

Risk assessment - reopening Jaywing buildings during Coronavirus pandemic								
Event:	The Small Mill building reopening during Coronavirus pandemic			Risk assessment approver:	Technical Director and CEO			
Date and times:	From 1st September (allowing access from w/c 24th August for previews)			Risk assessment manager:	Facilities Manager			
Location:	The Small Mill, Chadwick Street, Leeds LS10 1LJ			Risk assessment facilitator:	Receptionist / Office Manager and H&S Manager			
Date of next review:	1st September 2020 at Working Party meeting							
Activity	Hazard	Who is at risk and why	Risk	Mitigation of risk	Additional precautions required	Responsible person	Date required by	Completed?
<b>Identify returning users</b>								
Identify Clinically Extremely Vulnerable, Vulnerable and those caring for or living in households with people who have been shielding	Contract the virus	Clinically Extremely Vulnerable, Vulnerable and those caring for or living in households with people who have been shielding as they may be at high risk of contracting serious illness if they catch coronavirus (COVID 19)	Contract serious illness or spread the virus to a high risk person	1) Questionnaire to be sent to all employees ahead of office reopening, to provide information on likely building users returning to site 2) Allow people in these groups to continue working from home if they can		Technical Director / Head of HR	19/08/20	Y
Unfurlough office manager / H&S manager	HR issues	The employees due to return to the office to perform their duties, as they may fall into Clinically Extremely Vulnerable, Vulnerable and caring for shielding people categories	Unable to return to buildings to fulfil their duties	1) The questionnaire to be sent to all employees ahead of office reopening, to provide information on likely building users returning to site, will include these people and will allow us to identify their risk		Technical Director / Head of HR	19/08/20	Y
<b>Reopening site</b>								
Government guidelines change	Lockdown toughened	Furloughed site-based employees as they won't be allowed site access	Building locked down again, staff furloughed and services postponed	1) Services already suspended during current lockdown, so can be suspended again if necessary	1) Furloughed staff warned of potential further periods of furlough at short notice	Technical Director / Head of HR	From 20/08/2020	Y
Government guidelines change	Lockdown eased	Building users as due to increased numbers in the building, sufficient H&S provisions might not be in place (e.g. fire marshals, first aiders)	People attending building without sufficient H&S in place	1) Ensure sufficient first aiders and fire marshals are trained in August to facilitate the numbers likely to attend the site from September 2) Ensure all social distancing / cleaning / sanitising / ventilation measures are in place to conform to current guidelines ahead of site opening	1) There may be a need for a further questionnaire to be sent to all employees in the event of a significant change in government guidelines 2) There may be a requirement to change the cleaning provision as a result of increased volumes of people in the building	H&S Manager / Technical Director / Head of HR	24/08/20	Y
Travelling to site	Use of public transport	Public transport users as they are at higher risk of contracting and spreading the virus	Contract and spread the virus	1) Encourage cycling, walking and use of own vehicle 2) Discourage car sharing but if unavoidable remind users to keep 2m apart (i.e. utilising back seats for 1 passenger if necessary) 3) If using public transport wear face coverings and maintain 2m social distancing rule, per government guidelines 4) On arrival at the building ensure people clean their hands utilising facilities at entrances and exits and remind people to avoid touching eyes, nose and mouth areas wherever possible	1) Review use of car park by people without a permit, car park charges due to less frequent use (investigate daily use charges instead of full-time permits and monthly costs), and reducing monthly costs for permit holders if they're not returning to site full-time	CEO / Technical Director / Receptionist	01/09/20	Y
Travelling between sites	Use of public transport	Public transport users as they are at higher risk of contracting and spreading the virus	Contract and spread the virus	1) Discourage travel between sites 2) Encourage cycling, walking and use of own vehicle 3) Discourage car sharing but if unavoidable remind users to keep 2m apart (i.e. utilising back seats for 1 passenger if necessary) 4) If using public transport wear face coverings and maintain 2m social distancing rule, per government guidelines 5) On arrival at the building ensure people clean their hands utilising facilities at entrances and exits and remind people to avoid touching eyes, nose and mouth areas wherever possible 6) Video conferencing suites to be created at all sites to facilitate remote meetings	1) Review use of car park by people without a permit, car park charges due to less frequent use (investigate daily use charges instead of full-time permits and monthly costs), and reducing monthly costs for permit holders if they're not returning to site full-time	CEO / Technical Director / Facilities Manager / Office Manager	01/09/20	Y
Returning equipment to site	Damage in transit	Work equipment as it is being moved by users rather than specialist handlers, potentially on public transport	Cost of replacement	1) Provide guidelines for safe transportation		IT Managers or IT Operations Manager	24/08/20	Y

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<b>Cleaning</b>	Contaminate surfaces and/or people with the virus	Cleaning team as they are in contact with risk surfaces	Contract and spread the virus	1) Cleaning supplier to conduct their own risk assessment before cleaning team return to service 2) Cleaning team wear PPE and use active products that kill the virus and maintain sanitised surfaces for longer periods		Facilities Manager or Office Manager / Dublcheck	19/08/20	Y
<b>Adequate numbers of fire marshals and first aiders onsite</b>	Insufficient numbers onsite to comply with H&S requirements due to people continuing to work from home	Building users as sufficient H&S provisions might not be in place	People attending building without sufficient H&S provisions in place	1) Ensure sufficient first aiders and fire marshals are trained in August to facilitate the numbers likely to attend the site from September 2) Questionnaire to be sent to all employees ahead of office reopening, to provide information on likely numbers returning to site		H&S Manager / Technical Director / Head of HR	19/08/20	Y
<b>Resume facilities services (cleaning team, waste collections, sanitary services, lift inspections etc)</b>	Suppliers not providing services	Building users as there is a possibility the building won't be able to open if critical services are unable to be provided	H&S requirements for a safe working environment not met	1) Advance communication with suppliers to establish mutually convenient date to resume services	1) Provide copy of Jaywing risk assessment or facilitate site access in order that suppliers can conduct their own risk assessments if required, in order to resume their services	Facilities Manager / Office Manager	19/08/20	Y
<b>Opening up the building</b>	Approved building security openers not on site	Building users as they may be unable to gain access	Building users unable to gain access	1) Develop schedule for building security openers	1) Train additional building openers to cover for times when existing openers are working from home or on annual leave	H&S Manager	04/09/20	
<b>Entering the building at 9am and leaving at 5.30pm</b>	Large numbers of people arrive or leave together	Building users as they may have to queue before gaining access or being able to exit	Social distancing cannot be maintained	1) Consider staggering start and finish times 2) Consider implementing a one-way system for entry and exit of the building 3) Signage to be installed at entrance and exit areas to remind people to social distance, follow the one-way systems to be created, sanitise their hands immediately as they enter and prior to leaving the building, and avoid touching their face	1) People should wait in cars / in car park area until the entrance to the office is clear from other persons entering the building, and the route to the office is free from congestion 2) People to wait in the office area until the exit is clear from other staff members leaving the building and the route from the office is free from congestion	Working Party	01/09/20	Y
<b>Arriving at the building</b>	Use of communal areas for storage of personal belongings	All building users as they could contract and spread the virus	Cross-contamination from touching other people's personal belongings	1) The use of the cloakroom to be prohibited 2) Where possible, coats to be left in own vehicles before entering the building 3) Jackets/cardigans/jumpers can be placed on the back of own chairs at workstations 4) Lockers may be used to store personal belongings, but sanitising methods must be maintained		Working Party	24/08/20	Y
<b>Heating / air flow with open windows</b>	Temperature too cold	Building users as they're working inside the building	Temperature too cold to allow comfortable working conditions	1) Heating system temperature can be turned up to provide more heat circulating inside building 2) Limit number of open windows near to where people are seated 3) Open windows further away from occupied desks	1) Heating system engineer to check if alterations required to set up to allow greater air flow from outside, rather than internal circulation 2) Monitor situation as temperature changes through seasons	Office Manager	From 24/08/2020 onwards	Y
<b>Water usage</b>	Legionella present as water systems drained during lockdown	All building users as bacteria infected particles are present in water droplets that are airborne and can be breathed in	Contract Legionnaires' disease	1) ZIP taps to be restarted per ZIP instructions ( <a href="https://www.zipwater.co.uk/faqs/how-to-turn-the-g4-hydratap-off-and-on-before-and-after-a-holiday">https://www.zipwater.co.uk/faqs/how-to-turn-the-g4-hydratap-off-and-on-before-and-after-a-holiday</a> ) 2) Water above 60° to be run through all hot water taps, boiler in first floor kitchen and showers for three minutes before first use 3) Shower heads and all taps to be deep cleaned and descaled before first use		H&S Manager / Dublcheck	24/08/20	Y
<b>Onsite IT support</b>	No onsite IT support	IT users as they may need onsite support	IT users unable to carry out their duties	1) Promote awareness of remote IT support (to the same level at which we've been operating during remote working)	1) Create / publish guidelines for scheduling face-to-face IT support 2) Provide PPE for IT support and IT user if they are required to meet face-to-face, where social distancing can't be maintained	Technical Director / IT Operations Manager	01/09/20	Y
<b>People inside the building</b>								
<b>Moving around the building</b>	Contaminate surfaces and/or people with the virus	Building users and suppliers as they can contract and spread the virus	Employees contract and spread the virus	1) Cleaning team to concentrate efforts on high touch areas (door handles, door push strips, stair handrails, table tops, chair backs/arms, desk tops, phones, taps, sinks, worktops, kitchen equipment etc) 2) Handwash and hand sanitiser available in identified risk locations around the building 3) Liquid soap, disposable hand towels and waste bins to be available in all showers, toilets, kitchens and areas with sinks 4) Face masks to be worn when moving around the building, but not required when sat at desks	1) Signage to be installed around the building to remind people to social distance, follow the one-way systems to be created and wash or sanitise their hands regularly	Facilities Manager / Office Manager	24/08/20	Y

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<b>Working inside the building</b>	Contaminate surfaces and/or people with the virus	All building users as they could contract and spread the virus	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) Ensure all social distancing / cleaning / sanitising / ventilation measures are in place to conform to current guidelines ahead of site opening</li> <li>2) Face masks to be worn when moving around the building, but not required when sat at desks</li> <li>3) Monitors between some desks to provide a barrier</li> <li>4) Implement a user rota to facilitate use of certain desks on specified days to allow for social distancing</li> <li>5) Tape off areas considered unsafe for use and mark any desks not to be used</li> <li>6) Introduce one-way systems to reduce high traffic areas / relieve congestion and install appropriate signage</li> <li>7) Provide sanitising wipes and hand sanitiser at numerous points around the building and encourage use by all building users</li> <li>8) Ensure all liquid handwash /sanitising gel containers are maintained and there are sufficient hand towels available at all identified locations</li> <li>9) Turn off hand dryers in toilet cubicles and flag with signage to remind people not to turn them on or use them</li> </ol>	<ol style="list-style-type: none"> <li>1) Questionnaire to be sent to all employees ahead of office reopening, to provide information on likely building users returning to site</li> <li>2) Clinically Extremely Vulnerable, Vulnerable and those caring for or living in households with people who have been shielding have been advised that they can go to work, as long as the workplace is COVID-secure, but to carry on working from home if they can (<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>)</li> <li>3) Introduce a midday cleaning of high touch areas (door handles, door push strips, stair handrails, table tops, chairs, desk tops, phones, keyboards, taps, sinks, worktops, kitchen equipment etc), using sanitising wipes</li> </ol>	Office Manager / Receptionist / Technical Director / Head of HR / Facilities Manager	24/08/20	Y
<b>Use of meeting rooms</b>	Social distancing can't be observed	Meeting room users as they can contract and spread the virus	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) Permitted meeting spaces to be clearly defined</li> <li>2) Meeting spaces that can't accommodate sufficient social distancing or adequate ventilation to be closed</li> <li>3) Seating to be clearly defined in permitted meeting spaces, to allow for adequate social distancing</li> <li>4) Meeting room users to sanitise hands on entry and exit and use sanitising wipes on all surfaces before and after use (including TV remotes)</li> <li>5) Video conferencing suites to be created at all sites to facilitate remote meetings</li> </ol>	<ol style="list-style-type: none"> <li>1) Face masks to be worn when 2m social distancing cannot be achieved because of number of people in meeting room</li> <li>2) Signage to indicate meeting room capacities for 'with masks' and 'without masks'</li> </ol>	Technical Director / Office Manager / Working Party	24/08/20	Y
<b>Use of communal IT equipment (printers, conference call and video conferencing facilities)</b>	Contaminate surfaces and/or people with the virus	All users as they could contract and spread the virus	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) Cleaning team to ensure sanitising clean of equipment each evening</li> <li>2) Users to clean with sanitising wipes before and after each use</li> </ol>		Office Manager or Facilities Manager / Dublcheck	24/08/20	Y
<b>Facilities services</b>	Contaminate surfaces and/or people with the virus	Building users and suppliers as they can contract and spread the virus	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) All visitors to the building must sanitise their hands on entry and exit</li> <li>2) Suppliers who enter to perform a service (confidential waste / sanitary bin service / lift inspections etc) must follow the one-way system and sanitise the area they're using on arrival and before leaving using the wipes provided</li> <li>3) All visitors to be signed in and out by receptionist, so no touching of pen or sign in sheet necessary</li> </ol>	<ol style="list-style-type: none"> <li>1) Face masks to be worn when moving around the building</li> </ol>	Receptionist	24/08/20	Y
<b>Deliveries and post collections</b>	Contaminate surfaces and/or people with the virus	Building users and suppliers as they can contract and spread the virus	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) All deliveries and daily post (unless by exception) to be left in the main entrance lobby and notified via the buzzer to receptionist</li> <li>2) Daily postal collection to be left in the main entrance lobby ahead of pick up</li> <li>3) Milk deliveries to follow same principles as other deliveries, left in main entrance lobby, but containers to be sanitised when brought into the building</li> <li>4) All deliveries to be sanitised with wipes before being distributed to recipient</li> <li>5) No personal deliveries permitted to site</li> </ol>	<ol style="list-style-type: none"> <li>1) Face masks to be worn when moving around the building</li> <li>2) Installation of perspex screen to be considered around reception desk to prevent contamination of surfaces or people with virus particles, following assessment of visitor volumes</li> </ol>	Receptionist / Working Party	24/08/20	Y
<b>Fruit deliveries</b>	Contaminate consumers with the virus	Consumers as they may eat contaminated fruit	Contract and spread the virus	<ol style="list-style-type: none"> <li>1) Cancellation of service until further notice</li> </ol>		Supplier / Office Manager or Facilities Manager		Y

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Visitors (including facilities suppliers / engineers)	Contaminate surfaces and/or people with the virus	Building users and visitors as they can contract and spread the virus	Contract and spread the virus	1) All visitors to be signed in and out by receptionist, so no touching of pen or sign in sheet necessary 2) Social distancing and hand sanitising practices to be observed at all times 3) Use of meeting spaces to be clearly defined with limited number of chairs available to ensure social distancing is observed	1) Visitors to the building are to be discouraged 2) Face masks to be worn when moving around the building, but not required when sat at desks 3) Face masks to be worn when 2m social distancing cannot be achieved because of number of people in a meeting room 4) Signage to indicate meeting room capacities for 'with masks' and 'without masks'	Receptionist / Working Party	From 24/08/2020 onwards	Y
Use of kitchen areas / tea points	Contaminate surfaces and/or people with the virus	All building users as they could contract and spread the virus	Contract and spread the virus	1) Ensure all social distancing / cleaning / sanitising / ventilation measures are in place to conform to current guidelines ahead of site opening 2) Tape off areas considered unsafe for use 3) Introduce one-way systems to reduce high traffic areas and ease congestion 4) Encourage employees to bring in prepared food and prohibit food preparation in kitchens (due to the time required in an enclosed, congested area) 5) Encourage employees to eat outside of the building	1) Face masks to be worn when moving around the building	Receptionist / Office Manager / Working Party	24/08/20	Y
Use of crockery / cutlery	Contaminate surfaces and/or people with the virus	All building users as they could contract and spread the virus	Contract and spread the virus	1) Encourage people to bring in their own crockery / cutlery and food / drink and take it away with them each visit 2) Encourage people to bring in their own mug and reuse it throughout the day before taking it home with them each evening 3) Make clear that all Jaywing mugs and crockery / cutlery is to be cleaned thoroughly prior to use 4) Cleaners will be asked to collect any used Jaywing mugs / crockery / cutlery from desks and place into dishwasher at end of day, to reduce frequency of dishwasher touch points		Working Party	24/08/20	Y
Congestion areas at break times	Social distancing can't be observed	All building users as they could contract and spread the virus	Contract and spread the virus	1) Create break rotas to reduce number of people needing to use break out areas at same time	1) Face masks to be worn when moving around the building	Working Party	04/09/20	
Use of showers and toilets	Contaminate surfaces and/or people with the virus	All users as they could contract and spread the virus	Contract and spread the virus	1) Cleaning team to ensure deep clean of these areas each evening 2) Users to clean with sanitising wipes before and after each use 3) Wet towels and clothing to be placed into personal storage and remove from site each day 4) Ensure all liquid handwash / sanitising gel containers are maintained and there are sufficient hand towels available at all locations 5) Turn off hand dryers in toilet cubicles and flag with signage to remind people not to turn them on or use them		Dublcheck / Office Manager or Facilities Manager / Working Party	24/08/20	Y
Accident requiring first aid	Contract the virus	Patient and first aider as social distancing cannot be maintained	Contract and spread the virus	1) PPE for the first aider, including a face shield, disposable face mask, gloves and apron 2) Hand sanitiser to be applied by both parties before any contact is made 3) Supply St John's Ambulance advice for first aiders during Coronavirus ( <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a> )		Working Party	24/08/20	Y
Fire drill	Social distancing not observed when leaving the building	Building users as they could contract and spread the virus	All users as they could contract and spread the virus	1) People to leave the building, following the usual guidelines, but remain two metres apart as they walk 2) People to stand two metres apart at the agreed emergency evacuation point 3) Fire marshals to ensure sanitising gel and wipes are available at emergency evacuation point 4) People to return to building following social distancing guidelines	1) Defibrillator to be taken to evacuation point by last leaving first aider and sanitised with wipes 2) Fire evacuation procedures to be amended accordingly 3) Guidelines to be communicated to all building users 4) Face masks to be worn when moving around the building	H&S Manager	01/09/20	
Engage services of freelance workers	No bookable desk space available	Other building users and freelancers as they can contract and spread the virus	Contract and spread the virus	1) Freelancers to be encouraged to work remotely 2) A permanent desk must be allocated to each freelancer for the duration of their contract 3) All freelancers to be signed in and out by receptionist, so no touching of pen or sign in sheet necessary	1) Guidelines to be communicated to all building users 2) Ongoing assessment of numbers of freelance workers	Receptionist / Studio Manager	From 01/09/2020 onwards	

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Employee wellbeing	People will feel unsafe within the building	Employees who return to the building if all safety measures aren't strictly adhered to	The mental health of building users	1) Policing of safety measures and precautions introduced to ensure they're being adhered to 2) Clear complaints process for any flouting of the guidelines 3) Oodles EAP support	1) Guidelines to be communicated to all building users 2) Mini Site Guide Whistleblowing process to be implemented	Head of HR / H&S Manager	24/08/20	Y
Completed by:	Facilities Manager			Signed off by: The Small Mill Working Party / Technical Director				
Date:	01/09/2020			Date: 04/08/2020				