

# COVID-19 Office Risk Assessment

<b>Date</b>	01 June 2020
<b>Office</b>	Culverdon House, Chertsey
<b>Auditor</b>	Heather Alderson, HR Director

# Introduction

This document intends to help Clinisys understand how to work safely during the COVID-19 pandemic. Our priority is to ensure the safety of our employees, clients and visitors. This document allows us to do just that.

This risk assessment should be conducted with as few employees in the office as possible, preferably none, as the assessor will have to walk through its multiple sections. If there are employees in the office social distancing rules must be respected.

The government guidance detailed below is in accordance with the document '[Working safely during COVID-19 in offices and contact centres](#)' published 11<sup>th</sup> May 2020. Governmental guidance will be regularly consulted to ensure this document is up to date.

This document allows the assessor to identify areas of risk and implement changes based on the most recent government guidance. As our offices were initially designed without social distancing in mind, some moving and changing of floor plans may be required. The assessor should discuss these changes with the Facilities Manager before enacting them.

The assessor should get familiarised with the 'Mitigating Actions' detailed in the footnote at the end of this document. This list is not exhaustive and other more appropriate mitigating actions might be found.

If you have any questions feel free to contact the HR Team, who will be able to help you.

## EMPLOYEE SAFETY AT WORK

<b>MOVING AROUND</b>					
<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?'</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential trips should be reduced within the building	Y		All Employees	All Employees	Clinisys Office Environment Policy – COVID 19 explains requirements to employees to reduce movement around the office / building
Non-essential access between areas of the building should be restricted (e.g. other offices, etc.)	Y		Facilities and HR	Facilities and HR	No requirements to go into other offices or spaces in the building. Shared toilet facilities to be used only for the office on the floor – only one person allowed in at each time as per LSH (landlord) Guidance.
Two-flow areas should be introduced in the building	Y	The main office area is marked out to create a flow and corridor has a give way system. Only one entrance to office.	Facilities and HR	Facilities and HR	Employees will need to be careful on entering and exiting the office space by the toilets and try to use the window to see if anyone is coming and slow down.
Social distancing must be maintained in high traffic areas (e.g. hallways, corridors, etc.)	N	The corridor has a 'Give Way' system implemented. Similar to road use. Door entry is only one door in and out.	Facilities and HR	Facilities and HR	Employees will need to be careful on entering and exiting the office space by the toilets and try to use the window to see if anyone is coming and slow down. Also give way at the corridor when walking towards the breakout area / entrance.

## WORKSTATIONS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Employees must be able to maintain social distancing rules (2m) while in their desks	Y		Line Manager / Director	Line Manager / Director	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks). Line managers and Directors to schedule accordingly.
Desks facing each other should be arranged to a side-by-side position	N	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks). Line managers and Directors to schedule accordingly.	Line Manager / Director	Line Manager / Director	
If desks cannot be moved, screens should be used to separate and shield people working facing each other	N	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in	Line Manager / Director	Line Manager / Director	

		three desks). Line managers and Directors to schedule accordingly.			
Occupancy levels must be monitored to enable social distancing	Y		HR and Directors	HR and Directors	Excel Spreadsheet to be placed on SharePoint or Teams with Directors submitting those attending the office during the week the previous Thursday.
Employees should stop or reduce the use of hot desks	Y	Cleaning equipment required if necessary	All Employees	All Employees	Detailed in Office Environment – COVID-19 Policy

## MEETINGS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Face-to-face meetings should be replaced by virtual meetings	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy
In urgent face-to-face meetings, employees must be able to maintain a 2 meter distance	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy.  Facilities and HR have detailed max occupancy signs on all meeting rooms

Employees should be warned to not share equipment during these meetings (e.g. pens, phones, laptops, etc.)	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy
Hand-sanitiser should be provided in the meeting rooms	Y		Facilities	Facilities	Will be checked regularly but employees to let Facilities know if running low
Meetings should be held outdoors or in well ventilated areas if possible	N	No outdoor space, but meeting room numbers restricted	HR and Facilities	HR and Facilities	

### COMMON AREAS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Neighbours should be notified to respect social distancing in shared areas	Y		LSH (Landlords)	LSH (Landlords)	Guidance has been circulated to occupiers
Signs should be displayed to advise that all deliveries are to be contact free.	Y		Reception / Facilities	Reception / Facilities	
Break times should be staggered to avoid	N	Employees to be able to eat at desks if they	Facilities	All Employees	Will be reviewed monthly

build-up of employees in common areas		wish to – to be reviewed monthly			
Screens should be installed to protect staff in reception or similar areas	Y		Facilities	Facilities	Screen to be installed W/C 8 <sup>th</sup> June 2020 in reception
Seating and tables should be reconfigured to maintain spacing and reduce face-to-face interactions	N	Occupancy at each table and seating area displayed in break out area and pods	Facilities and HR	Facilities and HR	No storage to move furniture.

## CUSTOMER SAFETY AT WORK

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Clients should be encouraged to have virtual meetings and calls	Y		Client Facing Employees	Client Facing Employees	Detailed in Office Environment - COVID 19 Policy
Number of visitors must be limited to allow social distancing	Y		Client Facing Employees	Client Facing Employees	Detailed in Office Environment - COVID 19 Policy

Scheduled visits of clients and contractors should be monitored to ensure they do not overlap	Y		Client Facing Employees and reception	Client Facing Employees and reception	Detailed in Office Environment - COVID 19 Policy. Employees to make reception aware of visitors prior to them attending the office.
Clear guidance on social distancing and hygiene should be provided to people on arrival	Y		Client facing employees	Client facing employees	Detailed in Office Environment - COVID 19 Policy.



## WORK RELATED TRAVEL

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential travel should be minimised	Y		All employees	All Employees	Detailed in Office Environment - COVID 19 Policy.
During essential travel, the number of employees travelling together must be minimised	Y		All employees	All employees	This is unlikely to actually occur as employees are dispersed in location
Essential deliveries between offices should be contact free	Y		Facilities	Facilities	No personal items to be sent to the offices

## Footnotes:

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### <sup>1</sup> Mitigating actions include:

- Stopping this activity for the foreseeable future
- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

# COVID-19 Office Risk Assessment

<b>Date</b>	01 June 2020
<b>Office</b>	Parkview, Uxbridge
<b>Auditor</b>	Heather Alderson, HR Director

## Introduction

This document intends to help Clinisys understand how to work safely during the COVID-19 pandemic. Our priority is to ensure the safety of our employees, clients and visitors. This document allows us to do just that.

This risk assessment should be conducted with as few employees in the office as possible, preferably none, as the assessor will have to walk through its multiple sections. If there are employees in the office social distancing rules must be respected.

The government guidance detailed below is in accordance with the document '[Working safely during COVID-19 in offices and contact centres](#)' published 11<sup>th</sup> May 2020. Governmental guidance will be regularly consulted to ensure this document is up to date.

This document allows the assessor to identify areas of risk and implement changes based on the most recent government guidance. As our offices were initially designed without social distancing in mind, some moving and changing of floor plans may be required. The assessor should discuss these changes with the Facilities Manager before enacting them.

The assessor should get familiarised with the 'Mitigating Actions' detailed in the footnote at the end of this document. This list is not exhaustive and other more appropriate mitigating actions might be found.

If you have any questions feel free to contact the HR Team, who will be able to help you.

## EMPLOYEE SAFETY AT WORK

<b>MOVING AROUND</b>					
<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?'</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential trips should be reduced within the building	Y		All Employees	All Employees	Clinisys Office Environment Policy – COVID 19 explains requirements to employees to reduce movement around the office / building
Non-essential access between areas of the building should be restricted (e.g. other offices, etc.)	Y		Facilities and HR	Facilities and HR	No requirements to go into other offices or spaces in the building apart from toilet facilities, landlords creating guidance for this area.
Two-flow areas should be introduced in the building	N	Created priority 'give way' system between the two office areas. Desk planning done so employees can enter and exit with enough space.	Facilities and HR and site leader	Facilities and HR and site leader	Employees will need to be careful on entering and exiting desk spaces
Social distancing must be maintained in high traffic areas (e.g. hallways, corridors, etc.)	N	The corridor has a 'Give Way' system implemented. Similar to road use. Door entry is only one door in and out.	Facilities and HR	Facilities and HR	Employees will need to be careful on entering and exiting the office space using glass entrance door to see if anyone is coming and slow down. Also give way at the corridor when walking between office spaces.

## WORKSTATIONS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Employees must be able to maintain social distancing rules (2m) while in their desks	Y		Line Manager / Director	Line Manager / Director	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks). Line managers and Directors to schedule accordingly.
Desks facing each other should be arranged to a side-by-side position	N	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks). Line managers and Directors to schedule accordingly.	Line Manager / Director	Line Manager / Director	
If desks cannot be moved, screens should be used to separate and shield people working facing each other	N	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in	Line Manager / Director	Line Manager / Director	

		three desks). Line managers and Directors to schedule accordingly.			
Occupancy levels must be monitored to enable social distancing	Y		HR and Directors	HR and Directors	Excel Spreadsheet to be placed on SharePoint or Teams with Directors submitting those attending the office during the week the previous Thursday.
Employees should stop or reduce the use of hot desks	Y	Cleaning equipment required if necessary	All Employees	All Employees	Detailed in Office Environment – COVID-19 Policy

## MEETINGS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Face-to-face meetings should be replaced by virtual meetings	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy
In urgent face-to-face meetings, employees must be able to maintain a 2 meter distance	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy.  Facilities and HR have detailed max occupancy signs on all meeting rooms

Employees should be warned to not share equipment during these meetings (e.g. pens, phones, laptops, etc.)	Y		C suite / Directors / All employees	C suite / Directors / All employees	Detailed in Office Environment – COVID-19 Policy
Hand-sanitiser should be provided in the meeting rooms	Y		Facilities	Facilities	Will be checked regularly but employees to let Facilities know if running low
Meetings should be held outdoors or in well ventilated areas if possible	N	No outdoor space, but meeting room numbers restricted	HR and Facilities	HR and Facilities	

### COMMON AREAS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Neighbours should be notified to respect social distancing in shared areas	Y		Parkview landlords	Parkview landlords	Guidance has been circulated to occupiers
Signs should be displayed to advise that all deliveries are to be contact free.	Y		Reception / Facilities	Reception / Facilities	
Break times should be staggered to avoid	N	Employees are able to eat at desks	Facilities	All Employees	Kitchen area has max occupancy displayed



build-up of employees in common areas					
Screens should be installed to protect staff in reception or similar areas	N	Not required at Uxbridge as no reception			
Seating and tables should be reconfigured to maintain spacing and reduce face-to-face interactions	N	No breakout area, the room used as this has max occupancy displayed	Facilities and HR	Facilities and HR	

## CUSTOMER SAFETY AT WORK

Government Guidance	Can these be implemented and followed? (Y/N)	If 'N' what are the planned mitigating actions?	Responsible Party	Action completed by	Notes
Clients should be encouraged to have virtual meetings and calls	Y		Client Facing Employees	Client Facing Employees	Detailed in Office Environment - COVID 19 Policy
Number of visitors must be limited to allow social distancing	Y		Client Facing Employees	Client Facing Employees	Detailed in Office Environment - COVID 19 Policy

Scheduled visits of clients and contractors should be monitored to ensure they do not overlap	Y		Client Facing Employees and Chertsey reception	Client Facing Employees and Chertsey reception	Detailed in Office Environment - COVID 19 Policy. Employees to make Chertsey reception aware of visitors prior to them attending the office.
Clear guidance on social distancing and hygiene should be provided to people on arrival	Y		Client facing employees	Client facing employees	Detailed in Office Environment - COVID 19 Policy.

## WORK RELATED TRAVEL

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential travel should be minimised	Y		All employees	All Employees	Detailed in Office Environment - COVID 19 Policy.
During essential travel, the number of employees travelling together must be minimised	Y		All employees	All employees	This is unlikely to actually occur as employees are dispersed in location
Essential deliveries between offices should be contact free	Y		Facilities	Facilities	No personal items to be sent to the offices

## Footnotes:

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### <sup>1</sup> Mitigating actions include:

- Stopping this activity for the foreseeable future
- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

# COVID-19 Office Risk Assessment26

<b>Date</b>	<b>04/06/2020</b>
<b>Office</b>	<b>Glasgow</b>
<b>Auditor</b>	<b>Lorraine Campbell, Receptionist, Administrator</b>

## Introduction

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The assessor should get familiarised with the 'Mitigating Actions' detailed in the footnote at the end of this document. This list is not exhaustive and other more appropriate mitigating actions might be found.

If you have any questions feel free to contact the HR Team, who will be able to help you.

## EMPLOYEE SAFETY AT WORK

<b>MOVING AROUND</b>					
<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?<sup>i</sup></b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential trips should be reduced within the building	Yes		All Employees	All Employees	Clinisys Office Environment Policy -Covid 19 explains requirements to employees to reduce movement around the office / building.
Non-essential access between areas of the building should be restricted (e.g. other offices, etc.)	Yes		Line Managers	Line Managers	No requirements to go into other offices or spaces in the building. Shared toilet facilities to be used – only 2 persons allowed in at each time.
Two-flow areas should be introduced in the building	Yes	The main office area is marked out to create a flow and corridor has a give way system.	Receptionist	Receptionist	Employees will need to be careful on entering and exiting the wings and open the door slowly to make sure there is no one else at the other side of the door.
Social distancing must be maintained in high traffic areas (e.g. hallways, corridors, etc.)	No	The corridor has a 'Give Way' system implemented. Similar to road use.	Receptionist	Receptionist	Employees will need to be careful on entering and exiting the wings and open the door slowly to make sure there is no one else at the other side of the door.

## WORKSTATIONS

Government Guidance	Can these be implemented and followed? (Y/N)	If 'N' what are the planned mitigating actions?	Responsible Party	Action completed by	Notes
Employees must be able to maintain social distancing rules (2m) while in their desks	Yes		Line Managers	Line Managers	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks) Line Managers to schedule accordingly.
Desks facing each other should be arranged to a side-by-side position	No	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks) Line Managers to schedule accordingly.	Line Managers	Line Managers	



If desks cannot be moved, screens should be used to separate and shield people working facing each other	N	For employees who will be attending the office that day, they should be able to sit at their desk not facing anyone, with no one beside them on either side (one in three desks) Line Managers to schedule accordingly.	Line Managers	Line Managers	
Occupancy levels must be monitored to enable social distancing	Yes		Line Mangers	Line Managers	Excel Spreadsheet to be placed on SharePoint or Teams with Line Managers submitting those attending the office during the week the previous Thursday.
Employees should stop or reduce the use of hot desks	Yes	Cleaning Equipment required if necessary.	All Employees	All Employees	Detailed in Office Environment – Covid-19 Policy

## MEETINGS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Face-to-face meetings should be replaced by virtual meetings	Yes		C Suite / Directors/ All Employees	C Suite / Directors/ All Employees	Detailed in Office Environment – Covid-19 Policy
In urgent face-to-face meetings, employees must be able to maintain a 2 meter distance	Yes		C Suite / Directors/ All Employees	C Suite / Directors/ All Employees	Detailed in Office Environment – Covid-19 Policy  Receptionist has detailed max occupancy signs on all meeting rooms.
Employees should be warned to not share equipment during these meetings (e.g. pens, phones, laptops, etc.)	Yes		C Suite / Directors/ All Employees	C Suite / Directors/ All Employees	Detailed in Office Environment – Covid-19 Policy
Hand-sanitiser should be provided in the meeting rooms	Yes		Receptionist	Receptionist	They will be checked regularly but employees to let Receptionist know if running low.
Meetings should be held outdoors or in well ventilated areas if possible		No outdoor space, but meeting room numbers restricted	Receptionist	Receptionist	

## COMMON AREAS

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Neighbours should be notified to respect social distancing in shared areas	Yes		Receptionist	Receptionist	Notices will be placed outside shared areas notifying neighbours of social distancing.
Signs should be displayed to advise that all deliveries are to be contact free.	Yes		Receptionist	Receptionist	
Break times should be staggered to avoid build-up of employees in common areas	Yes	Employees to be able to eat at desks if they wish.	Facilities	All Employees	
Screens should be installed to protect staff in reception or similar areas	Yes		Receptionist	Receptionist	This will be installed by 19 <sup>th</sup> of June.
Seating and tables should be reconfigured to maintain spacing and reduce face-to-face interactions	No	Occupancy at each table and seating area displayed in break out area.	Receptionist	Receptionist	No storage to move furniture.

## CUSTOMER SAFETY AT WORK

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Clients should be encouraged to have virtual meetings and calls	Yes		Client Facing Employees	Client Facing Employees	Detailed in Office Environment – Covid-19 Policy
Number of visitors must be limited to allow social distancing	Yes		Client Facing Employees	Client Facing Employees	Detailed in Office Environment – Covid-19 Policy
Scheduled visits of clients and contractors should be monitored to ensure they do not overlap	Yes		Client Facing Employees Reception	Client Facing Employees Reception	Detailed in Office Environment – Covid-19 Policy Employees to make reception aware of visitors prior to them attending the office.
Clear guidance on social distancing and hygiene should be provided to people on arrival	Yes		Client Facing Employees	Client Facing Employees	Detailed in Office Environment – Covid-19 Policy

## WORK RELATED TRAVEL

<b>Government Guidance</b>	<b>Can these be implemented and followed? (Y/N)</b>	<b>If 'N' what are the planned mitigating actions?</b>	<b>Responsible Party</b>	<b>Action completed by</b>	<b>Notes</b>
Non-essential travel should be minimised	Yes		All Employees	All Employees	Detailed in Office Environment – Covid-19 Policy
During essential travel, the number of employees travelling together must be minimised	Yes		All Employees	All Employees	This is unlikely to actually occur as employees are dispersed in location.
Essential deliveries between offices should be contact free	Yes		Receptionist	Receptionist	No personal items to be sent to the office.

## Footnotes:

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### <sup>1</sup> Mitigating actions include:

- Stopping this activity for the foreseeable future
- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).