

| COVID-19 risk assessment: Chichester office | | | | |
|--|--|---|--------------------------------|----------------------------------|
| <i>Date conducted</i> | <i>Property address</i> | <i>Risk assessments conducted by</i> | <i>Audited by</i> | <i>Date published on website</i> |
| 20 July 2020 | West Wing, The Granary, Birdham Road, Chichester PE20 7EQ | Dominic Saraceno and Rachel Shepherd | Lisa Rapnik on 29 July 2020 | 13 August 2020 |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|-----------------------------------|-----------------------|--|---|-----------------|
| Desk areas | Exposure to COVID-19: desk layout | All employees | <ul style="list-style-type: none"> - The current desk layouts may not adhere to social distancing rules. It is recommended that employees sit diagonally from each other. - Either tape or signage should be used to confirm which desks are not in use. | <p>Example desk layout signage installed across the office and included in the employee guidelines.</p> <p>Signage reminding employees to not sit next to each other has been installed.</p> <p>Employees must notify their line manager should they wish to work from the office.</p> <p>Notification process included in the employee guidelines.</p> | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|--|-----------------------|---|---|---------------|
| Kitchen and communal areas | Exposure to COVID-19: communal and shared items | All employees | <ul style="list-style-type: none"> - Remove shared items such as tea towels, tea, coffee etc. - Replace tea towels with biodegradable disposable alternatives. - Coat stands and coat pegs should be taken out of use. | <p>Tea, coffee and tea towels have been removed.</p> <p>Paper towel dispensers have been mounted on walls.</p> <p>Signage has been installed by coat pegs to confirm that these are out of use.</p> | COMPLETE |
| Kitchen and communal areas | Exposure to COVID-19: number of people in kitchen areas. | All employees | <ul style="list-style-type: none"> - Communal seating areas in kitchens to be taken out of use. | Signage placed on communal seating areas as out of use. | COMPLETE |
| Kitchen areas | Exposure to COVID-19: bins located within kitchens. | All employees | <ul style="list-style-type: none"> - Consideration has been given to altering or replacing common bin facilities with pedal or automated bins to prevent touching of bins. | New touch free bins now supplied and process included in employee guidelines. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|--|----------------------------|---|--|---------------|
| Kitchen and storage area(s) | Exposure to COVID-19: procedures for undertaking removal of possible contaminated waste materials. | All employees | <ul style="list-style-type: none"> It is recommended that a review is undertaken on waste procedures to include the removal of possible contaminated waste materials from the site to a central designated waste store. | <p>Measures are in place to ensure that waste management arrangements have been reviewed and adapted to include the storage of and removal of possible contaminated waste materials and items.</p> <p>New touch free bins supplied and process included in guidelines.</p> <p>Cleaners to remove waste daily and double bag all rubbish.</p> | COMPLETE |
| Mental health and wellbeing | Bonnier Books UK will promote mental health and wellbeing awareness to employees during the COVID-19 outbreak and will offer support as necessary. | All employees | <ul style="list-style-type: none"> Line managers will maintain regular contact, as appropriate, with employees. | <p>Homeworking risk assessments have been carried out for all employees.</p> <p>Wellbeing information is available via Bonnier Books UK internal communication channels.</p> <p>Access to a 24-hour confidential counselling service is available for all employees.</p> | ONGOING |
| Office area | Exposure to COVID-19: social distancing requirements | All employees and visitors | <ul style="list-style-type: none"> Signage should be mounted within the office areas to remind employees of the social distancing requirements. It is recommended that signage is also displayed when entering the offices. | Signage has been installed at each office entrance and throughout the offices to display social distancing requirements and safe working within the office. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|---|----------------------------|---|---|---------------|
| Office area | Exposure to COVID-19: number of employees and visitors in office at any one time. | All employees and visitors | <ul style="list-style-type: none"> – Signage should be mounted within the office areas to remind employees and visitors of social distancing requirements. – In addition it is recommended that these are also displayed on the entry doors to the offices. | Signage is in place throughout the office with appropriate demarcations to display social distancing requirements and safe working within the office. | COMPLETE |
| Office equipment areas | Exposure to COVID-19: numbers of employees using office equipment e.g. printers. | All employees | <ul style="list-style-type: none"> – It is recommended that floor tape is installed at the printers to remind employees of the social distancing rule. | Floor tape or stickers have been applied to floors to help employees to maintain social distancing. | COMPLETE |
| Office equipment areas | Exposure to COVID-19: using of office equipment e.g. printers. | All employees | <ul style="list-style-type: none"> – It is recommended that wipes are located adjacent to the printers to enable users to wipe down the touch controls before and after use. | Baskets containing wipe and cleaning products have been placed adjacent to all printers with signage. | COMPLETE |
| Remote working | Health and safety risks associated with using Display Screen Equipment (DSE). | All employees | <ul style="list-style-type: none"> – DSE self-assessments should be completed by homeworkers and reviewed to ensure that they have appropriate equipment for an ergonomic workstation set up. Any equipment deficiencies identified should be provided to the employee. – Arrangements are in place to provide equipment for people to work at home safely and effectively, for example, remote access to work systems etc. | Issue home working risk assessments to all employees working from home. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|---|----------------------------|---|---|---------------|
| Symptoms of COVID-19 | If an employee or visitor becomes unwell with COVID-19 symptoms, they will be sent home and advised to follow the government's stay at home guidance. | All employees and visitors | <ul style="list-style-type: none"> Line managers will maintain regular contact, as appropriate, with employees. | <p>If advised that an employee or member of the public has developed COVID-19 and were recently on Bonnier Books UK's premises (including where an employee has visited other work place premises), Bonnier Books UK will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p> | ONGOING |
| Whole site | Exposure to COVID-19: guidance required on safety procedures in office. | All employees | <ul style="list-style-type: none"> It is recommended that a briefing document is developed and distributed to employees detailing the control measures implemented and the necessary safety procedures to be taken. Arrangements should be put in place to provide clear, consistent and regular communication to the workforce to improve understanding of the issues surrounding COVID-19 and the safety procedures necessary and consistency of ways of working. | Employee guidelines created and to be issued to all employees. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|---|-----------------------|--|---|---------------|
| Whole site | Exposure to COVID-19: clear guidance required on safety procedures in office. | Visitors | <ul style="list-style-type: none"> – It is recommended that a briefing document is developed detailing the control measures and is provided to visitors prior to arrival on site. – Where site visits are required, arrangements should be in place to provide guidance on social distancing and hygiene to visitors on and before arrival. | Create Code of Practice document to be issued to all visitors on site. | COMPLETE |
| Whole site | Transmission of COVID-19 due to distribution and sharing of of hard copy items within the office. | All employees | <ul style="list-style-type: none"> – It is recommended that a briefing pack is provided to employees returning to the office detailing the safety arrangements introduced which should include limiting the use of hard copy items. – Where hard copy items do need to be distributed/shared then employees should wash/sanitise their hands to assist with hygiene measures. – Arrangements should be made to encourage employees to prevent internal distribution of hard copy items. | <p>Drop-off/collection zones have been set up and hand sanitisers and gloves are provided in baskets throughout the office.</p> <p>Employee guidelines set out the process.</p> | COMPLETE |
| Whole site | Exposure to COVID-19: clear guidance required on safety procedures for deliveries to the office. | All employees | <ul style="list-style-type: none"> – It is recommended that clear guidance and instructions are provided to employees to restrict personal deliveries to the property. – Arrangements should be in place to restrict non-business deliveries into the workplace such as personal deliveries to employees. | Procedure for deliveries is included in employee guidelines to be issued to employees. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|--|----------------------------|--|--|---------------|
| Whole site | Exposure to COVID-19: clear guidance required on safety procedures for deliveries to the office. | All employees | <ul style="list-style-type: none"> – It is recommended that arrangements for post/deliveries are reviewed and to establish centralised areas for the drop off and collection points to limit number of employees handling deliveries and to restrict access to the building. | Create drop-off and collection zones at all entrances and communicate with employees. | COMPLETE |
| Whole site | Exposure to COVID-19: office cleaning procedures | All employees and visitors | <ul style="list-style-type: none"> – Ensure that the cleaning risk assessment is reviewed and suitable cleaning procedures are in place, which must include decontamination cleaning in the event of a COVID-19 case being confirmed. – Arrangements are in place to implement decontamination cleaning in the event of a COVID-19 case being confirmed. | <p>Liaise with current cleaning contractors and prepare guidelines on cleaning procedures for employees.</p> <p>Update list for Control of Substances Hazardous to Health (COSHH).</p> | COMPLETE |
| Whole site | Exposure to COVID-19: cleaning products and high contact point areas such as door handles etc. | All employees and visitors | <ul style="list-style-type: none"> – A review of the cleaning materials, procedures and products has been completed to ensure appropriate selection for viral infection control and high contact areas are cleaned appropriately. | <p>Liaise with current cleaning contractors and prepare guidelines on cleaning procedures for employees.</p> <p>Update list for Control of Substances Hazardous to Health (COSHH).</p> | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|--|----------------------------|---|--|---------------|
| Whole site | Exposure to COVID-19: review of records required to confirm if the buildings cleaning risk assessment had been reviewed. | All employees and visitors | <ul style="list-style-type: none"> – Ensure that the cleaning risk assessment is reviewed and that suitable cleaning procedures are in place to comply with COVID-19 guidance. | <p>Liaise with current cleaning contractors and prepare guidelines on cleaning procedures for employees.</p> <p>The current building cleaning risk assessment has been reviewed to ensure that it remains suitable and sufficient and comply with the COVID-19 guidance.</p> <p>Update list for Control of Substances Hazardous to Health (COSHH).</p> | COMPLETE |
| Whole site | Exposure to COVID-19 through receiving and unpacking deliveries. | All employees | <ul style="list-style-type: none"> – Consideration should be given to placing goods into a quarantine area for a period of 24 hours prior to releasing, or alternatively unpacking the goods immediately and washing hands afterwards to assist with hygiene measures. | <p>Gloves and hand sanitiser are available for all employees to use.</p> <p>New procedures to be included in employee guidelines.</p> | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|---|----------------------------|---|--|---------------|
| Whole site | Exposure to COVID-19: lack of fresh air in offices. | All employees and visitors | <ul style="list-style-type: none"> Office areas must be kept well ventilated with windows left open. | Guidance to be included in employee guidelines. | COMPLETE |
| Whole site | Exposure to COVID-19: lack of non-touch systems. | All employees and visitors | <ul style="list-style-type: none"> It is recommended that a review is undertaken and items are changed to non-touch systems where possible. Where these cannot be changed, hand sanitiser should be provided to support hygiene measures. | <p>Consideration has been given to the use of touch free - proximity based devices (taps, doors, dispensers, toilet flushing etc.) and arrangements are in place to change to non-touch systems where possible.</p> <p>Hand sanitisers and touch free sanitisers have been placed at entrance, around the office and in cleaning baskets with signage.</p> <p>Information included in employee guidelines.</p> | COMPLETE |
| Whole site | Exposure to COVID-19: fire evacuation procedures. | All employees | <ul style="list-style-type: none"> It is recommended that a review is undertaken of the emergency procedures taking in to account potential changes in fire warden capacity due to occupancy reduction and that social distancing rules do not apply in an emergency. Procedures for remaining at the fire assembly point should also be reviewed with a possible change to a dispersal approach. | The fire evacuation procedures have been reviewed to reflect occupancy levels and COVID-19 compliance guidance and a process has been created for small occupancy and lone working scenarios and included in employee guidelines. | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|---|----------------------------|---|---|---------------|
| Whole site | Exposure to COVID-19: first aid procedures. | All employees and visitors | <ul style="list-style-type: none"> – First aiders and others involved in the provision of assistance during an emergency should be provided with facilities and assistance to enable them to sanitise equipment and maintain hygiene requirements. | <p>First aid box contents have been reviewed and restocked and include mask and gloves.</p> <p>Employee guidelines include updated instructions on what to do in a medical emergency and to reflect likelihood of lack of first aiders on site due to low occupancy levels.</p> | COMPLETE |
| Whole Site | Exposure to COVID-19: number of employees and visitors in office at any one time. | All employees | <ul style="list-style-type: none"> – It should be determined how many employees can safely work in a particular area to ensure social distancing can be maintained. – Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, arrangements must be put in place to consider whether that activity needs to continue for the business to operate, and if so, all appropriate the mitigating actions to reduce the risk of transmission. | <p>System to be created to track number of employees entering each office.</p> <p>Interim system: employees must notify their line manager should they wish to work from the office.</p> <p>Notification process included in the employee guidelines.</p> | IN PROGRESS |
| Whole site | Exposure to COVID-19: fire evacuation procedures. | All employees | <ul style="list-style-type: none"> – Following the review of emergency arrangements, communication should be distributed to all employees informing them that the social distancing rule does not apply in the event of an emergency. | <p>To include in visitors Code of Practice.</p> <p>Updated emergency arrangements are included in the employee guidelines.</p> | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|---|---|----------------------------|--|--|---------------|
| Whole site | Exposure to COVID-19: guidance required on safety procedures in office. | All employees | <ul style="list-style-type: none"> – It is recommended that a briefing document is developed and distributed to employees detailing the control measures implemented and the necessary safety procedures to be taken. – Arrangements should be put in place to provide clear, consistent and regular communication to the workforce to improve understanding of the issues surrounding COVID-19 and the safety procedures necessary. | Employee guidelines created and to be issued to all employees. | COMPLETE |
| Whole site | Exposure to COVID-19: clear guidance required on safety procedures in office. | Visitors | <ul style="list-style-type: none"> – It is recommended that a briefing document is developed detailing the control measures and is provided to visitors prior to arrival on site. – Where site visits are required, arrangements should be in place to provide guidance on social distancing and hygiene to visitors on and before arrival. | Create Code of Practice document to be issued to all visitors on site. | COMPLETE |
| Whole site, including bathrooms and kitchens | Exposure to COVID-19: hygiene and handwashing technique. | All employees and visitors | <ul style="list-style-type: none"> – It is recommended that hand sanitiser is provided at entry/exit points to the offices and within meeting rooms. Hand sanitiser is not required within the kitchen and toilets as sanitiser should only be used where there are not direct hand washing facilities. – It would be advantageous to display the hand washing | <p>Touch-free hand sanitiser dispensers have been installed at entry points to the office.</p> <p>Hand sanitiser facilities are provided in multiple locations including within washrooms and kitchens.</p> <p>Hand sanitisers are available in cleaning baskets with signage.</p> | COMPLETE |

| <i>Building area / office area</i> | <i>Risk identified</i> | <i>Who is at risk</i> | <i>Recommendations</i> | <i>Action</i> | <i>Status</i> |
|------------------------------------|--|-----------------------|---|---|---------------|
| | | | <p>technique poster within the kitchens to remind employees how to wash their hands correctly as well as providing an emollient (moisturiser) to prevent dermatitis.</p> | <p>Handwashing technique signs are displayed in kitchens and washrooms.</p> | |
| Whole site | <p>Exposure to COVID-19: number of offices to be opened – movement between floors.</p> | All employees | <ul style="list-style-type: none"> – Consideration should be given to the number of offices that are open in order to avoid unnecessary travel between offices. – Maximum capacity levels in an office must not be exceeded in order to maintain social distancing. | <p>Returning to the office is on a voluntary basis and non-essential trips within buildings should be avoided.</p> <p>Employees have been notified within the employee guidelines that they should not approach other employee desks.</p> <p>System to be created to track number of employees entering each office. Interim system: employees must notify their line manager should they wish to work from the office.</p> <p>Line manager notification process included in the employee guidelines.</p> | COMPLETE |