



Ebury UK COVID-19 Risk Assessment

June 2020

Confidential – Internal Framework

Ebury UKCOVID-19 Risk Assessment

Part 1 – General Details

Assessor	Janice Scott	Job Title	Infection Prevention & Control Lead
Location	Ebury UK London Office – 3rd floor, 100 Victoria Street London SW1E 5JL		
Department/Business	Safe Occupation of Ebury UK Office – 3rd floor, 100 Victoria Street London SW1E 5JL		
Scope of Risk Assessment	<p>This document is designed as a starting point for an ongoing process of collaboration with staff and the Building Management Team (BMT) to develop safe systems for all who work at Ebury UK London office (3rd floor, 100 Victoria Street London SW1E 5JL).</p> <p>UK Government guidance currently states that individuals should only travel to work if they are unable to work from home. A gradual phased return to work is therefore anticipated.</p> <p>Ebury UK has employed the services of Cavendish Health for expert risk assessment advice to inform our statutorily required assessment.</p> <p>Ebury UK has implemented a restriction on all but essential external visitors to our office.</p> <p>This document should be read in conjunction with the Circulation Route and Procedures supplied by the BMT and up-to-date government advice, which can be accessed here:</p> <p>https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf</p> <p>A simplified guide is available here: https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</p>		
Review Status	This document has been provided for the initial phase of reoccupation. It is a live document and its contents will be kept under review as the situation changes and issues may arise.		
COVID-19 Properties	<p>COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection, which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain “live” on hard surfaces such as handles, switches, bannisters etc. for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may</p>		

	<p>be symptom-free but infectious during the incubation stage, which is typically five days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.</p>
Main Symptoms	<p>A high temperature, a dry cough and loss of the sense of smell are considered the most indicative symptoms. Update information on symptoms can be found at https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/.</p> <p>People with these symptoms must report immediately to HR/BCP Owner and should self-isolate following the guidance from PHE on https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. Ebury UK will provide quick access to testing for all staff displaying symptoms. Where COVID-19 is confirmed in staff or recent visitors to the office, contact tracing process to be followed https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance.</p>
Control of Transmission	<p>Current guidance requires social distancing – keeping two metres from other people – and regular handwashing with soap and water. Hand- gel should be used where soap and water is not available.</p> <p>The use of face coverings is currently recommended in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. Ebury UK will make available face coverings for their team and visitors as appropriate.</p> <p>The Government have produced Guidelines for COVID-Secure workplaces: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres.</p>
Vulnerable Groups	<p>PHE has specific guidance for vulnerable groups.</p> <p>Those defined as extremely vulnerable should be shielding and not return to work until the 12 weeks have expired at the earliest: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Those at risk of severe illness are advised to stay at home as much as possible and, if they do go out, take particular care to minimise contact with others outside their household.:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Ebury UK has identified and maintains a register of all staff who are considered vulnerable, including those who care for or live with vulnerable people.</p>

Part 2 – Employee and Visitor Safety

What are the hazards?	Who is at risk?	Control measures	Risk rating
<p>Mental health / psychological wellbeing</p>	<p>Staff</p>	<ul style="list-style-type: none"> • New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and disseminated to employees by Ebury UK. • Regular communication with staff at firm, team and individual level to ensure staff are informed about Ebury UK reoccupation plans including proposed Health and Safety measures. • Ongoing consultation with staff during remote working and specific engagement during the risk assessment phase of our reoccupation planning to ensure all concerns are identified and addressed. • Staff are made aware of support mechanisms available to them to help manage stress and anxiety associated with COVID-19 and remote working through our Staff Wellbeing Resources Portal including in-house and external Employee Assistance Programmes • See Appendix () – “Back to Work Plan of Action” – Wellbeing 	<p>Medium</p>
<p>Vulnerable groups</p>		<ul style="list-style-type: none"> • Ebury UK has identified and maintains a register of all staff who are in vulnerable groups themselves or are caring for others and encourages them to discuss their support needs with HR • PHE has specific guidance for vulnerable groups: <ul style="list-style-type: none"> ▪ Those defined as extremely vulnerable should be shielding and not return to work until the 12 weeks have expired at the earliest: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ▪ Those at risk of severe illness are advised to stay at home as much as possible and, if they do go out, take particular care to minimise contact with others outside their household.: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing 	<p>High</p>

<p>Virus transmission in the workplace</p>	<p>Staff, visitors and contractors</p>	<p>Ebury UK have engaged third-party COVID-19 experts, Cavendish Health, to advise on risk assessment and provide remote advisory support.</p> <p>UK Government guidance currently states that individuals should only travel to work if they are unable to work from home. Ebury UK do not anticipate reoccupation before early July, though individual requests for limited access to the office may be granted ahead of that time.</p> <p>Clear signage and guidance to be displayed throughout the office.</p> <p>Staff and visitors returning to the office</p> <ul style="list-style-type: none"> • Staff and visitors are to comply with all social distancing and additional health and safety protocols put in place by Ebury UK and the BMT. • Staff and visitors will be required to complete a COVID-19 Questionnaire prior to accessing the office to confirm they are symptom-free and have not travelled or been in contact with any confirmed cases of COVID-19 prior to returning to work in the office: Appendix () – COVID-19 Staff / Visitor Questionnaire • Staff and visitors issued with guide for safe working. <p>Ingress and egress to office</p> <ul style="list-style-type: none"> • Staggered working hours with assigned arrival/departure times outside of peak periods. • Provision of hand sanitiser at entry and exit points to office. <p>Social distancing</p> <ul style="list-style-type: none"> • Reduced attendance in the office through controlled groups and limited, designated days individuals are permitted in the office – Ebury UK encourage staff to work remotely where possible. • Staff to be reminded of the importance of social distancing both in the workplace and outside of it. <p>Workstations</p> <ul style="list-style-type: none"> • Clear desk policy enforced with individual lockers and pedestals being utilised for personal items. • Revised desk layout and reduction in number of workstations to allow staff to work further apart for social distancing. • Encourage staff to work remotely as default option, with attendance in the office on an as-need basis. • Staggered occupation of workstations through fixed teams. 	<p>Medium</p>
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	<ul style="list-style-type: none"> • Improved circulation paths through workstations to allow social distancing. • Limited agile use desks with no shared equipment (docking stations for personal laptops/keyboards/mouse) and strict pre-booking process to allow management of additional deep cleaning and sanitising between different occupants. <p>Meetings</p> <ul style="list-style-type: none"> • Use telephone and video conferencing to avoid in-person meetings. • Current restrictions in place discouraging all external visitors to the office. • Where in-person meetings are required, only absolutely necessary participants should attend and should maintain 2m social distance throughout – approval to be sought in advance. • Avoid sharing pens and other objects. • Hand sanitiser and sanitising wipes (for surfaces) provided in all meeting rooms. • Maximum occupancy for Ebury UK meeting rooms: <ul style="list-style-type: none"> ▪ Life/Non-Life Meeting Rooms – 2 people ▪ Boardroom – 3 people <p>Common area (kitchen/breakout/reception)</p> <ul style="list-style-type: none"> • One-person limit in kitchen or kitchen assistant to provide services. • Handwashing facilities, disposable paper towels to dry hands and guidance posters: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel/foam sanitiser and sanitising wipes on each table in break-out area and one-person limit to avoid face-to-face interaction (excess furniture removed). • Staggered break times to reduce congestion. • Staff encouraged to bring their own food daily to reduce frequency of ingress/egress to the building/office and avoid external locations where social distancing cannot be maintained. • Agile working pods limited to one-person use with sanitising gel and wipes provided. <p>Cleaning</p>	
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<p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors and contractors</p>	<ul style="list-style-type: none"> Staff are discouraged from attending the office if they feel unwell in any way. Ebury UK is considering implementing thermal imaging technology to monitor staff and visitors to the office for early detection of potential cases of COVID-19. Anyone displaying symptoms of COVID-19 (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) will be sent home and advised to follow the stay at home guidance. Cavendish provide support by their infection control team including 12/7 rapid access hotline and vaccination updates, health tips and training videos, as well a rapid pathway to manage any staff member with signs or symptoms of concern If advised that a member of staff or a visitor has tested positive for Covid-19 and were recently in our office, contact tracing process is to be followed: https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/contact-tracing Decontamination of the office to be carried out in line with government guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	<p>Medium</p>

<p>Toilets and welfare facilities</p>	<p>Staff, visitors and contractors</p>	<ul style="list-style-type: none"> • Shared toilet facilities on our floor fall under Landlord management. • Ebury UK have requested BMT allocate dedicated toilet cubicles and basins to each company in our shared facilities due to staff feedback that these present a high risk as they are out of Ebury UK control. • Ebury UK recommend the addition of sanitiser dispensers outside the entry doors to both the men’s and women’s facilities. 	<p>High</p>
<p>Accidents, security and other incidents</p>	<p>Staff, visitors and contractors</p>	<p>First aid</p> <ul style="list-style-type: none"> • Additional training for all staff to ensure adequate first aid awareness and cover during partial reoccupation. • Additional resuscitation face shields, disposable gloves and aprons added to standard first aid equipment for hands-on treatment. <p>Fire Safety</p> <ul style="list-style-type: none"> • Fire Warden coverage will be maintained during phased reoccupation of the office and additional training will be given to all staff to ensure adequate fire safety awareness where this is not possible. • Ebury UK acknowledges that all Landlord fire related systems have been maintained during lockdown. <p>General</p> <ul style="list-style-type: none"> • In an emergency people are not required to stay 2m apart if it would be unsafe. • Staff involved in the provision of assistance to others are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands. 	<p>Medium</p>
<p>Deliveries</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Staff have been instructed that personal deliveries should no longer be addressed to the office. • All company post and deliveries are being couriered to an employee working from home, and being distributed from there. 	<p>Low</p>

Part 3 – Travel

What are the hazards?	Who is at risk?	Control measures	Risk rating
Travelling to work	Staff	<ul style="list-style-type: none"> Staff who rely on public transport to travel to the office may be required to continue working from home. Walking, cycling and driving/taxis are the recommended mode of travel for any staff planning to utilise the office. Staff advised of BMT controls in place for cyclists including shower facilities – expected high numbers of tenants cycling or walking to work may impact the use of these facilities. 	High

Part 4 – Cleaning

What are the hazards?	Who is at risk?	Control measures	Risk rating
Landlord controlled communal areas	Staff, visitors and contractors	<ul style="list-style-type: none"> Ebury UK acknowledge BMT have produced a plan for cleaning the public access areas of the building assuming phased reoccupation. 	Medium
Ebury UK office cleaning ahead of reoccupation	Staff, visitors and contractors	<ul style="list-style-type: none"> Ebury UK employs the services of an independent contractor for the cleaning of our office and have planned for necessary deep cleaning of the office ahead of occupation. Ongoing cleaning of the office will be in line with government recommendations: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, keyboards, kitchen, reception area using appropriate cleaning products and methods. Printers, photocopiers and similar high contact equipment is to be provisioned with sanitising gel and wipes. Increased frequency of professional office cleaning: 	Low

		<ul style="list-style-type: none"> ▪ 10am – high touch areas cleaned ▪ 2pm – high touch areas cleaned ▪ Evening/morning – deep clean of full office and workstations <ul style="list-style-type: none"> • All workstations equipped with sanitising wipes (for equipment), hand sanitiser and tissues. • Additional sanitising stations positioned throughout the office (maintained by Freepoint). 	
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Part 5 – Preparation of Office for Reoccupation

What are the hazards?	Who is at risk?	Control measures	Risk rating
Heating, ventilation and air-conditioning systems	Staff, visitors and contractors	<ul style="list-style-type: none"> • Ebury UK acknowledge confirmation that BMT have maintained ventilation systems for normal working conditions. • BMT maintain all plant/systems Ebury UK are responsible for and we have requested confirmation that all maintenance is up-to-date and preoccupation checks and processes are carried out. 	Low
Water related systems readiness (including Legionella)	Staff, visitors and contractors	<ul style="list-style-type: none"> • Ebury UK acknowledge BMT have maintained Landlord water systems for normal working conditions. • Platinum maintain all water systems Ebury UK are responsible for and we have requested confirmation that all maintenance is up-to-date and preoccupation checks and processes are carried out. 	Low
Status of passenger lift systems	Staff, visitors and contractors	<ul style="list-style-type: none"> • Ebury UK acknowledge that all maintenance and thorough examination visits have continued during lockdown. 	Low

Part 6 – Contractors

What are the hazards?	Who is at risk?	Control measures	Risk rating
Confirmation of COVID-19-free Status of Workers and of	Staff, other building users and contractors	<ul style="list-style-type: none"> • All contractors will be expected to have measures in place to control their activities for COVID-19 risks and will be required to submit a risk assessment outlining these. Detailed Measures Contractors must cover in their Construction Phase Plans affecting their own staff are covered in BMT document “62 Buckingham Gate – Workplace Update – May 2020” 	Low

COVID-19 Secure Workplace		<ul style="list-style-type: none"> • Completion of COVID-19 Questionnaire prior to visiting the office (see Appendix () – COVID-19 Staff / Visitor Questionnaire). • Provide completed copy of COVID-19 Secure 2020 notice (see Appendix () – Staying COVID-19 Secure in 2020 Notice) 	
Timing of activities/access to site	Other building users and contractors	<ul style="list-style-type: none"> • Where possible, all contractor visits/work is to take place out of hours either overnight or at weekends to limit numbers in the building. If not possible to schedule works out of hours, arrival times must be agreed between 1030 to 1130 hrs start with shift end time scheduled no earlier than 1930 hrs. • Agreement in advance with BMT the specific entry, circulation and exit routes from building for contractor workers. This should be presented in the form of a circulation layout plan dovetailing with the building plan. To include: <ul style="list-style-type: none"> ▪ recognition of increased demands on all lifts; ▪ arrangements in place to ensure no queuing in public areas to gain access to work area; ▪ routes to welfare facilities. • Site-specific details as to how sign-in will be managed for the area under their control, minimising contact. 	
Contractor Inductions	Other building users and contractors	<ul style="list-style-type: none"> • All contractors will be required to undergo new Induction for the building to familiarise them with the COVID-19 control measures in common areas. Contractors will be instructed to raise any breaches of control measures during work on site. 	
Deliveries for Site and Removal of Waste	Other building users and contractors	<ul style="list-style-type: none"> • Contractor to agree with the BMT in advance of all deliveries and waste removal visits. 	
Handwashing Facilities and Toilets	Other building users and contractors	<ul style="list-style-type: none"> • Contractor to agree with the BMT in advance the toilet facilities, which can be made available to contractors. Agreed circulation routes to be in place to access them. • Contractors are required to wash/sanitise hands on arrival and departure from the office. 	