

COVID-19 risk assessment: Kings Road 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>
8 June 2020	The Plaza, 535 Kings Road, London, SW10 0SZ	ARK – an external consultant	Shane Hegarty and Sophia Akhtar on 31 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>
Bathrooms	Exposure to COVID-19: shower in bathroom.	All employees	<ul style="list-style-type: none"> – It is recommended that the shower is either cleaned in between uses, which needs to be organised with the cleaning contractor, or is taken out of use. – If the shower is taken out of use then it must be ensured that it is flushed every week for a period of ten minutes to prevent the build up of Legionella bacteria. Details of flushing should be documented. 	Decommission showers and communicate with employees through employee guidelines.	COMPLETE
Bathrooms	Exposure to COVID-19: requirement to limit numbers of people in bathroom areas.	All employees and visitors	<ul style="list-style-type: none"> – It is recommended that access to bathroom areas are limited to one person at a time due to the size of the communal lobby area. Signage should be placed on the main entrance door depicting this. – In relation to the bathrooms within unit 3.08, it is recommended that 	Signage has been installed.	COMPLETE

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			signage is placed on the main entry door reminding employees of social distancing requirements.		
Bathrooms and kitchens	Exposure to COVID-19: hand drying facilities.	All employees	<ul style="list-style-type: none"> – It is recommended that fuses are removed from the hand dryers to make them inoperable and paper towels in wall mounted dispensers are provided. 	Where possible, paper towel dispensers have been installed as an alternative to hand dryers in hand-washing facilities. Fuses have removed from bathroom hand dryers.	COMPLETE
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 areas	Exposure to COVID-19: number of people in kitchen areas.	All employees	Communal seating areas in kitchens to be taken out of use.	Signage confirms communal seating areas in kitchens are out of use.	COMPLETE

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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>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
Kitchens	Exposure to COVID-19: open 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 bin lids. 	<p>New touch free bins now supplied and process included in employee guidelines.</p>	COMPLETE

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Meeting rooms	Exposure to COVID-19	All employees and visitors	<ul style="list-style-type: none"> – It is recommended that hand sanitiser and cleaning materials are provided in all meeting rooms. 	All meeting rooms have been provided with baskets containing cleaning products and hand sanitisers with signage. Instructions for use are included in the employee employee guidelines.	COMPLETE
Meeting rooms	Exposure to COVID-19: whiteboards and shared pens.	All employees and visitors	<ul style="list-style-type: none"> – Remove whiteboards and shared pens from all meeting rooms. 	<p>Whiteboards and other pens that can be shared have been removed from all meeting rooms.</p> <p>Cleaning materials for all meeting rooms have been provided.</p>	COMPLETE

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Meeting rooms	Exposure to COVID-19: number of people in meeting rooms.	All employees and visitors	<ul style="list-style-type: none"> – Ensure signage is placed on meeting room doors to remind employees of the social distancing rules within the meeting room and the maximum occupancy. – Meeting rooms should be designed and separated to display social distancing rules. – It is recommended that signage comprising of green ticks and red crosses are secured on the table to identify which seats are out of use to ensure social distancing. – Sofas in meeting rooms should be marked by signage to confirm how many seats are available. 	<p>Signage has been installed in each meeting room door to confirm maximum occupancy.</p> <p>Room layout has been adjusted where necessary and signage has been installed on chairs to mark as out of use to display social distancing requirements.</p> <p>Signage has been installed on sofas to mark how many seats are available for use.</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

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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 units. 	Signage has been installed at each unit entrance and throughout the offices to display social distancing requirements and safe working within the office.	COMPLETE
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. – 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

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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 employees. 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
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. 	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	ONGOING

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				taken. https://www.publichealth.hscni.net/	
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
Whole site	Exposure to COVID-19: no clear guidance 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

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Whole site	Transmission of COVID-19 due to distribution and sharing 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: 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. – Procedures for remaining at the fire assembly point should also be reviewed with a possible change to a dispersal approach. 	<p>The fire evacuation procedures have been reviewed to reflect occupancy levels and Covid-19 compliance guidance.</p> <p>A process has been created for small occupancy and lone working scenarios and included in employee guidelines.</p>	COMPLETE

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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"> – 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.	COMPLETE
Whole site	Exposure to COVID-19: No clear guidance on safety procedures for deliveries to the office.	All employees	<ul style="list-style-type: none"> – It is recommended that arrangements for post and deliveries are reviewed 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 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 sanitisers are available for all employees to use.</p> <p>New procedures to be included in employee guidelines.</p>	COMPLETE

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Whole Site	Exposure to COVID-19 through receiving and unpacking deliveries.	All employees and visitors	<ul style="list-style-type: none"> – Currently post and deliveries are taken in by the main reception within the landlords area of responsibility. It is therefore recommended that the arrangements for post and deliveries is reviewed – establishing if a centralised place can be accommodated within the units for the drop off/collection points. 	<p>Arrangements are in place to manage post and deliveries to restrict access to the building through creation of drop-off/collection zones at all entrances.</p> <p>Procedure to be communicated within employee guidelines.</p>	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, hand rails, lift buttons 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 that 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

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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: 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 and that fire wardens may not be on site due to reduction in building occupancy. 	<p>Updated emergency arrangements are included in the employee guidelines.</p> <p>Emergency arrangements to be included in external visitors' Code of Practice.</p>	COMPLETE

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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 and 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 points, around the office and in cleaning baskets.</p> <p>Information included in employee guidelines.</p>	COMPLETE
Whole site	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 technique poster within the kitchens to remind employee members how to wash their hands correctly as well as providing an emollient (moisturiser) to prevent dermatitis. 	<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> <p>Handwashing technique signs are displayed in kitchens and washrooms.</p> <p>Signage has been installed to confirm that the shower is out of use.</p>	COMPLETE

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Whole site	Exposure to COVID-19: sufficient fresh air available during occupancy hours.	All employees and visitors	<ul style="list-style-type: none"> – Sufficient fresh air should be available during occupancy hours in order to prevent stagnated air. – It is recommended that advice is sought from an HVAC engineer and appropriate recommendations are followed. 	<p>Arrangements are in place to review and maximise air filtration.</p> <p>Windows to be opened where possible or, meeting room doors to be left open.</p> <p>Guidance to be included in employee guidelines.</p>	COMPLETE
Whole site	Exposure to COVID-19: first aid procedures.	All employees and visitors	<ul style="list-style-type: none"> – First aiders should be provided with materials 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 working in a particular area.	All employees	<ul style="list-style-type: none"> – It has been determined how many employees can safely work in a particular unit to ensure social distancing is maintained, as follows: Unit 1.07 – 10 people Unit 2.08 – 10 people Unit 3.08 – 18 people Unit 3.25 – 9 people <p>Where the social distancing guidelines cannot be followed, arrangements should be put in place to consider whether that</p>	<p>System to be created to track number of employees entering each unit.</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>	COMPLETE

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			<p>activity needs to continue for the business to operate. If so, all appropriate actions have been taken to reduce the risk of transmission.</p> <ul style="list-style-type: none"> – Maximum capacity levels for unit must not be exceeded in order to maintain social distancing. 		
Whole site	Exposure to COVID-19: number of office floors to be opened – movement between units.	All employees	<ul style="list-style-type: none"> – Consideration should be given to the number of office units that are open in order to avoid unnecessary travel between floors. – Maximum capacity levels in a unit 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 unit. 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