

OCORIAN

UK –London office
COVID-19 Business Risk
Assessment

30 SEPTEMBER 2020



Overview

This Business Risk Assessment ("BRA") is produced in line with UK Government and Public Health England requirements and advice.

They are supplementary to the policies and procedures of the Ocorian Group and are designed to be a 'living document' to the extent it will be updated in line with working practices and the prevailing advice of the UK Government and Public Health England. Any questions pertaining to this BRA should be directed to Alan Booth.

Although the primary responsibility for providing a safe working environment rests with the employer, staff are reminded of their duty, under Health & Safety Legislation and Codes of Practice, to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work.

Alan Booth
Managing Director

For and on behalf of

Ocorian (UK) Limited
Ocorian Services (UK) Limited
Ocorian Corporate Services (UK) Limited

30 September 2020

Commute

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Travel to and from the office	Employees who use public transport	<p>Employees currently advised to work from home outside of clearly defined reasons to attend the office.</p> <p>Allow start times to prevent travel during peak times.</p> <p>Bike to work scheme to encourage staff within cycle distance to do so.</p>	<p>All staff to have remote access capabilities maintained in order to work effectively remotely</p> <p>Ensure system in place to distribute workloads without the need to attend the office</p>	<p>All team managers</p> <p>IT</p> <p>HR</p>		X

Social Distancing

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Insufficient social distancing	All employees and visitors	<p>Reduced employees in the office</p> <p>Restricted access of visitors</p> <p>Employees currently advised to work from home outside of clearly defined reasons to attend the office.</p> <p>All employees and visitors required to wear face coverings in all common areas and whilst moving around the office.</p> <p>Social distancing between desks</p> <p>One-way entry and exit system in place for the building.</p> <p>Separate entry and exit to office.</p> <p>One- way system in place for entry and egress from office.</p> <p>All internal and client meetings rooms limited capacity to allow for sufficient social distancing.</p>	<p>Implement desk booking app to allow staff to book available socially distant desks, should they attend the office.</p> <p>Face coverings available for all employees and visitors.</p>	<p>IT</p> <p>Office Manager</p> <p>Managing Director</p>	12/10/2020	

Contracting or Spreading COVID-19

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Contracting or spreading coronavirus by not cleaning surfaces, equipment and workstations		<p>Cleaning contractor engaged to undertake daily cleaning of the office with antibacterial products.</p> <p>Daily (end of day) deep cleaning of workstations which have been utilised during the day.</p> <p>Monthly anti-bacterial and anti-viral fogging of all touch surfaces and work stations.</p> <p>Sanitiser stations positioned at all entry and exit points of the office.</p> <p>Sanitiser stations positioned at all entry and exit points of the building and various areas throughout.</p> <p>Signs throughout the office to request all employees and visitors to disinfect hands.</p>	<p>Regular monitoring of cleaning contractor undertaking deep cleaning of workstations.</p> <p>Reception to request all visitors to sanitise hands upon entry to the office</p> <p>Sufficient signage to request all employees and visitors to disinfect hands appropriately and ensure face coverings are worn at all times whilst moving throughout the office.</p>		on-going	

Wellbeing

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Employee wellbeing		<p>Regular team video conference meetings with managers.</p> <p>Online team events.</p> <p>Employee Assistance Program (EAP) - all employees have access to a confidential helpline which is available 24 hours a day, 7 days a week. It is staffed by qualified, trained counsellors and can give practical and emotional support on any issues employees may be having, whether work related or personal.</p> <p>AXA PPP benefits: Private medical insurance policies with AXA also have other benefits included that may assist with mental health.</p>	<p>Ensure budget for online team events.</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Reminders to employees of the resources available for wellbeing</p>	<p>HR</p> <p>All managers</p>	on-going	

Remote Workstation Assessment

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Musculoskeletal disorders as a result of using DSE at home for a long period of time		<p>Allow employees to borrow IT equipment from the office. including; screens, laptops, keyboards, mouse to encourage comfortable working conditions whilst working remotely.</p> <p>For all employees working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly</p>	Remote workstation assessment for all employees	<p>HR</p> <p>Office Manager</p>		

Symptoms of COVID-19

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Symptoms of COVID-19	All employees and visitors	<p>Employees and visitors should not attend the office if showing signs of COVID-19.</p> <p>Employees and visitors feeling unwell or displaying symptoms whilst in the office are asked to move to an isolation room. From there, their temperature will be checked and transport will be arranged for employee or visitor to appropriate accommodation to allow for self-isolating, in line with government advice.</p> <p>Electronic body thermometer onsite to check employees and visitors temperature, should they be displaying signs of COVID-19.</p> <p>All high-touch areas, workstations, equipment to be deep cleaned should an employee or visitor display symptoms of COVID-19.</p> <p>Employees should not attend the office where a member of their household is displaying signs of COVID-19.</p>	<p>All employees encouraged to download UK Government track and trace app.</p> <p>Employees required to provide a health certification prior to attending the office through the desk booking app.</p>	Office Manager	on-going	

Contact with a positive COVID-19 case

What are the hazards?	Who might be harmed and how?	Controls	What further action is required	Who needs to carry out the actions?	when is the action needed by?	Done
Employee or visitor has been in contact with someone who has tested positive from COVID-19	All employees and visitors	<p>If an employee or visitor has been informed by NHS Test and Trace that they are a contact of a person who has had a positive test result for COVID-19;</p> <ul style="list-style-type: none"> - They must self-isolate at home for 14 days from the date of your last contact with them. - Under no circumstances should they go to the office and an impacted employee should inform their manager and HR as soon as possible. <p>If an employee is not contacted by NHS Test and Trace, there is no need to self isolate.</p>	<p>All employees encouraged to download UK Government track and trace app.</p> <p>Employees required to provide a health certification prior to attending the office through the desk booking app.</p>	<p>All employees</p> <p>HR</p> <p>All Managers</p>	on-going	