BONNIER
Books UK

COVID-19 risk assessment: Victoria House office				
Date conducted	*Property address*	*Risk assessments conducted by*	*Audited by*	*Date published on website*
22-Jul-2021	4th Floor, Victoria House, Bloomsbury Square, London, WC1B 4DA	Anna MacLaren May and Aleksandra Chudoba	Alex Riddle and Nick Stearn on 27-Jul-2021	30-Jul-21

Building area / office area	Risk identified	Who is at risk	Control measures	Action	Status
Desk areas	Shared desk space	All employees	– Employees are required to sit diagonally from each other ('not next to and not opposite rule'); signage installed across the office to remind employees to practise social distancing. – Condeco desk booking app permits diagonal seating arrangements only and limits occupancy to 50% of workforce. – Hand sanitisers provided on each bank of desks.	Example desk layout signage installed across the office and included in the employee guidelines. All employees must book a desk via Condeco desk booking system, ahead of attending the office and process is included in return to office guidelines.	COMPLETE
Kitchen and communal areas	Shared space: communal and shared items	All employees	– Tea and sugar supplies are individually wrapped. – Cleaning wipes supplied for wiping down shared touch points e.g. coffee machine, kettle. – Disposable paper towels for drying hands.		COMPLETE
Meeting rooms	Shared space: ensuring adequate ventilation.	All employees and visitors	– Air conditioning: the office has a brand-new air handing system which provides 100% fresh air into office space from 08:00 to	Guidance on air conditioning included in employee guidelines.	COMPLETE

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			17:00 Monday to Friday. Windows should not be opened as this will interfere with fresh air flow.		
Meeting rooms	Shared space: increased cleaning requirement	All employees and visitors	– Hand sanitisers and cleaning materials for employees to use provided in all meeting rooms. – Meeting rooms will be professionally cleaned on a daily basis.	Instructions for use are included in employee guidelines.	COMPLETE
Meeting rooms	Shared space: number of people in meeting rooms.	All employees and visitors	– Signage placed on meeting room doors to remind employees of 50% maximum occupancy in meeting rooms.		COMPLETE
Phone booths	Shared space: increased cleaning requirement	All employees and visitors	– Hand sanitisers and cleaning wipes for employees and visitors to use provided in every phone booth. – Phone booths will be professionally cleaned on a daily basis and touch points will be wiped down throughout the day by cleaners.		
Office area	Working in close proximity with others.	All employees and visitors	– Signage is in place throughout 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 building. A supply of masks is in the post room.	Guidance is included in employee guidelines.	COMPLETE
Office equipment e.g. printers, phones in	Shared equipment	All employees	– Hand sanitisers and cleaning materials provided next to printers and in all phone booths to enable users to wipe down the		COMPLETE

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phone booths			touch controls before and after use.		
Whole office	Sharing hard copy items within the office: requirement for good hand hygiene.	All employees	– 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 post room 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	– A drop-off/collection zone has been set up in the post room and hand sanitisers and gloves are provided in this area.	Process for receiving deliveries will be agreed with LABs facilities team and any updates will be communicated to employees. Employee guidelines clarify the drop-off/collection zone.	COMPLETE
Whole office	Receiving and unpacking deliveries: good hand hygiene.	All employees	– 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 sanitiser facilities are provided in multiple locations including on workstations and in the post room. – 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	– Enhanced cleaning procedures confirmed with LABs and will include cleaning of touchpoints throughout the office throughout the day; 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 for employees to use throughout the office.		COMPLETE
Whole office	Employee or visitor becomes unwell with COVID-19 symptoms.	All employees and visitors	– 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 at office entrance on 4th floor of office and available for employees to use; visitors will be encouraged to 'check-in' upon arrival. – Condeco desk booking app records all employee office attendance and 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	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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			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	– 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.	Employee representatives consulted on risk assessment and employee guidelines. Employee guidelines created and issued to all employees. Return to office health and safety re-inductions to be scheduled during Aug-2021.	COMPLETE
Whole office	Communicate guidance on COVID-19 safety procedures in office.	Visitors	– Guidance on social distancing and hygiene to visitors is displayed as a 'Code of Practice' on entering 4th floor of office. – Visitors to be encouraged to check-in with the NHS COVID-19 app upon arrival on 4th floor of office.		COMPLETE

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Whole office	Fire evacuation procedures: reduced occupancy.	All employees and visitors	– 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.	The fire evacuation procedures have been reviewed to reflect occupancy levels and COVID-19 compliance guidance. A process has been created for small occupancy and lone working scenarios and included in employee guidelines.	COMPLETE
Whole office	First aid procedures: reduced occupancy	All employees and visitors	– 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.	First aid box contents have been reviewed and restocked and include mask and gloves. 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.	COMPLETE
Whole office	Emergency procedures.	All employees and visitors	– 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.	Emergency arrangements are included in the visitor's Code of Practice. Updated emergency arrangements are included in the employee guidelines.	COMPLETE
All employees	Mental health and wellbeing: continuation of remote working	All employees	– 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 May-21 to help identify specific concerns from	Homeworking risk assessments have been carried out for all employees. Wellbeing information is available via the Bonnier Books UK internal communications channels.	ONGOING

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			employees, manage equality and put in place support for employees, as necessary.	Access to a 24-hour confidential counselling service is available for all employees. Returning-to-workspace/mental health support webinars arranged for employees during Aug-2021.	
All employees: remote working	Health and safety risks associated with using Display Screen Equipment (DSE).	All employees	– 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