

COVID-19 risk assessment: Black & White Publishing				
<i>Date conducted</i>	<i>Property address</i>	<i>Risk assessments conducted by</i>	<i>Audited by</i>	<i>Date published on website</i>
6-Oct-21	Nautical House, 104 Commercial Street, Edinburgh, EH6 6NF	Campbell Brown, Aleksandra Chudoba, Anna MacLaren May	Tonje Hefte	8-Nov-21

<i>Building area / office area</i>	<i>Risk identified</i>	<i>Who is at risk</i>	<i>Control measures</i>	<i>Action</i>	<i>Status</i>
Main office entrance	Shared area	Employees and visitors	<ul style="list-style-type: none"> - Hand sanitiser installed for people arriving onto premises. 		COMPLETE
Seating area at office entrance	Shared seating space	Employees and visitors	<ul style="list-style-type: none"> - Sign regarding requirement to wear mask in communal areas in the office. - Seating area limited to one person seated at a time in this area. 		COMPLETE
Reception area	Shared seating space	Visitors	<ul style="list-style-type: none"> - Hand sanitiser and alcohol wipes available. - Visitors are kept to one at a time within reception area. 		COMPLETE
Desk areas	Shared desk space (open plan)	All employees	<ul style="list-style-type: none"> - Employees are required to sit at least one metre apart. - Employees can remove masks whilst seated at their desks as measures are in place to keep employees separated by at least one metre. - Signage to be installed around the office to remind employees to practise social distancing. 		COMPLETE

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			<ul style="list-style-type: none"> - Hand sanitisers provided on desks; alcohol wipes provided for IT equipment; alcohol wipes provided next to each printer. - Windows to be opened and used to ensure adequate fresh air. 		
Director office	Shared area/shared seating space	Employees and visitors	<ul style="list-style-type: none"> - Maximum number of people in room: two - Employees and visitors are required to sit at least one metre apart. - Masks can be removed whilst seated if seating can be separated by at least one metre. - Hand sanitisers and alcohol wipes provided. - Windows to be opened and used to ensure adequate fresh air. 		COMPLETE
Meeting room	Shared area/shared seating space	Employees and visitors	<ul style="list-style-type: none"> - Maximum number of people in room: two - Employees and visitors are required to sit at least one metre apart. - Masks can be removed whilst seated if seating can be separated by at least one metre. - Hand sanitisers and alcohol wipes provided. - Windows to be opened and used to ensure adequate fresh air. 		COMPLETE
Kitchen	Shared space: communal and shared items	All employees	<ul style="list-style-type: none"> - Shared area limited to one person at a time to maintain one metre social distancing. - Handwashing technique notice installed - No dishwasher: employees must wash and dry items thoroughly before using shared items. - Paper towels installed. 		COMPLETE

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Washrooms	Share space	All employees and visitors	<ul style="list-style-type: none"> - Handwashing technique notice installed - Soap and paper towels installed. 		COMPLETE
Office area	Shared space: ensuring adequate ventilation.	All employees and visitors	<ul style="list-style-type: none"> - Windows to be opened and used to ensure adequate fresh air throughout the office. 		ONGOING
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 required to wear masks when moving around the office and wider building. A supply of masks is available within the reception area of the office. 		COMPLETE
Office area	Lack of non-touch systems	All employees and visitors	<ul style="list-style-type: none"> - Hand sanitisers and alcohol wipes have been placed throughout the office. 		COMPLETE
Office equipment e.g. printers	Shared equipment	All employees	<ul style="list-style-type: none"> - Hand sanitisers and cleaning materials provided next to all printers to enable users to wipe down the touch controls before and after use. 		COMPLETE
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. 		ONGOING
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

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Packing area and general office area	Receiving and unpacking deliveries: good hand hygiene.	All employees	<ul style="list-style-type: none"> - Maximum number of employees in packing area: one - Gloves are available for all employees to use. - Hand sanitisers and cleaning products are provided. - Handwashing technique signs are displayed in kitchens and washrooms. 		COMPLETE
Storage area	Working in close proximity with others	All employees	<ul style="list-style-type: none"> - Maximum number of people in storage areas limited to one. 		ONGOING
Whole office	Office cleaning procedures; increased cleaning requirement.	All employees and visitors	<ul style="list-style-type: none"> - Cleaning takes place once per week; the cleaning frequency will be assessed on an ongoing basis and increased as necessary. 		ONGOING
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. - Check In Scotland 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. - An employee with Covid-19 symptoms must notify their line manager and/or Campbell Brown as soon possible: control measures 	If advised that an employee or member of the public has developed COVID-19 and were recently on the premises (including where an employee has visited other workplace premises), Black & White Publishing 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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			and reporting procedures included in employee guidelines.		
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"> - COVID-19 guidelines share with employees. 		COMPLETE
Whole office	Communicate guidance on COVID-19 safety procedures in office.	Visitors	<ul style="list-style-type: none"> - Guidance on social distancing, requirement to wear a mask and good hand hygiene is displayed as a 'Code of Practice' in the lobby area of the office entrance. - Visitors to be encouraged to check-in via the Check In Scotland app or the Check In Scotland web page, by scanning the Check In Scotland QR code 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"> - Review fire evacuation procedure. - Ensure refresher H&S induction for employees returning to the office. - Ensure fire equipment is maintained. 		ONGOING

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Whole office	First aid procedures: reduced occupancy	All employees and visitors	<ul style="list-style-type: none"> - Ensure first aid box contents are in date. - Consider providing additional face covering or face shield for the first aider. 		ONGOING
Whole office	Emergency procedures.	All employees and visitors		Employees to be trained as first aiders and fire wardens.	ONGOING
All employees	Mental health and wellbeing: continuation of remote working	All employees	<ul style="list-style-type: none"> - Regular check-ins carried out with employees who are working remotely. 		ONGOING
All employees: remote working	Health and safety risks associated with using Display Screen Equipment (DSE).	All employees		DSE assessments to be carried out by employees: office and remote working.	ONGOING