are asked to clean up immediately after themselves, including wiping of touch points such as taps and fridge doors; • Food to be consumed at desks (or elsewhere if social distancing can be maintained) to allow others to use the facilities; • Posters are displayed to regularly remind people of personal hygiene standard. 	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>First aid cover</p>	<p>Employees and contractors</p>	<p>The Health and Safety (First Aid) Regulations 1981</p>	<p>One person is nominated to be responsible for first aid. One EFAW certified first aider will be present in the building during core working hours. This may be shared with other businesses/WeWork staff.</p> <p>First aid kits are provided in the kitchen with all staff made aware of their locations.</p> <p>The names of first aiders will be displayed prominently on green and white signage in the Quod demise.</p> <p>WeWork has confirmed that all the WeWork team are trained first aiders.</p> <p>WeWork has confirmed that an AED is due to be installed at the premises in Q1 of 2021. Quod has 2no. AED's available in the Quod demise.</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>First aid cover (cont'd)</p>	<p>As above</p>	<p>As above</p>	<p>First aiders have been provided with information on how to keep safe if attending to a casualty. This information can be found on the St Johns Ambulance and HSE websites:</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/COVID-19-advice-for-first-aiders/</p> <p>First Aiders have been made aware of the Resuscitation Council in the UK advice on how to keep safe:</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-COVID-19-coronavirus-cpr-and-resuscitation/COVID-community/</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>DSE and workstations</p>	<p>Employees</p>	<p>The Health and Safety (Display Screen Equipment) Regulations 1992</p>	<p>Employees to use only the desk spaces made available on any given day.</p> <p>Any employees returning to use a workstation should undertake a DSE self-assessment for their respective workstation.</p> <p>Equipment and stationery should not be shared. It should be stored onsite in individual drawers or taken home by the owner.</p> <p>Individuals are responsible for cleaning workstations and equipment on a regular basis with cleaning products supplied.</p> <p>Signage will be placed in the office advising people of how best to set up their workstation for the day.</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Cleaning</p>	<p>Employees, and cleaners</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>The Dangerous Substances and Explosive Atmospheres Regulations 2002</p>	<p>WeWork are responsible for the cleaning of the Quod demise.</p> <p>Quod staff have been reminded and are aware of the need to use hand sanitiser and wash their hands frequently.</p> <p>The cleaning includes extra cleaning of touch points. This includes door handles and panels; handrails, taps; showers; lift buttons and any other frequently touched surfaces.</p> <p>Provision of extra non-recycling bins for staff and visitors to dispose of single use face coverings and other PPE has been considered.</p> <p>Quod and WeWork will follow the government guidance on cleaning in the workplace, including if there is a suspected or confirmed case of COVID-19: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Medium</p>	<p>Ongoing review.</p>	<p>Medium</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Deliveries	Drivers, delivery reception staff, employees	The Workplace (Health, Safety and Welfare) Regulations 1992	<p>All Quod employees have been advised that no personal deliveries should be made to the office at this time.</p> <p>The use of couriers will be limited as far as possible and any items will be picked up from the ground floor.</p> <p>Deliveries for Quod will be made to the main reception area and stored in the mailroom at ground floor level. WeWork will email Quod informing them that there is a delivery.</p> <p>All Business Support staff will be advised to undertake careful removal and disposal of outer packing, followed by hand washing.</p>	Low	Ongoing review.	Low

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Stress	Employees	The Management of Health and Safety at Work Regulations 1999	<p>An open culture exists so that staff are able to raise concerns over work pressure. Managers identify excess pressure and manage it accordingly.</p> <p>Employees have the option of free Bupa healthcare, private GP service and access to a 24/7 GP helpline if required. An Employee Assistance Programme is in place with a dedicated helpline.</p> <p>Mental health and work life balance has been added to appraisals to encourage staff to talk about stress and ways in which Quod can help and support.</p> <p>The health, safety and wellbeing of staff when returning to work post COVID -19 is paramount to Quod.</p>	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Stress (cont'd)	As above	As above	<p>All Mental Health First Aiders are available by telephone, text, WhatsApp or Virtual Meeting programmes.</p> <p>The dedicated Health and Wellbeing team are active and will continue to be visible and communicate with All Quod. Posters are displayed across the office sign-posting employees to support available to them. This has also been emailed to employees most recently at the beginning of the lockdown period in April 2020.</p> <p>Line managers will show flexibility and mental health first aid support is provided via the Employee Assistance Programme. Details have been circulated to All Quod.</p> <p>All line managers will have a one to one discussion with line reports to discuss the office reopening.</p>	Medium	Ongoing review.	Medium

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Management and supervision</p>	<p>Employees, contractors</p>	<p>The Health and Safety at Work etc Act 1974</p>	<p>Day to day responsibility for health and safety in the office rests with Angie Fenton (Health and Safety Officer).</p> <p>The Health and Safety Officer will be available as much as is reasonably possible to answer queries with regard to the actions set out in the Risk Assessment. All staff are advised to contact Angie Fenton (H&S Officer and Director), Elva Phelan (Director), the People Team or their line manager if they have any queries.</p> <p>Line managers are asked to ensure that their team understand risks associated with COVID-19 in the work environment and measures to control them.</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Travel to and from the office	Employees	<p>The Health and Safety at Work etc Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>All Quod have been advised to avoid using public transport, if possible. Those that can travel to the office without the need to use public transport will be prioritised for occupation of the offices.</p> <p>Where public transport cannot be avoided, all staff are advised to wear face coverings.</p> <p>Cycling and other transport methods (walking, running) are encouraged by actions such as:</p> <ul style="list-style-type: none"> • All Quod were reminded of the Cycle to Work scheme; • Cycle storage and showers are provided in the office. 	Medium	Ongoing review.	Medium
Consultation and information	Employees, contractors and others	The Health and Safety (Consultation with Employees) Regulations 1996	<p>This risk assessment will be communicated to all Quod employees prior to occupation of the new office.</p> <p>Before they return to the office, employees will be asked to confirm in writing to the People Team (Liz Johnson) that they understand the content, information and measures in place from the risk assessment.</p>	Low	Ongoing review.	Low

Hazards, Dangers, Issues	People at Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Planning, monitoring and review</p>	<p>Employees, and contractors</p>	<p>The Management of Health and Safety at Work Regulations 1999</p>	<p>This risk assessment has been developed to ensure the health safety and welfare of all Quod employees at the new London offices with up-to-date public health and government guidance included and constantly reviewed.</p> <p>Quod employees will be encouraged to feedback on the control measures included in this risk assessment to ensure they are suitable and practicable.</p>	<p>Low</p>	<p>Ongoing review.</p>	<p>Low</p>

Part 4 – Action Plan

Action	Priority	Owner	Target	Current Status/Progress	Complete
WeWork to confirm that the water system has been subject to temperature testing and regular flushing prior to Quod occupying the premises.	Medium	SJ TO ASK WE WORK	Prior to occupation	Confirmed	Yes - Email dated 04 January 2021
WeWork should have a system in place whereby it asks its members if they are symptom free prior to attending the premises.	High	SJ TO ASK WE WORK	Prior to occupation	Confirmed – all members are asked not to come in if they have any symptoms.	Yes - Email dated 04 January 2021
Furniture in the reception area should have signage and markings to ensure social distancing can be maintained.	High	SJ TO ASK WE WORK	Prior to occupation	Yes - Seen by AF	Yes - Seen by AF on H&S visit
Barriers and signage for one-way routes into and out of the reception area\building should be considered to assist in maintaining social distancing.	High	SJ TO ASK WE WORK	Prior to occupation	Yes – seen by AF	Yes - Seen by AF on H&S visit
WeWork to confirm if stairways are to be used to reduce waiting times for lifts and discourage congregating near the lift lobby area and whether control measures are in place. If they are intended to be used, then give way points may be required and also considerations on those using stairwell in the event of a fire emergency must be in place.	Medium	SJ TO ASK WE WORK	Prior to occupation	Yes, the staircase is too narrow to have a safe two way system, people will have to keep two meters apart, signage are on the wall and floor.	Yes - Email dated 04 January 2021
Order and install plastic screens. One at each end desk and one to be placed down the middle of each bank of desks.	Urgent	SJ	ASAP		Complete
Stick up signage providing guidance and reminders (including one way system in kitchen), place hand sanitisers and wipes at each bank of desks and in meetings rooms.					
Order the Ioni medical keyboards.	Urgent	EP/SJ	ASAP		Complete

General Risk Assessment – Reoccupying Workplaces COVID-19



Prepare digital system to ensure that each employee confirms that they are symptom free and that they have been symptom free for 14 days prior to the day that they enter the office.	High	AF / EP/ SJ	Prior to occupation		Complete – Email to be sent from Flowscape when seat is booked advising that by entering the office, employees confirm that they have no symptoms etc..
Any contractors who plan on undertaking any works within the Quod demise must have provided a risk assessment with COVID-19 control measures included prior to attendance. Prior to attendance, Quod will require any contractors or visitors to complete a COVID-19 Self Declaration Questionnaire.	High	SJ	Prior to occupation		Ongoing
Quod will record names and contact details of all visitors to site (saved for 21 days) to enable cooperation with NHS Test and Trace in the event of an employee or visitor testing positive for COVID-19.	High	SJ	Prior to occupation	Ongoing	Ongoing
Arrange a deep clean of the premises at the conclusion of contractor visits and immediately before reopening to ensure all contact surfaces (including portable appliances as relevant) are clean.	High	SJ	Prior to occupation		Yes, arranged for 9th April 2021

Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- ‘Urgent’ priorities must be actioned immediately
- ‘High’ priorities should be actioned within one month
- ‘Medium’ within two months
- ‘Low’ priorities within three months

General Risk Assessment – Reoccupying Workplaces COVID-19



Reviewed by:

A handwritten signature in blue ink, appearing to read "Shaun".

Signed: _____ Date: 17th December 2020 Review date: Ongoing

Shaun O'Hanlon MSc CMIOSH
Senior Health & Safety Consultant
Quadriga Health & Safety Ltd, 318 Kings Road, Reading, Berks. RG1 4JG

Final Assessor:

Signed: A handwritten signature in black ink, appearing to read "Angie".

Date: 11th January 2021 Review date: Ongoing

Print name: Angie Fenton

Adopted by Local Manager Responsible:

Signed: A handwritten signature in black ink, appearing to read "Sue Willcox".

Date: 12th April 2021

Print name: Sue Willcox

The results of the risk assessment are to be shared with the workforce.