





Date of original assessment:	14/09/2020	Date of this assessment:	16/12/2021	Area:	COVID-19 General Workplace Risk Assessment
Status:	v2.01 – FINAL	Date of review:	31/01/2022	Assessor: Reviewed by:	Alex Pannell – Hospitality & Facilities Coordinator Tony Richards – Head of Facilities and Property Services
Description of task:	<p>As an employer, BYM – Britain Yearly Meeting of the Religious Society of Friends (Quakers) – recognises its' duty to protect people from harm along with the requirement to take steps to protect our staff, visitors, and others from Coronavirus.</p> <p>This risk assessment has been prepared in-line with Government guidance and the BYM COVID-19 Policy. To help BYM ensure that the required steps are being taken to keep staff and others safe, it addresses the following:</p> <ul style="list-style-type: none"> • identifies what work activity or situations might cause transmission of the virus • considers who could be at risk • determines how likely it is that someone could be exposed • identifies steps (control measures) and additional actions that need to be taken to remove the activity or situation, or if this isn't possible, control the risk. <p>BYM will continue to monitor the measures outlined to ensure that the processes which have been put in place are working as expected and remain in-line with Government advice and guidance as it develops and evolves.</p> <p>In-line with the BYM COVID-19 Policy, BYM premises remain partly closed for the current period, access will only be permitted for staff who have:</p> <ul style="list-style-type: none"> • a premises-based working arrangement in-place, or • where an Operational Manager or MtM member considers the purpose of any visit to be essential to carry out roles and/or tasks that: <ul style="list-style-type: none"> ○ cannot be completed remotely ○ are required for legal compliance ○ are for preparation to re-occupy premises ○ are agreed for the provision of services (both charity and company). <p>Access to BYM sites:</p> <p>Friends House Office access is generally available by appointment only (unless a premises-based working arrangement is in-place). Office operational hours: Monday–Friday, 8.00am–5.00pm. Company operations as a venue now reopened for customer meetings and events. The Quaker Centre Bookshop and Café remain closed whilst external maintenance works are completed. The Seed Kitchen restaurant remains closed until further notice. The Library is closed for refurbishment and maintenance of the reading room.</p> <p>Yorkshire Centre Limited access during the soft launch for staff who have an office-based working arrangement in-place for this site. Office operational hours: Monday–Friday, 8.00am–7.00pm.</p> <p>Swarthmoor Hall Site open for self-contained accommodation only. The Barn Café and other facilities remain closed until further notice.</p>				




Priority ratings key:	The three columns (L,S,R) are for assessing the level or degree of risk. The first (L) is for an assessment of the likelihood of the hazard taking place, the second (S) for the severity of the hazard, both based on the following:
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L – LIKELIHOOD	S – SEVERITY OF HAZARD	R – RISK LEVEL is product of Likelihood and Severity (LxS)
1. Hazard exists very infrequently; limited numbers exposed.	1. Could cause minor injury only.	High risks score 7 - 9 priority H
2. Likely to occur; hazard exists intermittently, or occurs occasionally.	2. Could cause major injury/7 day or more absence.	Moderate risks score 4 - 6 priority M
3. Likely to occur soon; permanent hazard, or occurs daily/repeatedly; many may be exposed.	3. Could cause fatality or severe/chronic injury.	Low priority risks score 1 - 3 priority L





Section 1







		Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
What are the hazards?	Transmission of 'Coronavirus Disease 2019' (COVID-19) Inadequate control measures within the workplace increases the risk of virus transmission						
Who might be harmed?	Staff; Customers and visitors; Contractors; Drivers; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6


Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.00	Awareness of recognised symptoms	<p>Must not enter BYM premises if they or a member of their household have symptoms, including:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of taste or smell 	-	<p>Must not enter BYM premises if they or a member of their household have symptoms, including:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of taste or smell 	Ensure adequate signage is in-place at entrances and maintained	<p>Main symptoms of coronavirus (COVID-19)</p> <p> NHS.UK</p>
1.01	<p>Self-isolation for</p> <ul style="list-style-type: none"> • symptoms • suspected case • positive test 	<p>Must follow the Government guidance if they or a member of their household have COVID-19 symptoms or have received a positive COVID-19 test result</p> <p>Should order a PCR test to check if they have COVID-19</p> <p>Staff must inform their line manager that they are self-isolating, and record this on the HR Database</p> <p>Tenants/contractors must inform the BYM Head of Facilities Property or a BYM Duty Manager if occurring within 48 hours of leaving BYM premises</p>	-	Customers must inform a venue manager if occurring within 48 hours of leaving BYM premises	-	<p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p> GOV.UK</p> <p>Get a free PCR test to check if you have coronavirus (COVID-19)</p> <p> GOV.UK</p> <p> 119</p>


Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.02	Taking action if a person displays signs of recognised symptoms	<p>Safely report the instance to the Head of Facilities Property –or– Duty/Senior Manager</p> <p>Must leave the premises, return home immediately, self-isolate and inform their line manager.</p>	Follow directions given by the Head of Facilities Property –or– Duty/Senior Manager	Should safely report instance to a member of staff	<p>Head of Facilities Property –or– Duty/Senior Manager</p> <p>Initiate points:</p> <ul style="list-style-type: none"> • 1.23 Cleaning – suspected or confirmed outbreak of COVID-19 • 1.25 Cleaning – disposing of waste in suspected or confirmed outbreak of COVID-19 	-
1.03	Travelling to/from a place of work	<p>Any non-essential travel is to be avoided</p> <p>Should plan journeys and routes in advance where possible</p> <p>Consider walking or cycling the journey (or parts of), where it is feasible to do so</p> <p>Follow the Government guidance for safer travel</p> <p>Travel 'off-peak' if feasible</p> <p>Check with travel operator(s) regarding any policies they may have in place</p> <p>Face coverings are still required on Transport for London (TfL) services (unless exempt)</p>	-	-	-	<p>Safer travel guidance for passengers  GOV.UK</p> <p>Face covering guidance for TfL services  TFL.GOV.UK</p> <p>Cycle to work scheme (My benefits at work)  FH/INTRANET</p>
1.04	Arriving and leaving (FH specific)	Enter and exit via the Endsleigh Gardens staff entrance (the garden reception entrance may be closed)	-	Enter and exit via the Garden Reception entrance for meeting rooms	-	The Quaker Centre bookshop and café, Seed Kitchen restaurant, and Library are closed





Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.05	Temperature checks	Temperature check on arrival Individuals refusing a temperature check will not be allowed to enter the building	-	-	-	A high temperature is 37.8°C or above
1.06	NHS Test and Trace and NHS COVID Pass	Required to sign-in at reception on arrival for Test and Trace and fire/evacuation purposes	-	Voluntary/encouraged NHS QR code check-in or manual form available on arrival The use of the NHS COVID Pass is only required as a condition of entry if the following condition applies: <ul style="list-style-type: none"> The event has 500 or more unseated attendees, where those attendees are likely to stand or move around for all or part of the event 	Records to be kept securely for 21-days	Use the NHS COVID-19 app (10 December 2021) GOV.UK Required use of the NHS COVID Pass (10 December 2021) GOV.UK Records to be kept securely for 21-days (20 July 2021) GOV.UK
1.07 A	On the day testing – as a precautionary measure when attending BYM premises	Must take a Lateral Flow Test (LFT) on the day, before starting work Encouraged to test at home before travelling to work, and to show a negative LFT result confirmation email or text message on arrival At Friends House – an area has been allocated where LFT tests can be taken on-site before commencing work	-	-	Ensure control measure '1.22 Cleaning – enhanced' is carried out in the allocated test area. Ensure supplies of PPE are available, including: <ul style="list-style-type: none"> Disposable gloves Disposable aprons Face coverings 	-
1.07 B	Regular testing	Encouraged to take Lateral Flow Tests (LFTs) twice weekly	-	-	-	The Government workplace testing scheme has ended.

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
		LFT kits can be ordered online, or picked up from a local pharmacy or collection point				Order coronavirus (COVID-19) rapid lateral flow tests  GOV.UK Find where to get rapid lateral flow tests  NHS.UK
1.08	Wearing a face covering	<p>Must wear face coverings in communal (public) areas (unless exempt)</p> <p>Encouraged wear face coverings in private (staff) areas, including when:</p> <ul style="list-style-type: none"> • near other people • attending meetings in-person • social distancing cannot be maintained 	Must wear face coverings in commercial (customer) areas unless behind a barrier screen	<p>Must wear face coverings in communal (public) areas (unless exempt)</p> <p>Encouraged to wear face coverings in meeting and event spaces</p>	<p>Ensure adequate signage is in-place and maintained</p> <p>Ensure a supply of disposable face masks are available to staff</p>	<p>Face coverings: when to wear one, exemptions, and how to make your own (10 December 2021)  GOV.UK</p> <p>Face coverings at work: Staff in indoor settings (10 December 2021)  GOV.UK</p> <p>Face coverings should be temporarily removed if asked to do so by security, staff, or police officers if needed for the purposes of identification</p>
1.09	Personal hygiene – handwashing/sanitising	<p>Should wash hands with soap and water for at least 20 seconds, and/or use hand sanitiser:</p> <ul style="list-style-type: none"> • on arrival • regularly throughout the day • before touching kitchen equipment in the staff room 	Should wash hands with soap and water and/or use hand sanitiser before and after dealing with customers	Encouraged to wash hands with soap and water and/or use hand sanitiser regularly throughout the day	<p>Ensure adequate signage is in-place and maintained, including handwashing method in all toilet facilities, and sanitising method on automatic dispensers</p> <p>Ensure alcohol-based hand sanitiser is available at:</p> <ul style="list-style-type: none"> • All entry/exit points and central communal areas inc. landings • Staff areas inc. offices • Commercial areas inc. meeting rooms 	-

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1.10	Social distancing	Should maintain 1m+ distancing where possible	-	-	-	Limit close contact with other people (10 December 2021)  GOV.UK
1.11	Reducing contact with third parties	<p>Staff should “use tech to talk”, where practical and possible use video and phone conferencing to carry out activities such as meetings, appointments, training, and recruitment</p> <p>Staff should minimise contact and time for face-to-face activities with third parties, including contractors and delivery drivers, customers, and visitors</p> <p>Staff should consider relocating, postponing, or cancelling non-essential activities where this is practical and possible</p> <p>Staff should consider methods to reduce frequency of deliveries</p>	-	-	Ensure contractor works are planned so that there is no crossover between different individuals, teams, or companies, within specific rooms confined spaces	-
1.12	Reducing movement and contact around the building	<p>Should follow floor markers, signage to use one-way systems, and give way to others already using staircases or narrow corridors in the opposite direction</p> <p>Should minimise passing through communal areas</p>	-	<p>Should follow signage to use one-way systems, and give way to others already using staircases or narrow corridors in the opposite direction</p> <p>Should minimise time spent in, and passing through, communal areas</p>	<p>Ensure adequate signage is in-place and maintained</p> <p>Monitor implemented measures for effectiveness and are compliant with Government guidelines</p>	<p>Working safely during coronavirus (12 December 2021)</p> <ul style="list-style-type: none"> • Events  GOV.UK • Accommodation  GOV.UK • Offices  GOV.UK • Restaurants  GOV.UK • Shops  GOV.UK

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.13	Reducing number of persons permitted in enclosed spaces	Should follow signage direction to limit persons, e.g., one person in a lift	-	Should follow signage direction to limit persons, e.g., one person in a lift	Ensure adequate signage is in-place and maintained	-
1.14	Fresh air	Should increase ventilation in enclosed working environments, including offices, e.g., opening windows	-	Encouraged to increase ventilation in meeting and event spaces, e.g., use of air handling systems or opening windows	-	-
1.15	Personal hygiene – touching face	Should avoid touching face, eyes, nose, mouth with hands	-	-	-	-
1.16	Personal hygiene – coughing/sneezing	Should cover the mouth and nose with a tissue or elbow (not hands) and wash/sanitise hands immediately after	-	-	-	-
1.17	Personal hygiene – physical contact	Should avoid handshakes, hugs, and other forms of physical contact Consider 'elbow bumps' if appropriate	-	-	-	-
1.18	Transfer of items/goods from person-to-person	Should not share pens or other desktop stationery where possible	Encouraged to use 'place down and step back' routine unless behind a barrier screen	-	-	-
1.19	Cleaning – wearing personal protective equipment (PPE)	-	Should wear clean disposable gloves and aprons when preparing or cleaning commercial areas inc. meeting rooms, and when washing crockery and cutlery	-	Ensure supplies of PPE are available to staff, including: <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons 	-
1.20	Eating and drinking	Staff should eat in the staff room, not in an office area or at a workstation Any food brought in should be in a sealed container See 'Work Smart, Stay Safe' guide for staff room use and floor plan	-	Should eat and drink in meeting room or allocated catering area	-	'Work Smart, Stay Safe' office working quick guide  FH/INTRANET

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.21	Cleaning – general	-	Follow established standard operating procedures (SOPs) and routines for cleaning, ensuring: <ul style="list-style-type: none"> • Cleaning records are maintained • Signage is displayed at door when toilets are being cleaned • Colour coded cleaning cloths are changed/launched regularly 	-	-	-
1.22	Cleaning – enhanced including: <ul style="list-style-type: none"> • Communal areas • Toilets • Commercial areas • Meeting rooms • Staff office areas • Staff room 	Should use sanitising wipes in their workspace and on shared equipment after use, including: <ul style="list-style-type: none"> • Keyboard/mouse • Printer screen • PDQ machines • Shared stationery • Staff room kitchen equipment • Mobile/tablet devices • Tabletops/desktops 	Frequent Virucidal cleaning of frequently touched hard surfaces, including: <ul style="list-style-type: none"> • Chairs/arm rests • Door handles • Handrails • Keys/passes • Lift buttons • Light switches • Table/counter tops • Tap levers • Toilet flushes • Waste bin lids • Window handles <p>Ensure personal hygiene supplies are replenished, including:</p> <ul style="list-style-type: none"> • Toilet paper • Hand soap • Hand sanitiser 	Encouraged to use sanitising wipes in their meeting room on shared equipment after use, including: <ul style="list-style-type: none"> • Coffee/hot water dispensers 	Ensure supplies of cleaning materials are available to staff, including: <ul style="list-style-type: none"> • Virucidal cleaning agent sprays • Colour coded cleaning cloths, mops, and equipment <p>Ensure an adequate supply of personal hygiene products are in stock</p>	-
1.23	Cleaning – suspected or confirmed outbreak of COVID-19	-	Should use appropriate face covering and PPE <p>Should use Virucidal cleaning agent and disposable cloths or paper roll to clean all surfaces that a symptomatic person has come into</p>	-	Access to affected areas are to be restricted until enhanced cleaning has been completed, including ensuring that adequate signage is in-place <p>Items should be steam cleaned if they cannot be</p>	Cleaning in non-healthcare settings outside the home 

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
			<p>contact within the affected area(s), especially objects visibly contaminated with bodily fluids</p> <p>An additional round enhanced cleaning of communal areas and toilets should be completed</p>		cleaned using Virucidal cleaning agent, e.g., upholstered furniture	
1.24	Cleaning – disposing of waste in general	Should dispose of disposable face coverings in general waste bins <u>not</u> mixed recycling bins	<p>Should dispose of disposable PPE in general waste bins <u>not</u> mixed recycling bins</p> <p>Ensure waste bins are emptied regularly</p>	Should dispose of disposable face coverings in general waste bins <u>not</u> mixed recycling bins	-	<p>Disposing of waste</p> <p> GOV.UK</p>
1.25	Cleaning – disposing of waste in suspected or confirmed outbreak of COVID-19	-	<p>Waste should be double-bagged, marked for storage, and stored in a secure holding area</p> <p>After 72-hours <u>or</u> after confirmation of a negative test, waste should be disposed of in general waste</p>	-	<p>If waste needs to be removed before 72 hours, it must be treated as Category B infectious waste</p> <p>You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste 	<p>Disposing of waste</p> <p> GOV.UK</p> <p>Cleaning in non-healthcare settings outside the home</p> <p> GOV.UK</p>
1.26	Workstations – allocated by department with socially-distanced spacing (FH specific)	<p>Staff should use a workstation allocated for use by their department</p> <p>Staff should request to use a workstation via operational manager</p> <p>Staff should not use anyone else's workstation or equipment</p> <p>See 'Work Smart, Stay Safe' guide for office floor plans</p>	-	-	-	<p>'Work Smart, Stay Safe' office working quick guide</p> <p> FH/INTRANET</p> <p>Webcams and headsets are installed at each workstation for virtual meetings or phone calls.</p>




Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.27	Workstations – green/red cards (FH specific)	Staff should only use a workstation marked with a green card Should turn over the green card to red when finishing shift	Virucidal cleaning of workstations marked with a red flag Flag changed to green after enhanced cleaning has been completed	-	-	'Work Smart, Stay Safe' office working quick guide FH/INTRANET
1.28	Workstations – clear desks	Staff should clear all items and documents from the workstation when finishing shift (even if booked to use it the next day)	-	-	-	'Work Smart, Stay Safe' office working quick guide FH/INTRANET
1.29	Internal meetings – within Friends House	Staff should book internal meeting rooms in the Outlook calendar	-	-	-	'Work Smart, Stay Safe' office working quick guide FH/INTRANET
1.30	Enhanced awareness – for first aiders (first responders)	Trained BYM staff who are first aiders (first responders) should review government guidance for first responders, which includes reducing transmission risk and cardiopulmonary resuscitation (CPR) If COVID-19 is suspected when an ambulance is called for, ensure that the 999 operator is informed	-	-	Ensure trained BYM staff who are first aiders (first responders) are aware of updated guidance Review the first aider list and assess for BYM staff who are at higher risk of vulnerability to COVID-19 as they may need to temporarily step down from the role	Guidance for first responders GOV.UK Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings RESUS.ORG.UK
1.31	Enhanced awareness – when an evacuation takes place	In the event of an emergency evacuation, egress of the building should not be delayed It may not be possible to maintain some control measures that are in-place to reduce risk of transmission of COVID-19 Adopt improvised measures to reduce transmission risk and	-	-	Ensure control measures can be re-implemented when safe to do so, including handwashing/sanitising facilities at entrances Review the fire marshal list and assess for BYM staff who are at higher risk of vulnerability to COVID-19 as they may need to temporarily step down from the role	-



Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
		resume control measures when safe to do so			Consider delaying or rescheduling planned drills to a time when the risk of transmission may be lower	
1.32	External (non-BYM) COVID-19 risk assessments (RA) / risk assessment method statements (RAMS)	External contractors / agencies / tenants to provide copies of their own RAs to the Head of Facilities Property, in addition to reading and complying with this RA	-	Customers should carry out their own organisation risk assessment prior to an event taking place	Documents to be received and acknowledged prior to visiting BYM premises Compliance spot checks are to be conducted when on BYM premises	-


Section 2

What are the hazards?	Interruption to continuity or provision of services (both charity and company); Insufficient staffing levels due to staff: sickness; self-isolating; shielding	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Contractors; Drivers; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.00	BYM COVID-19 Policy BYM recognises its duties to comply with the Coronavirus Act 2020 in relation to helping prevent the spread of Covid-19 as part of their business activities and minimise the risk of harm to staff and others	Document to be reviewed by the staff member	-	-	Ensure policy is distributed to all staff members and is understood The policy is subject to change, in line with current government guidance/roadmap out of lockdown and, therefore, will ensure that the policy is reviewed when new guidance is provided, or applicable laws/regulations are updated	BYM COVID-19 Policy FH/INTRANET
2.01	Homeworking – for staff who are primarily office based, where this is practical, and possible for job role	Office-based staff should work at home where they can do so	-	-	-	Working safely during coronavirus (COVID-19) – Offices (12 December 2021) GOV.UK
2.02	Redeployment – for staff e.g., in higher-risk groups who are unable to carry out their usual job role to considered for redeployment to lower-risk work or homeworking	-	-	-	In consultation with staff member, consider reasonable working adjustments in-line with current legislations and BYM policies	-
2.03	Adjustment of work patterns – for staff e.g., in higher-risk groups	-	-	-	In consultation with staff member, consider reasonable working adjustments in-line with current legislations and BYM policies	-



Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.04	Furlough – Coronavirus Job Retention Scheme (and/or similar agreement) – for staff who are unable to carry out their usual job role or be redeployed	-	-	-	-	The Coronavirus Job Retention Scheme ended on 30 September 2021 (3 March 2021)  GOV.UK
2.05	Temporary operational adjustments or departmental closure	-	-	-	Consider temporary operational adjustments or departmental closures if staff numbers are reduced to an unsafe level	-
2.06	Reduced access to BYM premises	Only attend BYM premises to carry out roles and/or tasks that: <ul style="list-style-type: none"> cannot be completed remotely are required for legal compliance are for preparation to re-occupy premises are agreed for the provision of services (both charity and company) 	-	-	-	-
2.07	Individual Risk Assessment This risk assessment tool will help staff to assess their vulnerability from COVID-19, and help BYM put appropriate measures in place to help mitigate and/or manage risk	Document to be completed and signed off by the staff member and their line manager	-	-	As a priority, an individual risk assessment must be carried out for all staff in higher-risk groups, and a personalised risk mitigation plan implemented Document to be reviewed when new guidance is provided, or applicable laws/regulations are updated	Individual Risk Assessment  FH/INTRANET
2.08	Safe working review This document is to record a conversation relating to the employee's	Document to be completed and signed off by the staff member and their line manager; signed document to be returned to Human Resources	-	-	Document to be reviewed when new guidance is provided, or applicable laws/regulations are updated	Safe working review  FH/INTRANET

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
	wellbeing and working conditions					
2.09	<p>Work Smart, Stay Safe guide</p> <p>A quick guide (summary document) for returning safely to the offices at Friends House, providing information including office layout, use of workstation equipment,</p>	Document to be reviewed by staff member	-	-	Document to be reviewed when new guidance is provided, or applicable laws/regulations are updated	'Work Smart, Stay Safe' office working quick guide  FH/INTRANET
2.10	<p>Emergency Homeworker Assessment</p> <p>This online risk assessment tool will help staff to assess the following:</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19) Awareness • Workspace • Environment • Display Screen Equipment and Workstation • Fire • Electrical Safety • Stress and Welfare • Slips, trips, and falls • Lone Working 	Online document to be completed by the staff member	-	-	-	 go-shine.co.uk/course
2.11	Local/departmental risk assessments	-	-	-	<p>Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained, including consulting with staff and staff representatives</p> <p>Make any adjustments to working practices necessary to facilitate effective infection prevention and social distancing at work</p>	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.12	All other existing BYM health and safety policies and risk assessments remain in effect and must be adhered to	-	-	-	-	Health and safety committee and policies  FH/INTRANET



Section 3

What are the hazards?	Higher risk of vulnerability to COVID-19	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Higher-risk groups, which include those who: have been identified as clinically extremely vulnerable; are pregnant; are older males; have a high body mass index (BMI); have health conditions such as diabetes; are from some Black, Asian or minority ethnicity (BAME) backgrounds	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
3.00	Control measures outlined in Section 2 Section 3.9 of the BYM COVID-19 Policy defines 'Individuals at high risk' in-line with guidance from the NHS and the government	-	-	-	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	The shielding programme has now ended in England (3 November 2021)  GOV.UK Protect vulnerable workers  HSE.GOV.UK

Section 4

		Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
What are the hazards?	Misuse or damage to, or loss of electronic: information; communication; data; security						
Who might be harmed?	Staff; Customers and visitors; Charity/company/venue reputation	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
4.00	The information that guides or defines BYMs COVID-19 policy, risk assessments, related documents and strategies must be accurate information sourced from government departments or agencies, including: <ul style="list-style-type: none"> NHS PHE HSE 	External communication should be reviewed by senior management prior to publishing to ensure: <ul style="list-style-type: none"> messages are consistent and clear where applicable they comply with any legal requirements they reflect the values of the organisation <p>Staff should ensure any off premises working arrangements maintain standards of established IT and data protection policies</p>	-	-	Ensure all staff (and customers and visitors where appropriate) are kept informed and up to date with BYM COVID-19 procedures and key messages	Data Protection policies  FH/INTRANET IT Policies  FH/INTRANET
					Information should be communicated via appropriate channels, including: <ul style="list-style-type: none"> email intranet (internal) websites (external) hard copy video/telephone call accessible formats (when needed) 	

Section 5

What are the hazards?	Conference specific: tasks; activities; equipment (FH specific)	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
5.00	Venue show arounds should only be carried out when necessary	-	Use existing digital assets to facilitate sales, including: <ul style="list-style-type: none"> • website • virtual tour • photographs • promo video 	-	-	-
5.01	Baize cloths should only be used if necessary	-	Cloths must be changed at the end of each day Cloths should marked for storage, and stored in a secure holding area for 72-hours Staff must wear a face covering (1.08) and PPE (1.19)	-	-	-
5.02	Linen cloths should only be used if necessary	-	Cloths must be changed at the end of each day Cloths should prepared and marked for external laundering, and stored in a secure holding area Staff must wear a face covering (1.08) and PPE (1.19)	-	-	-
5.03	Manual handling tools should be used to assist when preparing or cleaning, or providing service to meeting rooms or customers, including: <ul style="list-style-type: none"> • catering trolleys • chair trolleys 	-	Tools, especially handles, should be sanitised before and after use	-	-	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
	<ul style="list-style-type: none"> platform trucks 					
5.04	<p>Audiovisual equipment should only be provided when ordered by a customer, including:</p> <ul style="list-style-type: none"> audio, video, and data cables Flipchart easel and pens Laptop mouse/ trackpad and keyboard Microphones Remote controls 	-	<p>Equipment should be sanitised before providing to a customer and after use</p> <p>Care to be taken to use the correct cleaning agent on equipment, especially electrical items</p> <p>Staff must wear a face covering (1.08) and PPE (1.19) when installing and packing away equipment</p>	-	SOP to be issued to staff for the use of correct cleaning agents on audiovisual equipment	-
5.05	<p>Welcome packs, inserts and copy Rendezvous printouts with customer details should be single-use and taken away by the customer</p>	-	<p>For folders and inserts that are left behind:</p> <ul style="list-style-type: none"> If visually look used or grubby, or are damaged – should be placed into a recycling bin If visually look clean and undamaged – should be marked for storage, and stored in a secure holding area for 72-hours <p>Should wear gloves (1.19) before or clean hands (1.09) after handling</p> <p>Copy Rendezvous printouts with customer details should be placed into a secure shredding bin</p>	-	-	-
5.06	<p>Welcome packs – signed and completed forms should be stored in the Sales & Events team storage box</p>	-	<p>Minimise handling of forms</p>	-	-	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
			Should wear gloves (1.19) before or clean hands (1.09) after handling			
5.07	Meeting room passes/keys should not be issued to a customer Meeting room door must be kept locked when room not in use	-	Meeting room door should be unlocked by a welcome host or available staff member on arrival of a lead customer or organiser Meeting room door should be locked/unlocked at the request of a lead customer or organiser (e.g., at a lunch break)	-	-	-
5.08	Peak times manage entry to the reception foyer if mass arrival of customers	-	At peak times available staff may need to manage the entry of customers into the building to avoid congestion in the reception foyer and surrounding access routes (e.g., stairs and corridors)	-	-	-
5.09	Catering – increase available points for booked catering where feasible to space out provisions, especially for larger meetings	-	Spread out service points where feasible Ensure the lead customer or organiser is aware of the arrangement and locations	-	-	-
5.10	Catering – individually packaged foods, drinks, lunch bags and bento boxes (with wrapped cutlery) are available for customers to pre-order for their event	-	Ensure food is labelled and easily identifiable to minimise handling of package, especially for special requests e.g., free-from items	-	-	-
5.11	Catering – buffet-style meals are served to the customer instead of self-service style	-	Buffet-style meals are to be plated for and served to the customer	-	-	-
5.12	Shared confectionary bowls (sweets) should not be provided	-	-	-	-	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
5.13	Meeting room configurations – Additional configuration (herringbone) implemented to facilitate increased distancing for side-by-side seating, and reduce face-to-face seating arrangements	-	-	-	-	-
5.14	Same customer with multiple room bookings and/or breakout rooms – rooms should be located as close as possible to each other and/or the main room Breakouts into communal spaces are not permitted	-	-	-	-	-
5.15	COVID-19 presence in a meeting room after use by a customer – enhanced cleaning (1.22) to be completed at end of day If a room is occupied by a customer for more than one-day in a row, customer to be advised that where practical they should pack away all items and documents from tables and countertops to allow cleaning to take place	-	Windows and doors should be open to increase ventilation (1.14)	-	-	-

Document

COVID-19 General Workplace Risk Assessment

Appendix A

Please add any other comments relevant to this risk assessment.

Appendix B

Please sign to confirm you have read and understood this risk assessment.

Prepared by:  Alex Pannell Date: 16 / 12 / 21

Reviewed by:  Tony Richards Date: 16 / 12 / 21

Reviewed by: _____ Staff member Date: / /

Reviewed by: _____ Line manager Date: / /