

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

Severity	Definition	score
catastrophic	multiple loss of life	5
critical	single loss of life	4
severe	major injuries to one or more persons	3
marginal	minor injuries to one or more persons	2
negligible	injuries that do not require medical treatment	1
Likelihood	Definition	score
frequent	likely to occur a number of times in a year	5
likely	likely to occur a few times in a process lifetime	4
occasional	could occur in a process lifetime	3
unlikely	unlikely to occur in a process lifetime	2
remote	highly unlikely, but may exceptionally occur	1

R.A.G. Indicators							Interpretation
Severity	5	5	10	15	20	25	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.
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
Likelihood							
	0	1	2	3	4	5	

**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 <b>extremely</b> 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 <b>extremely</b> 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 are 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 exacuation 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	4	5	20	1. Use personal transport so far as possible 2. Use public transport with caution, maintain social distancing 3. Try to use public transport outside of peak periods	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 4. Use of own face covering	4	2	8
3	Use of communal areas	Encountering others when depositing bike in cycle 'area' / opening main entrance door / arriving in communal lobby area / using lift / using toilets - Inhalation or cross - contamination	4	4	16	1. Arrive and leave at staggered times as agreed with line manager to reduce risk 2. Signage related to social distancing provided by landlord 3. Aim to maintain social distancing as much as possible in absence of signage 4. Use of face own covering 5. Use hand sanitiser (own or provided) 6. Use alternative to fingers when pressing key pads and buttons such as your own pen or tissue when touching handles 7. Male and Female toilets limited to one person at a time, ensure thorough hand washing. 8. Use of shower area on 4th floor prohibited 9. Risk assessment conducted by landlord provided to employees	4	2	8

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	<ol style="list-style-type: none"> <li>1. Arrive and leave at staggered times as agreed with line manager to reduce risk</li> <li>2. Signage related to social distancing provided by PRP and clearly visible</li> <li>3. Aim to maintain social distancing as much as possible in absence of signage</li> <li>4. Use of own face covering or as provided by PRP</li> <li>5. Use hand sanitiser provided by PRP</li> <li>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</li> <li>7. Regular and thorough cleaning of touch points and reception area by cleaners</li> <li>8. Sign in using own pen</li> <li>9. Provision of hygiene products by PRP to wipe over touch points after each use and reminder notices</li> <li>9. Restrict seating in reception area</li> </ol>	4	2	8
5	Temperature checking area	Encountering others (employees only) whilst taking temperature - Inhalation or cross - contamination	4	4	16	<ol style="list-style-type: none"> <li>1. Self - check done by employees only on voluntary basis</li> <li>2. Arrive and leave at staggered times as agreed with line manager to reduce risk</li> <li>3. Locate checking area to one side but still visible</li> <li>4. Simple and clear instruction provided to reduce time spent in area and also communicated and issued in advance so prior understanding</li> <li>5. Signage related to social distancing provided and clearly visible</li> <li>6. Aim to maintain social distancing as much as possible in absence of signage</li> <li>7. Use of own face covering or as provided by PRP</li> <li>8. Use hand sanitiser provided by PRP</li> <li>9. Use own pen to record temperature on arrival</li> <li>10. Provision of hygiene products provided by PRP to wipe over touch points after each use and reminder notices</li> </ol>	4	2	8
6	Use of copiers, plotters, franking machine, post area	Encountering others in these areas whilst using studio equipment - Inhalation or cross - contamination	4	4	16	<ol style="list-style-type: none"> <li>1. Use at staggered times - print room to be used by one person only at any given time</li> <li>2. Signage related to social distancing provided by PRP and clearly visible</li> <li>3. Aim to maintain social distancing as much as possible in absence of signage</li> <li>4. Use of own face covering or as provided by PRP - optional</li> <li>5. Provision of and use of hygiene products provided by PRP to wipe over touch points after each use and reminder notices</li> <li>6. Regular and thorough cleaning by cleaners</li> </ol>	4	2	8
7	Use of meeting rooms	Encountering others in these areas whilst using equipment - Inhalation or cross - contamination	4	5	20	<ol style="list-style-type: none"> <li>1. Ensure all signage related to social distancing and maximum capacity is clearly visible</li> <li>2. Use of own face covering or as provided by PRP - optional</li> <li>3. Provision of hygiene products by PRP to wipe over touch points after each use and reminder notices</li> <li>4. Instruct employees to vacate area as soon as they have finished</li> <li>5. Meetings with external persons to be avoided and conducted virtually as much as possible</li> <li>6. Avoidance of physical contact</li> <li>7. Wash or sanitize hands on arrival / before and after meetings.</li> <li>8. Avoid touching your hair and face during meetings</li> <li>9. Aim to keep meeting rooms well ventilated</li> <li>10. Regular and thorough cleaning by cleaners</li> </ol>	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	<ol style="list-style-type: none"> <li>1. Restrict usage of appliances (fridges and microwaves) and limit to maximum one person at any given time</li> <li>2. Signage related to social distancing provided and clearly visible</li> <li>3. Aim to maintain social distancing as much as possible in absence of signage</li> <li>4. Employees to bring in own lunches, flasks and bottles. Option to bring own cutlery and crockery. Instruction to keep safely tucked away under desk to avoid tripping hazard.</li> <li>5. Use of own face covering or as provided by PRP</li> <li>6. Reminder notices about regular and thorough handwashing</li> <li>7. Availability of hygiene products provided by PRP to wipe over touch points such as kettle, drawers and cupboards if necessary to use, and reminder notice</li> <li>8. Instruct employees to vacate area as soon as they have finished</li> <li>9. Use of seating area prohibited</li> <li>10. Regular and thorough cleaning by cleaners</li> </ol>	4	2	8
10	Bays and other work spaces	Encountering others in these areas - Inhalation or cross - contamination	4	4	16	<ol style="list-style-type: none"> <li>1. Aim to maintain social distancing as much as possible.</li> <li>2. Ensure all signage related to social distancing is clearly visible</li> <li>3. Availability of hygiene products provided by PRP to wipe surfaces and sanitise</li> <li>4. Limit number of seats available per bay, ensure layouts observe social distancing</li> <li>5. Avoidance of desk sharing where possible</li> <li>6. Advance notification of seating arrangements</li> <li>7. Restrict personal items</li> <li>8. Aim to keep area well ventilated</li> <li>9. Regular and thorough cleaning by cleaners</li> <li>10. Use of own face covering or as provided by PRP</li> </ol>	4	2	8
11	Fire exits	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	<ol style="list-style-type: none"> <li>1. Aim to maintain social distancing as much as possible.</li> <li>2. Ensure all signage related to social distancing is clearly visible</li> <li>3. Ensure one-way movement flows indicated by landlord</li> <li>4. Use of own face covering or as provided by PRP</li> </ol>	4	3	12
12	Server rooms	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	<ol style="list-style-type: none"> <li>1. Aim to maintain social distancing as much as possible</li> <li>2. Ensure all signage related to social distancing and maximum capacity is clearly visible</li> <li>3. Use of face coverings or as provided by PRP</li> </ol>	4	2	8
13	Providing and receiving IT Support	Encountering others in these areas - Inhalation or cross - contamination	4	5	20	<ol style="list-style-type: none"> <li>1. Aim to maintain social distancing as much as possible</li> <li>2. Provision and use of hygiene products before and after support provided (where applicable) or restrict to remote support only</li> <li>3. If not remote support, use of own face covering or as provided by PRP</li> </ol>	4	2	8

14	PPE storage (Boots, helmets, high vis, gloves, glasses)	Cross contamination	5	5	25	<p>1. Where <b>frequent site visits</b> are required by multiple numbers of employees, <b>No PPE is borrowed</b>. Personal PPE only provided by PRP to those who require it. To be stored in separate safe location ideally off site at home and brought in when needed. (see 19 below on use of PPE)</p> <p>2. With <b>infrequent sites visits (every few months)</b> by very few employees, and where employee is not in possession of personal PPE or a particular 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.</p> <p>3. If applicable - PPE Register recording date borrowed and returned to be updated by reception or appointed person (helmets, boots, glasses, high vis)</p> <p>4. Provision of items such as gloves and construction face masks. Borrowing of PPE strictly prohibited</p> <p>5. Site visits and use of PPE to be agreed in advance with line manager</p>	5	2	10
15	Donning / Doffing and using PPE &RPE	Cross contamination	4	5	20	<p>1. Ensure your own PPE is clean.</p> <p>2. <b>Follow guidance sheet on donning and doffing of PPE - Particularly RPE.</b></p> <p>3. <b>High Vis</b> - should be washed daily to reduce build up of biohazard, a fresh high vis vest for each visit.</p> <p>4. <b>Protective Gloves</b> - 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.</p> <p>5. <b>Protective Boots</b>. If not in possession of personal PPE, 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.</p> <p>6. <b>Eye Protection</b>. 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.</p> <p>7. <b>RPE. is to be worn appropriate to tasks being undertaken by a separate risk assessment.</b> Govt. guidance on routine use of RPE is to be followed. <b>Donning and Doffing of RPE exposes workers to risk of Covid-19.</b></p> <p>8. <b>Head protection. Is to be cleaned after use, this includes changing the sweatband on the</b></p>	4	2	8
16	Touching objects on site	Cross contamination	4	5	20	<p>1. Booking on and off site - caution when using bio-entry scanners.</p> <p>2. Sign in sheets should be completed using your own pen.</p> <p>3. Avoid touching face and hair.</p> <p>4. Sanitise hands where possible using products provided by site when moving between controlled zones (site, site accommodation etc) and leaving site</p> <p>5. Documents to be transferred electronically, photographs / Scans can be taken using mobile devices.</p>	4	3	12