
**PROACTIVE MINDSET.
NAVIGATING CHANGE.**

COVID-19 updated risk assessment,
London – for period from 19 July 2021

July 2021



Welcome back! Alongside our risk assessment, we are updating our practical guide for use of the office from 19th July 2021. The updates reflect the current Government guidelines. We will continue to review in light of any change of circumstances or any change in Government advice.

A PRACTICAL GUIDE: THE 8 POINTS

1. Option to work remotely and flexibility in office hours
2. Seating arrangements
3. Enhanced cleaning and sanitation
4. Use of PPE
5. One-way circulation routes to minimise crossover
6. Use of common areas within the office space
7. Communal areas – building guidelines (including bike storage)
8. External visitors

Each point has been detailed below.

OPTION TO REMOTE WORK AND FLEXIBILITY IN OFFICE HOURS

- As previously advised, we are allowing all employees the choice to work remotely until September 2021 when we hope to be able to transition to our agile working policy subject to successful conclusion of the vaccine roll-out.
- Each day a survey asking for your location of work for the following day will be sent and results circulated on the daily out of office schedule.
- If you decide you will attend the office you must note your attendance on the daily survey and desk booking system for us to be able to record who is in the office for health and safety reasons.
- You should not attend the office if:
 - you feel unwell/ have a temperature or other Covid symptoms;
 - you have been told to isolate via the NHS Track & Trace;
 - you are required to quarantine following a return to the UK; or
 - you otherwise find out you have recently been in close contact with someone who has developed symptoms and should isolate in accordance with Government guidance.
- You should notify Sara Spittle and Alice Buck if any of the above applies.

SEATING ARRANGEMENTS

- The new seating plan has been updated and circulated, where possible we recommend social distancing between seats.
- Screens will continue to be used between desks as added protection.
- Sanitiser stations are located throughout the office and should be used when passing through common areas and/or moving between floors.

ENHANCED CLEANING AND SANITISATION

- Please wash your hands thoroughly and regularly.
- Sanitiser stations are installed in communal areas for use near exit and entry points and meeting room facilities.
- The cleaners will continue to carry out a daily clean each evening including all touch points, toilets and kitchens and we will monitor numbers attending the office and the level of cleaning to ensure it is appropriate for the number of people in the office.

USE OF PPE

- Disposable masks will be provided for anyone working in the office that wishes to wear one. Masks will be stored in the kitchen areas for easy access.
- Masks are encouraged to be worn when going to the toilet due to a risk of close proximity with others.

ONE-WAY CIRCULATION ROUTES TO MINIMISE CROSSOVER

- The front staircase situated on the right-hand side of the building (as you enter) should be used to travel up the building and the rear staircase (accessible from our offices) should be used to travel down the building.
- The Hausfeld reception door and staircase will be for entry only.
- Only one person to use the lift at any one time – the left-hand lift is to be used to travel up the building only and the right-hand lift is to be used to travel down the building only where possible people should try and remain at least three steps apart on the staircases and avoid contact with the bannister
- Wall mounted hands free sanitisers will be installed outside each door to our offices.
- Both front and rear staircase handrails, door plates/handles and exit buttons will be cleaned hourly by reception.
- Internal door plates and exit buttons will be cleaned daily by our cleaners.

USE OF COMMON AREAS WITH THE OFFICE SPACE

- Facilities in the kitchens may be used but individuals should take every precaution to clean their hands before and after use of any machine/fridge/dishwasher and other equipment with sanitiser or soap and water as well as using the disinfectant spray where appropriate. Pedal operated bins have also been provided.
- Antibacterial wipes and screen wipes will be provided to clean machines after use.

COMMUNAL AREAS – BUILDING GUIDELINES

- Building reception will be working reduced hours 8am – 5pm.
- Building reception will not be manned outside of these hours however the building will still be accessible.
- Building reception will accept all deliveries and post for the tenants and will clean the packages before notifying Hausfeld to collect the packages.

- Packages and post will be held at the building reception for a maximum of 24 hours.
- External couriers will have to be met at the building reception.
- Communal areas of the building will be cleaned at lunchtime and in the evening.
- Touch points will be cleaned hourly.
- The ventilation and WC's will operate 24/7 to maximise air flow
- Only one person to use the lift at any one time – the left-hand lift is to be used to travel up the building only and the right-hand lift is to be used to travel down the building only.
- Additional bike storage will be made available in the basement, located through the double doors to the left as you exit the lifts. Access to and from street level should be accessed via the west side fire door.
- The two showers will be available for use but no personal items are to be left in the shower area.
- The showers will be cleaned regularly and there will be cleaning products for those who want to use the showers.

EXTERNAL VISITORS

- External visitors, clients or deliveries should be communicated to the building reception in advance of arrival,
- Visitors will need to give their name at the main building reception and met by someone in the main reception area and should be provided with a copy of this guidance in advance.

CONTACT DETAILS

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RISK ASSESSMENT PER FLOOR FOR A TOTAL OF THREE FLOORS

Company name: Hausfeld & Co LLP
All Floor Assessments carried out by Alice Buck on 14/07/2021
Anticipated date of next review: - September 2021

GROUND FLOOR

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?
1. Access/Entrance/Exits				
1.1 Lift lobby area	All employees located on or using the ground floor and any external visitors. Potential contact with Covid -19 virus	Purchase of safe distancing tape and stickers	Apply tape and stickers at appropriate places to encourage people to socially distance where possible	AB/SS
1.2 Using the lift	All employees located on or using the ground floor and any external visitors. Potential contact with Covid -19 virus	Purchase safe distancing tape and stickers. Require use of stairs where possible	Apply tape and stickers at appropriate places to encourage people to socially distance where possible	Landlord/ building management and AB/SS
1.3 Touch points on Fire exit door in lift lobby	All staff located on/using ground floor and any external visitors. Potential contact with Covid -19 virus	Limit use of door to exit. Encourage use of sanitiser	Monitor levels of cleaning and increase when appropriate Inform employees of one way system and put up signage indicating building wide system	AB/SS and cleaners
1.4 Touch points on door between lift lobby and reception	All employees located on/using the ground floor, and any external visitors. Potential contact with Covid -19 virus	Keep door open during office hours when meeting rooms in use Encourage use of sanitiser	Maintain door position. Monitor levels of cleaning and increase when appropriate.	Receptionist/ Cleaners
1.5 Touch points on reception door	Any staff member or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Install hand sanitiser station and encourage use	Monitor levels of cleaning and increase when appropriate depending on numbers in office/use.	Cleaning company
1.6 Flow of foot traffic into and out of reception	Any employee or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Implement a one way system – enter through the reception door, exit via the lift, side fire exit or (for internal staff) back staircase.	Train employees, put signage up for external visitors	AB/SS

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?
		Install hand sanitiser station in reception		
1.7 Use of bike storage facilities in basement	All employees located on/using the ground floor. Potential contact with Covid -19 virus	Encourage use of sanitiser between floors and access routes as set out above	Inform employees	Landlord/AB/SS
2. Use of Toilet Facilities				
2.1 Toilet waiting area	All employees located on the ground floor, using ground floor toilets and any external visitors. Potential contact with Covid -19 virus	Prop main door open to bathroom lobby area to allow visibility of people entering/leaving the individual cubicles	None	AB/SS
2.2 Touch points on toilets doors	All employees located on the ground floor, using ground floor toilets and any external visitors. Potential contact with Covid -19 virus	Encourage use of sanitiser.	Monitor levels of cleaning and increase when appropriate	Cleaning company
2.3 Flow of foot traffic between lift lobby and toilets	All employees located on the ground floor, and any external visitors. Potential contact with Covid -19 virus	Prop main door open to toilet lobby area where possible to give sight to anyone coming in or out to allow for social distancing	Encourage social distancing where possible	AB/SS
2.4 Flow of foot traffic between lift lobby and Amsterdam/Paris meeting rooms	Any employee located in/using the meeting room. Potential contact with Covid -19 virus	Where possible, limit numbers of people using meeting rooms	Encourage social distancing where possible	AB/SS
3. Use of Meeting Rooms				

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?
3.1 Meeting room occupancy numbers	Any employee or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Where possible, limit numbers of people using meeting rooms. Meeting room capacity is limited to the following occupancy numbers when socially distanced Berlin – 4 Washington – 8 London & Brussels combined – 12 Amsterdam & Paris combined - 8	Encourage social distancing where possible	AB/SS
3.2 Meeting room door touch points	Any employee or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Encourage use of sanitiser	Monitor levels of cleaning and increase when appropriate	Cleaning company
3.3 Touch screen monitors in meeting rooms	Any employee or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Use of wipes after touching any IT equipment such as screens	Put a sign up to explain wipes are to be used after touching monitors	AB/SS to create sign and put up
3.4 Use of coffee machines in the meeting rooms	Any employee or external visitor attending the ground floor office. Potential contact with Covid -19 virus	Coffee machines permitted for use as they have been changed to contactless machines	Provide sanitiser stations in meeting rooms	AB/SS
4. Ground Floor Kitchen				
4.1 Ground floor kitchen	Any employee using the ground floor. Potential contact with Covid -19 virus	All employees are encouraged to social distance when using the kitchen facilities. Ask all employees to use sanitiser/ wash hands before and after use of coffee machines/taps/	Inform employees and put a notice up, provide disinfectant spray and hand sanitiser	AB/SS

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?
		fridge/ dishwasher etc and to use cleaning spray to wipe down all appropriate surfaces after use. Foot pedal bins provided		
5. Ground Floor Office Space				
5.1 Door touch points between reception and ground floor office	Any employee using the ground floor. Potential contact with Covid -19 virus	Encourage use of sanitiser	Monitor levels of cleaning and increase when appropriate	Cleaning company
5.2 Flow of foot traffic in the ground floor open space	Any employee using the ground floor. Potential contact with Covid -19 virus	Put up signs encouraging social distancing	Provide signage	AB/SS
5.3 Photocopy area on the ground floor	Any employee using the ground floor. Potential contact with Covid -19 virus	Require people to wipe down the photocopy with antibacterial wipes once finished with the photocopier	Provide training, signage and wipes	AB/SS
5.4 Rear fire exit staircase	Any employee using the ground floor. Potential contact with Covid -19 virus	Implement a one-way system to only allow people to exit through this door to reduce traffic coming in both directions, as agreed with the landlord for the building	Provide training and signage	AB/SS
5.5 Library / library terminal	Any employee. Potential contact with Covid -19 virus	Encourage use of sanitiser before and after using the library	Inform employees	AB/SS
6. Facilities				
6.1 Ventilation	All employees located on/using the ground floor. Potential contact with Covid -19 virus	As per the building risk assessment, ventilation of the offices and W/Cs will run in accordance with the latest REHVA Covid 19 Guidelines between 7am – 7pm. Where possible we also recommend	Inform employees	Landlord

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?
		opening windows, please speak to SS/AB for a window key.		

FIRST FLOOR

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?
1. Access/entrance/exits				
1.1 Touch points to the main door	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage use of sanitiser	Monitor cleaning levels and provide sanitiser machines	Cleaners, employees located on the first floor
1.2 Multiple use of the rear fire exit door	All employees located on the first floor. Potential contact with Covid -19 virus	Limit the use of the door to be used to exit only as agreed with landlord and encourage use of sanitiser	Monitor cleaning levels, inform all employees and put up signage	AB/SS and cleaners
1.3 Door to Annex	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage use of sanitiser	Monitor cleaning levels and provide sanitiser machines	Cleaners, employees located on the first floor
2. Facilities				
2.1 Touch points to the toilet doors	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage employees to wear face mask/covering when using the toilet facilities. Discuss with Landlord the potential to limit the use of toilets to Hausfeld first floor employees only and ask Nadeem / building receptionist to use the disabled toilet. Ask	Discuss with Landlord and inform employees	AB discussed with Landlord and agreed Hausfeld to solely use the first floor toilets.

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?
		Landlord to continue clean of toilets throughout the day		
2.2 Multiple use of the photocopy / stationary room	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage limited the use of the photocopy room at any one time. Ask all employees to wipe machine down after use	Inform employees, put up signage, provide antibacterial wipes	AB/SS
2.3 Use of the kitchen area and facilities	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage employees to observe social distancing when using the kitchen facilities. Ask all employees to use sanitiser/ wash hands before and after use of coffee machines/taps/ fridge/ dishwasher etc and to use cleaning spray to wipe down all appropriate surfaces after use. Foot pedal bins provided	Inform employees, put up signage and provide disinfectant spray and hand sanitiser	AB/SS
2.4 Use of bike storage facilities in basement	All employees located on the first floor. Potential contact with Covid -19 virus	Encourage all employees use sanitiser between bike storage facility and floor subject to landlord procedures	Inform employees	Landlord/AB/SS
2.5 Ventilation	All employees located on/using the first floor. Potential contact with Covid -19 virus	As per the building risk assessment, ventilation of the offices and W/Cs will run in accordance with the latest REHVA Covid 19 Guidelines between 7am – 7pm. Where possible we also recommend opening windows, please speak to SS/AB for a window key.	Inform employees	Landlord

SECOND FLOOR

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?
1. Access/entrance/exits				
1.1 Touch points to the rear fire exit door	All employees located on/using the second floor. Potential contact with Covid -19 virus	Limit the use of the door to be used to exit only, maintain daily clean and monitor cleaning regime	Monitor cleaning regime, inform employees of one way system and put up signage on revised access/one way system for the building	AB/SS and Cleaners
1.2 Touch points to the side fire exit door	All employees located on/using the second floor. Potential contact with Covid -19 virus	Limit use to enter only. Install hand sanitiser station nearby	Monitor cleaning regime, inform employees of one way system on any revised access/one way system for the building	Cleaners, all employees located on the second floor
1.3 Lift lobby area	All employees located on/using the second floor. Potential contact with Covid -19 virus	Purchase signage encouraging social distancing tape. Install hand sanitiser station	Apply tape / signage to relevant area to encourage social distancing when waiting for or exiting the lift	AB/SS
1.4 Using the lift	All employees located on/using the second floor. Potential contact with Covid -19 virus	Purchase safe distancing tape and stickers. Require use of stairs where possible. Install hand sanitiser station nearby	Apply tape and stickers at appropriate places	Landlord/ building management
2. Facilities				
2.1 Multiple use of the photocopy / stationary room/common touch points	All employees located on/using the second floor. Potential contact with Covid -19 virus	Encourage limited use of the photocopy room at any one time. Ask all employees to wipe machine down after use	Inform employees, put up signage, provide antibacterial wipes	AB/SS
2.2 Multiple use of printer in the open plan area/common touch points	All employees located on/using the second floor. Potential contact with Covid -19 virus	Limit the use of the printer at any one time. Ask all employees to wipe machine down after use	Inform employees, put up signage, provide antibacterial wipes	AB/SS

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?
2.3 Use of the kitchen area and facilities/common touch points	All employees located on/using the second floor. Potential contact with Covid -19 virus	All employees are encouraged to social distance when using the kitchen facilities/fridge/dishwasher. Ask all employees to use sanitiser/ wash hands before and after use of machines and to use cleaning spray to wipe down all appropriate surfaces after use. Foot pedal bins provided	Inform employees, put up signage and provide disinfectant spray, hand sanitiser and pedal operated foot bins	AB/SS
2.4 Common touch points to the toilet doors/facilities and restricted space in toilet areas to maintain social distancing and	All employees located on/using the second floor. Potential contact with Covid -19 virus	Encourage employees to wear mask/face covering, monitor cleaning levels	Monitor cleaning regime, inform employees. Prop outer door open where possible	AB/SS
2.5 Use of bike storage facilities in basement	All employees located on/using the second floor. Potential contact with Covid -19 virus	Encourage use of sanitiser between bike storage facility and floor subject to landlord procedures	Inform employees	Landlord/AB/SS
2.6 Ventilation	All employees located on/using the second floor. Potential contact with Covid -19 virus	As per the building risk assessment, ventilation of the offices and W/Cs will run in accordance with the latest REHVA Covid 19 Guidelines between 7am – 7pm. Where possible we also recommend opening windows, please speak to SS/AB for a window key.	Inform employees	Landlord