

DRAFT: FINAL PHASE 1 RISK ASSESSMENT FOR STAFF VOLUNTARILY WORKING FROM BDA OFFICE

Company name: BDA 3rd Floor Interchange Place, 151-165 Edmund Street, Birmingham, B3 2TA
 Date assessment was carried out: May 2020

Assessment carried out by:

Date of next review: 30th June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>1 Lack of social distancing while travelling to work</p>	<p>Staff/visitors may be infected</p>	<p>Require staff to travel by car, public transport</p> <p>Ensure staff are dropped off or have parking close to office</p>	<p>Require staff to maintain 2m social distancing on their way to work</p> <p>Stagger arrival/departure times</p> <p>Limit numbers of staff travelling into the office- agree numbers and staggering</p> <p>Staff should consider using a face mask between their car until they reach the office as well as current Govt guidance on use of face masks while travelling.</p>	<p>SMT in consultation with TU/staff side</p>	<p>On return to the office</p>	

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<p>2 Lack of social distancing arrival at the office</p>	<p>Staff/visitors/ Interchange Place reception /security staff may become infected</p>	<p>Maintain 2m social distancing on arrival to office</p> <p>Sanitise hands on entry to main reception</p> <p>Do not touch surfaces, do not sign- in at main reception</p> <p>Use stairs if possible and avoid touching handrail. If lift is used (people with a disability access lifts as priority) - limit lift use to 1 person at a time</p> <p>If using lift do not touch rails and sanitize hands after touching buttons</p> <p>Wash hands on arrival into main office, even when returning to office from toilets.</p> <p>Remember that frequent touching of the office door is</p>	<p>Maintain 2m social distancing</p> <p>Check availability of hand sanitisation at main reception</p> <p>Check availability of hand sanitiser in BDA office reception.</p> <p>Check whether alternatives to use of fob/keypads</p>	<p>KL</p> <p>KL</p> <p>KL</p> <p>KL</p>	<p>Prior to return to office</p> <p>Prior to return to office</p> <p>Prior to return to office</p>	

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		a risk so please wipe down door handle and taps after use. Use wipes available.				
<p>3 Lack of social distancing when entering and using the main 3rd floor office</p>	<p>Staff and visitors may become infected</p>	<p>Wash hands/sanitise if contact with security alarm</p> <p>Restrict number of staff who are in the office voluntarily. If a full day in the office is not needed, staff should stay only part of a day.</p> <p>Notices to remind people about social distancing and hand washing</p> <p>Handwashing at regular intervals</p> <p>Hand sanitisers provided</p> <p>Staff advised to keep work stations clear and clean PC/laptop and desk surfaces before and after use - BDA to</p>	<p>Agree roster of staff allowed in main office and maximum number of 6 staff. No more than 2 from any one team</p> <p>Spacing desks</p> <p>Allocate desk spaces back to back – side to side, not face to face</p> <p>Allocated desks- no hot desking</p> <p>Staff should be able to work from any desk so requirement on staff is also not to go to office if more than one other member of your team is going and to ensure you do not sit adjacent or opposite to your colleague - team member/director to co-ordinate</p>	<p>KL to administer roster</p> <p>All staff to comply</p> <p>KL</p> <p>All staff to comply</p>	<p>Prior to return to office</p> <p>Prior to return to office. Prior to return to office</p> <p>Constant messaging</p>	

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		<p>consider provision of cleaning wipes</p> <p>Use PC/laptop based 3CX telephone system. Minimise use of handsets. Staff to bring, clean and remove personal handsets</p> <p>Check enhanced cleaning schedules with landlord</p> <p>Hazard floor tape at key open office intersection points</p> <p>No meetings unless 1 to 1 and 2m social distancing</p> <p>Deep clean required before office use and every 2 weeks</p>		<p>KL</p> <p>KL</p> <p>All staff</p> <p>KL</p>	<p>Prior to return to office</p> <p>Prior to return to office</p> <p>Constant messaging</p> <p>Prior to return to office</p>	
<p>4 Shared surfaces in kitchen and toilets</p>	<p>All office staff /visitors/ suppliers</p>	<p>Notices to remind people about social distancing and hand washing</p> <p>Hand sanitisers provided</p>	<p>Only 1 person at a time allowed in the kitchen</p> <p>Encourage staff to bring in own food. Ensure food and food containers do not come into contact with other</p>	<p>All staff</p> <p>All staff</p>	<p>On return to office.</p>	

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		<p>Anti bac wipes provided +60% alcohol</p> <p>Discourage use of showers</p>	<p>containers or unclean surfaces.</p> <p>Strict cleaning rota before or after every use</p> <p>Enhanced cleaning schedule to be drawn up with landlord/cleaning company</p>	<p>All staff/KL</p> <p>KL</p>	<p>On return to Office</p> <p>On return to office</p>	
5 Lack of social distancing From visitors/ contractors	Staff/Visitors/ contractors	<p>Restrict visitors/ contractors</p> <p>Ensure contractor visits scheduled in advance</p>		<p>KL</p> <p>KL</p>	<p>On return to office</p> <p>On return to office</p>	
6 Lack of social distancing when leaving the main office to reception	Staff/visitors	<p>Wash hands before exit from main office</p> <p>Wash hands on arrival at home</p>		All staff	Constant messaging	
7 Lack of social distancing when leaving ground floor reception travelling home						

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8 Guidance/ communications	Devise clear guidance for staff/contractors/ landlord on expectations			LP/AB/KL	Prior to return to office	
9 Cleaning Schedules				KL	Prior to return to office	
10 Inbound / Outbound Deliveries			Signage on office door with instructions	KL	Prior to return to office	