Location of work/type of Risk Assessment:	Risk Assessment Form for Attending Studios During Covid-19 Pandemic					Ref. No.	0620LON
	Author			GB/HD		Version	1.00
Identification of Persons at Risk	EMP	CON	P U	Completed by	HD	Review Cycle	When Public Health England announcements are made
	☒	☒	☒	Date of Assessment:	Jun-20		

Severity	Definition
catastrophic	multiple loss of life
critical	single loss of life
severe	major injuries to one or more persons
marginal	minor injuries to one or more persons
negligible	injuries that do not require medical treatment

Likelihood	Definition
frequent	likely to occur a number of times in a year
likely	likely to occur a few times in a process lifetime
occasional	could occur in a process lifetime
unlikely	unlikely to occur in a process lifetime
remote	highly unlikely, but may exceptionally occur

R.A.G. Indicators

Severity						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
		Likelihood				

Interpretation

RAG indicators and Risk Scoring is used only to help those responsible for managing the risk of a hazard occurring.

It is up to them to decide if the level of risk is sufficiently low or controlled to allow work to proceed, or if further controls are necessary or the activity should not take place.

Residual Risk Profile

With the measures described in place; the level of harm risked ranges from minor injuries to one or more persons to multiple loss of life. With the measures in place the likelihood of occurrence are significantly reduced to give a frequency rate ranging from occasional to remote.

Whilst the residual risk scores remain high, by following PHE and other government advice and meeting the guidance specifically for the construction industry and offices they are within tolerable levels.

Employee Selection

Employees with pre-existing medical conditions that are considered to be in any of the clinically **extremely** vulnerable groups described by PHE will not be permitted to travel to or work in the studio unless agreed by their GP or guidance subsequently states otherwise.

Employees with pre-existing medical conditions that are considered to be in the clinically vulnerable groups described by PHE will be permitted to travel to and work in the studio on the basis that careful consideration is given to the risk, factoring in H&S measures employed by the practice outlined below, and it is pre-agreed with Partner/Director and HR, unless guidance subsequently states otherwise.

Employees living with household members who are considered to be in the clinically **extremely** vulnerable groups described by PHE or with key workers will not be permitted to travel to or work in the studio unless careful consideration is given to the risk, factoring in H&S measures employed as per below, and it is pre-agreed with Partner/Director and HR, unless guidance subsequently states otherwise.

Unique ref No.	Requirement	Justification requirements	Response
	Establishing the need to be in the studio	The response should detail the purpose and need, and explain why the work cannot be done remotely.	Re-establish team connections, opportunities for development and effective input to projects where not possible remotely.
	Identifying Staff	The response must confirm that all attendees are necessary and able to attend.	Individuals identified based on project needs, ability to commute safely where possible, absence of health issues under the extremely vulnerable category of both employee or those they are living with, absence of particularly restrictive childcare constraints and provided the above employee selection stipulations 2 & 3 are satisfied.
	Understand the studio working rules	It is important to understand and record the arrangements in place to secure staff from the risks associated with the work.	Studio layouts indicating social distancing and safe working considerations published to staff ahead of attending studios. Specific layouts indicating seating arrangements published to relevant employees in advance. RTW policy to all staff stating obligatory requirement for prior agreement before going to studios.
	Awareness of other hazards	This risk assessment deals only with the risk of Covid-19, all other risks associated with the work must still be considered and assessed by the Risk Assessor.	H&S considerations pre-COVID still apply relating to physical working environment, fire evacuation procedures/requirements, fire wardens, first aiders and appointed persons.

Unique ref No.	Activity/Element	Potential Hazards	Risk Rating			Control Measures	Residual Risk		
			S	L	RR		S	L	RR
1	Travel to studio on public transport	Inhalation or cross - contamination from person to person contact and cross contamination from touching objects	4	5	20	1. Use personal transport as far as possible. 2. Use public transport with caution, maintain social distancing. 3. Try to use public transport outside of peak periods. 4. Limit touching objects such as handrails by wearing gloves where possible, utilising contactless payments etc. 5. Sanitise hands when changing modes of transport and when completing your journey. 6. Use of face covering 7. Follow Gov UK and Transport Operators' advice on travelling on public transport.	4	3	12
2	Travel to studio on foot or bicycle	Difficulty maintaining social distancing, coming into contact with others at traffic lights - potential of inhalation	4	4	16	1. Avoid using busy routes 2. Aim to maintain social distancing as much as possible 3. Travel to the studio outside of peak periods if possible 4. Use of face covering where necessary	4	2	8
3	Use of communal areas	Encountering others when despositing bike in cycle 'area' / opening main entrance door / arriving in communal lobby area / using lift / using toilets and showers - Inhalation or cross - contamination	4	4	16	1. Arrive and leave at staggered times as agreed with line manager to reduce risk 2. Reduced numbers in studio 3. Additional attention paid by cleaners to heavy use touch points in building communal areas (in absence of Government guidance and following own risk assessments) 4. Non contact hand sanitiser unit provided at ground floor lobby 5. Social distancing signage clearly displayed by landlord 6. One-way movement flow - lift to go up / stairs to go down 7. Aim to maintain social distancing as much as possible in absence of signage 8. Use of face covering 9. Use alternative to fingers when pressing key pads and buttons such as own pen, or tissue when touching handles 10. Use allocated cubicles, urinals and washbasins only as indicated by landlord 11. Ensure thorough hand washing - reminders displayed in toilets.	4	2	8

#	Activity/Area	Hazard	L	S	R	Control Measures	L	S	R
4	Arriving at or leaving from reception area	Encountering others when reaching reception door / touching door handles and entrance buttons - Inhalation or cross - contamination	4	4	16	1. Arrive and leave at staggered times as agreed with line manager to reduce risk as well as reduced numbers in studio 2. Social distancing signage provided and clearly visible 3. Aim to maintain social distancing as much as possible in absence of signage 4. Use of face covering 5. Use hand sanitiser (own or provided)　　　　6. Use alternative to fingers when pressing entrance buttons, alarms and light switches such as own pen and push open with elbow or use tissue to pull open if reception door is shut　　　　7. Regular and thorough cleaning of heavy use touch points and surrounding area by cleaners 8. Sign in by receptionist only　　　　9. Restrict seating in reception area　　　　10. Screen guard at reception and resticted access and numbers to relevant personnel only 11. Post and deliveries allocated to designated area away from main reception door / scanning code easily accessible without approching reception desk 12. Initial restriction placed on personal deliveries	4	2	8
5	Temperature checking area	Encountering others whilst taking temperature - Inhalation or cross - contamination	4	4	16	1. Self check done by employees only on voluntary basis and on arrival only 2. Arrive and leave at staggered times as agreed with line manager to reduce risk and reduced numbers in studio　　　　3. Locate checking area to one side but still visible　　　　4. Simple and clear instruction provided to reduce time spent in area and also communicated and issued in advance so prior understanding 5. Reminders to maintain social distancing as much as possible 6. Use of own face covering 7. Use hand sanitiser provided　　　　8. Use own pen to record temperature	4	2	8
6	Use of copiers, plotters, franking machine, post area	Encountering others in these areas whilst using equipment - Inhalation or cross - contamination	4	4	16	1. Arrive and leave studio at staggered times as well as reduced numbers in studio 2. Social distancing signage provided and clearly visible 3. Aim to maintain social distancing as much as possible in absence of signage 4. Use of face covering (own or provided) when moving about 5. Provision and use of hygiene products to wipe over touch points after each use and reminder notices 6. Restrict post area to reception and PA/studio assistants only　　　　7. All post left on end of reception desk and done by reception / faxes (if any) sent by reception　　　　8. Fob set up located in post area restricted to reception only　　　　9. Stationery requirements to be emailed to reception rather than employees helping themselves in pen drawer or post room　　　　10.Regular and thorough cleaning of heavy use touch points and surrounding area by cleaners	4	2	8
7	Use of meeting rooms	Encountering others in these areas whilst using equipment - Inhalation or cross - contamination	4	5	20	1. Ensure all social distancing and maximum capacity signage and indicators are clearly visible 2. Provision of hygiene products to wipe over touch points after each use and reminder notices　　　　3. Instruct employees to vacate area as soon as they have finished 4. Obligatory room booking policy in advance of usage　　　　5. Wash or sanitise hands on arrival / before and after meetings. 6. Avoid touching hair and face during meetings　　　　7. If possible avoid closing meeting room door　　　　8. Regular and thorough cleaning of heavy use touch points and tables by cleaners	4	3	12
8	Use of Kitchen and café areas	Encountering others in these areas whilst using equipment - Inhalation or cross - contamination	4	4	16	1 Arrive and leave at staggered times as well as reduced numbers in studio 2. Social distancing signage provided and clearly visible 3. Aim to maintain social distancing as much as possible in absence of signage 4. Use of face covering (own or provided) when moving about 5. Reminder notices about regular and thorough handwashing 6. Availablity of hygiene products to wipe over heavy use touch points and reminder notices　　　　7. Instruct employees to vacate area as soon as they have finished 8. Restricted use of fridges and microwaves　　　　9. Restrict number of places at seating areas　　　　10. Initial restriction of use of certain kitchens due to location (1st floor back kitchen) 11. Employees bring in own lunches, flasks and bottles. Option to bring in own cutlery and crockery. Instruction to keep safely tucked away under desk to avoid tripping hazard　　　　12. Regular and thorough cleaning of heavy use touch points and surrounding areas by cleaners	4	2	8
9	Cloakroom areas	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	1. Initial restriction on use of cloakroom area unless needing to store larger items such as fold up bikes.　　　　2. Aim to maintain social distancing as much as possible.	4	3	12
10	Break out areas	Encountering others in these areas - Inhalation or cross - contamination	4	4	16	1. Initial restrictions apply to cafe area, restricted seating otherwise 2. Aim to maintain social distancing as much as possible. 3. Provision of hygiene products to wipe surfaces and sanitise hands 4. Regular and thorough cleaning of surfaces and surrounding area by cleaners	4	2	8
11	Bays and other work spaces	Encountering others in these areas - Inhalation or cross - contamination	4	4	16	1. Aim to maintain social distancing as much as possible 2. Ensure all social distancing signage is clearly visible 3. Ensure one-way movement flows indicated where possible (Give Priority) 4. Provision of hygiene products to wipe surfaces and sanitise 5. Provision made for storage of keyboards, mouse pads etc to avoid use by others 6. Limit number of seats available per bay, ensure layouts observe social distancing 7. Restrict personal items　　　　8. Sneeze guards along back of desks and on cabinets facing main walkway (1A to 1st floor back kitchen)	4	2	8

12	Fire exits	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	1. Aim to maintain social distancing as much as possible 2. Ensure all social distancing signage is clearly visible 3. Ensure one-way movement flows indicated where possible	4	3	12
13	Model shop	Encountering others in these areas - Inhalation or cross - contamination	4	4	16	1. Aim to maintain social distancing as much as possible 2. Ensure all social distancing signage and maximum capacity in original model shop is clearly visible 3. Provision of hygiene products for use to wipe over equipment before or after use	4	2	8
14	Server rooms	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	1. Aim to maintain social distancing as much as possible 2. Ensure all signage related to social distancing and maximum capacity is clearly visible 3. Regular cleaning of door handles	4	2	8
15	Providing IT Support	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	1. Restrict to remote support only where possible 2. Aim to maintain social distancing as much as possible. 3. Ensure all social distancing signage is clearly visible 4. Provision and use of hygiene products before and after support provided (where applicable)	4	2	8
16	Prayer room	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	1. Aim to maintain social distancing as much as possible 2. Ensure all signage related to social distancing and maximum capacity is clearly visible 3. Avoidance of touching door handles and provision of hand sanitiser 4. Regular and thorough cleaning of touch points by cleaners	4	2	8
17	PPE storage (Boots, helmets, high vis, gloves, glasses)	Cross contamination	5	5	25	1. Where frequent site visits are required by multiple numbers of employees, **No PPE is borrowed**. Personal PPE issued only and stored in separate safe location away from other PPE ideally off site at home and brought in when needed. (see 19 below on use of PPE) 2. With infrequent sites visits by very few employees (every few months), and where employee is not in possession of personal PPE or a particualar item of PPE, items returned must be sanitised after use and stored for an adequate period of time (48 hours) prior to use by another. 3. If applicable - PPE Register recording date borrowed and returned to be updated by reception (helmets, boots, glasses, high vis) 4. Provision of items such as gloves and construction face masks to avoid borrowing	5	2	10
18	Donning / Doffing and using PPE &RPE	Cross contamination	4	5	20	1. Ensure PPE is clean and your personal PPE. **2. Follow guidance sheet on donning and doffing of PPE - particularly RPE.** **3. High Vis** - should be washed daily to reduce build up of biohazard, a fresh high vis vest for each visit. **4. Protective Gloves** - sanitise hands before and after use, gloves should be disposable or washed between uses, a fresh pair of gloves is required for each site if visiting multiple sites on one day. **5. Protective Boots**. If not in possession of personal PPR, boots are to be cleaned daily, laces are to be exchanged and washed daily. When tying laces hands are to be cleaned before and after. **6. Eye Protection.** Must not have soft material retainer. Hard plastic glasses are to be cleaned between use with warm water and soap. Sanitiser fluid or gels may be used, after consultation with instructions to ensure they will not harm eyes, cause irritation or other side effects. **7. RPE. is to be worn appropriate to tasks being undertaken by a separate risk assessment.** Govt. guidance on routine use of RPE is to be followed. **Donning and Doffing of RPE exposes workers to risk of Covid-19.** **8. Head protection.** Is to be cleaned after use, this includes changing the sweatband on the head straps. **9. Fall protection -** Harness and lanyard to be cleaned prior to use. **10. Storing used PPE.**Used PPE that is to be cleaned is to be stored in a disposable plastic sack or bag. it is to be labelled as used PPE, handle with care. Cleaning PPE is to be done with care. **11. Disposal** Single use PPE / RPE is to be stored in a separate waste container and held for at least 48hrs before disposal.	4	2	8
19	Touching objects on site	Cross contamination	4	5	20	1. Booking on and off site - caution when using bio-entry scanners. 2. Sign in sheets should be completed using your own pen. 3. Avoid touching face and hair. 4. Sanitise hands when moving between controlled zones (site, site accommodation etc) and leaving site. 5. Documents to be transferred electronically, photographs / Scans can be taken using mobile devices.	4	3	12