

▶ COVID-19 Office Space Risk Assessment

CLIENT: Baringa Internal

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Version History

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1 Introduction

This document provides the Baringa Partners LLP risk assessment for COVID-19 in relation to working safely in offices during the COVID-19 period. It is designed to help all employees, visitors, and other 3rd parties to understand the risk profile of Baringa's UK office space at 62 Buckingham Gate and its usage by employees and others to deliver work.

The risk assessment as presented determines the inherent risk associated with a member or members of Baringa's employee base or other 3rd parties working in the UK office space during the COVID-19 pandemic, and outlines controls that can be put in place to reduce the risk to an acceptable level.

Hazards Identified (something with the potential to cause harm)	Who might be harmed and how? (the likelihood that the harm will be caused)	Severity	Likelihood	Risk Rating	Current safety control measures	Further Action Required?	Person responsible for action and by when?
Increased exposure to COVID-19 infection	Staff, visitors, contractors	4	2	8	<p>The following measures have been put in place in order to manage COVID-19 within the office environment:</p> <ol style="list-style-type: none"> 1. Increased cleaning of all areas; door handles, lift call buttons, desks etc. 2. Provision of hand sanitising gel at all floorplate entrances and throughout the desking areas, meeting rooms, and other communal spaces. 3. Protective screens in the 62BG reception and other high traffic areas which require staff and/or visitor interaction (Action - IT Tech bar Jo requirements FM procure) 4. Provision of anti-bacterial wipes for staff to sanitise items which may have multi-touch or more than one user. 5. Increased supply of paper towels and soap in toilet facilities 6. No common IT peripherals to be placed on any desk area – each employee to have access to an issued set of IT peripherals (where not already provided under WFH arrangements) for their unique use only 7. A one-way system has been put in place around the Baringa floorplates 8. Floor stickers in all relevant communal areas (e.g. staff kitchens) showing safe 	<p>Update: Awaiting delivery</p> <p>Action: IT Director to identify requirement for Tech Bar</p> <p>Action: FM to procure</p>	<p>Facilities Management (FM)</p> <p>Business Services (BS) / FM</p> <p>IT Director / FM</p>

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					<p>distances for staff waiting to make beverages, heat food etc.</p> <p>9. Restricted use of lifts in common parts of the building, with clear floor markings to enable maximum distance between lift occupants.</p> <p>10. Social distancing instructions provided through clear wall-mounted literature visible to all users of the office space</p> <p>11. Hand washing guidance placed in toilet facilities</p> <p>12. Implementation of a desk booking system to directly limit the numbers of people able to sit within the office space.</p> <p>13. Desks to be allocated/booked on a day basis only (i.e. no dropping in or within-day hot-desking allowed) with thorough cleaning overnight for every desk</p> <p>14. More frequent risk assessment validation, with CVOID-19 risk assessment review on a bi-monthly basis and following every change in HMG advice</p> <p>15. Employees travelling into the office will be able to travel on a time-shift basis, outside of core 'rush hour' times</p> <p>16. No centrally mandated obligation for the vast majority of employees to travel into 62BG. Only those who cannot deliver their</p>	<p>Update: Landlord has directed that face coverings should be worn in lifts</p> <p>Update: Message to be reiterated in regular communication</p>	Landsec

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					PPE, tissues, wipes and other personal cleaning products. 23. Employees will be encouraged to use the stairs rather than the lift to avoid being in enforced close contact. 24. Employees will be encouraged to cycle and walk and to avoid tube use wherever possible.		
<p><u>Severity of injury/illness</u> Fatality (5) Major (4) Moderate (3) Minor (2) Insignificant (1)</p> <p><u>Likelihood of injury/illness (with the current control measures in place)</u> Almost Certain (5) Very Likely (4) Possible (3) Unlikely (2) Rare (1)</p> <p>Severity x Likelihood = Risk Rating</p>							