

COVID-19 risk assessment: Chichester office

Date conducted	Property address	Risk assessments conducted by	Audited by	Date published on website
28-Jul-2021	West Wing, The Granary, Birdham Road, Chichester PE20 7EQ	Anna MacLaren May and Rachel Shepherd	Gabriella Palombo and Nia Williams on 29-Jul-21	30-Jul-21

Building area / office area	Risk identified	Who is at risk	Control measures	Action	Status
Desk areas	Shared desk space	All employees	<ul style="list-style-type: none"> - Employees are required to sit diagonally from each other ('not next to and not opposite rule'); signage installed in the office to remind employees to practise social distancing. - System created via a shared register of attendance to track number of employees entering the office to maintain maximum 50% occupancy. 	<p>Example desk layout signage installed in the office and included in the employee guidelines.</p> <p>All employees must book their attendance in the office in advance and via the shared document held on Teams 'Chichester Office - register of attendance' Process is included in return to office guidelines.</p>	COMPLETE
Kitchen, washrooms and communal areas	Shared space: communal and shared items	All employees	<ul style="list-style-type: none"> - Cleaning wipes supplied for wiping down shared touch points. - Disposable paper towels for drying hands. - Handwashing technique signs are displayed in kitchens and washrooms. 	<p>Tea, coffee and tea towels have been removed.</p> <p>Paper towel dispensers have been mounted on walls.</p> <p>New touch free-bins are now installed in kitchen. Cleaners to remove waste daily.</p>	COMPLETE

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Office area	Shared space: ensuring adequate ventilation.	All employees and visitors	<ul style="list-style-type: none"> – Windows should be opened to ensure constant fresh air flow. – Back door in office should be propped open when possible to help fresh air flow. 	Guidance on ensuring adequate ventilation included in employee guidelines. To be reviewed during the winter months.	COMPLETE
Office area	Shared space: increased cleaning requirement	All employees and visitors	<ul style="list-style-type: none"> – Hand sanitisers and cleaning materials for employees to use provided in baskets across office. – The full office area will be professionally cleaned on a daily basis. 	Instructions for use are included in employee guidelines.	COMPLETE
Office area	Working in close proximity with others.	All employees and visitors	<ul style="list-style-type: none"> – Signage is in place in the office to remind employees and visitors to practise social distancing within the office. – Employees and visitors are encouraged to wear masks when moving around the office and wider building. A supply of masks is in the baskets throughout the office. 	Guidance included in employee guidelines.	COMPLETE
Office area	Lack of non-touch systems	All employees and visitors	<ul style="list-style-type: none"> – Hand sanitisers and touch-free sanitisers have been placed at office entrance and in cleaning baskets with signage across the office. 		COMPLETE
Office equipment e.g. printers	Shared equipment	All employees	<ul style="list-style-type: none"> – Baskets containing hand sanitisers and cleaning materials provided next to printers to enable users to wipe down the touch controls before and after use. 		COMPLETE

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Whole office	Sharing hard copy items within the office: requirement for good hand hygiene.	All employees	<ul style="list-style-type: none"> - Where hard copy items need to be distributed or shared then employees should wash/sanitise their hands to assist with hygiene measures. - A drop-off/collection zone has been set up in the office with signage and hand sanitisers and gloves are provided in this area. 	Employee guidelines set out the process.	COMPLETE
Whole office	Deliveries to the office: requirement for good hand hygiene.	All employees	<ul style="list-style-type: none"> - A drop-off/collection zone has been set up with signage and hand sanitisers and gloves are provided in this area. 		COMPLETE
Whole office	Receiving and unpacking deliveries: good hand hygiene.	All employees	<ul style="list-style-type: none"> - Employees may place 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. - Gloves are available for all employees to use. - Hand sanitisers are provided in baskets throughout the office. - Handwashing technique signs are displayed in kitchens and washrooms. 	Guidance included in employee guidelines.	COMPLETE

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Whole office	Office cleaning procedures.	All employees and visitors	<ul style="list-style-type: none"> - Enhanced cleaning procedures confirmed with cleaners and will include a full daily clean of the office and every workstation (chair, desk, keyboard, mouse and monitor per workstation); cleaning procedures will include decontamination cleaning in the event of a COVID-19 case being confirmed. - Supplementary cleaning products are available in baskets for employees to use throughout the office. 		COMPLETE
Whole office	Employee or visitor becomes unwell with COVID-19 symptoms.	All employees and visitors	<ul style="list-style-type: none"> - If an employee or visitor becomes unwell with COVID-19 symptoms, they will be sent home and advised to follow NHS guidance. - NHS COVID-19 app with QR code poster installed in the lobby area of the office entrance and available for employees to use; visitors will be encouraged to 'check-in' upon arrival. - The shared document held on OneDrive 'Chichester Office - register of attendance' must be used by employees in advance of attending the office. - An employee with Covid-19 symptoms must notify line manager and member of the HR team as soon possible: control measures and reporting procedures included in employee guidelines. 	If advised that an employee or member of the public has developed COVID-19 and were recently on BBUK's premises (including where an employee has visited other workplace premises), BBUK 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. https://www.publichealth.hscni.net/	ONGOING

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Whole office	Communicate, train and consult; guidance on COVID-19 safety procedures and health and safety in office.	All employees	<ul style="list-style-type: none"> – Employee guidelines have been written and distributed to employees detailing the control measures implemented and the necessary safety procedures to be taken. – Ongoing arrangements in place to provide clear and regular communication to the workforce to improve understanding of the issues surrounding COVID-19 and the necessary safety procedures. – Consult employees on risk assessment carried out and employee guidelines. 	<p>Employee representatives consulted on risk assessment and employee guidelines.</p> <p>Employee guidelines created and issued to all employees.</p> <p>Return to office health and safety re-inductions to be scheduled during Aug-2021.</p>	COMPLETE
Whole office	Communicate guidance on COVID-19 safety procedures in office.	Visitors	<ul style="list-style-type: none"> – Guidance on social distancing and hygiene to visitors is displayed as a 'Code of Practice' in the lobby area of the office entrance. – Visitors to be encouraged to check-in with the NHS COVID-19 app upon arrival in the lobby area of the office entrance. 		COMPLETE
Whole office	Fire evacuation procedures: reduced occupancy.	All employees and visitors	<ul style="list-style-type: none"> – It is recommended that a review is undertaken of the emergency procedures taking into account potential changes in fire warden capacity due to occupancy reduction and that social distancing rules do not apply in an emergency. 	<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 office	First aid procedures: reduced occupancy	All employees and visitors	<ul style="list-style-type: none"> - First aiders and others involved in the provision of assistance during an emergency are 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 office	Emergency procedures.	All employees and visitors	<ul style="list-style-type: none"> - Following the review of emergency arrangements, communication should be distributed to all employees and visitors informing them that the social distancing rule does not apply in the event of an emergency. 	<p>Emergency arrangements are included in the visitor's Code of Practice.</p> <p>Updated emergency arrangements are included in the employee guidelines.</p>	COMPLETE
All employees	Mental health and wellbeing: continuation of remote working	All employees	<ul style="list-style-type: none"> - BBUK will continue to promote mental health and wellbeing awareness and provide support to employees. - Line managers will maintain regular contact, as appropriate, with employees. - Return-to-work survey carried out in Jun-21 to help identify specific concerns from employees, manage equality and put in place support for employees, as necessary. 	<p>Homeworking risk assessments have been carried out for all employees.</p> <p>Wellbeing information is available via the Bonnier Books UK internal communications channels.</p> <p>Access to a 24-hour confidential counselling service is available for all employees.</p> <p>Returning-to-workspace/mental health support webinars arranged for employees during Aug-2021.</p>	ONGOING

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All employees: remote working	Health and safety risks associated with using Display Screen Equipment (DSE).	All employees	<ul style="list-style-type: none"> - DSE self-assessments issued to homeworkers and reviewed to ensure appropriate equipment for an ergonomic workstation set-up. Any equipment deficiencies identified to 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. 		COMPLETE