

**COVID19 Risk Assessment****Description of activity: Remobilising ABRSM Offices at 4LWP**

Likelihood given precautions in place (L)					x	Severity if accident or incident occurs (S)					=	Risk Rating (RR)			
5	4	3	2	1		5	4	3	2	1		Unacceptable	Tolerable	Adequate	Acceptable
Almost Certain	Very Likely	Likely	Unlikely	Remote		Fatality	Severe Injury	Lost time Injury	Minor Injury	No injury		17-25	10-16	5-9	1-4
											STOP implement immediate controls	Look to improve now before next review	Look to improve at next review	Maintain current controls	

All individuals required to undertake this activity should take heed of the advice, training and control measure referenced in this risk assessment. Any incident must be reported as soon as possible.

Hazard	Description	Those affected	Initial Risk		Required Control Measures (RCMs)	Residual Risk level when RCMs are implemented			Additional comments
			L	S		L	S	RR	
1. Transmission of Covid19 picked up from commute into work	Passing on Covid19 via shared contact points around the building.	All	4	4	<p>Staff encouraged to work from home where possible.</p> <p>Sanitiser station at Reception and Loading Bay also 2 stations on each office floor, Exam Suite and L4 Café. Signage reminding people to wash hands thoroughly and keep 2m apart</p> <p>Coats/jackets removed on arrival and to be left in wardrobes.</p> <p>1 way system implemented, main stairs up only keeping 2m apart, only staff that can't use stairs may use lifts. Salters use Lift 1 to access L4. L4 stairwell doors open between 0900 – 1700.</p> <p>Enhanced cleaning focusing on contact points especially hand rails, door handles and lift buttons</p> <p>Reduced staff presence in 4LWP office, no exams, no visitors</p>	2	4	8	Severity is unaffected by available measures and is an unknown variable depending on how an individual reacts to the virus.

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2. <b>Transmission of COVID19 between staff around office</b>	Passing on Covid19 via shared contact points	Staff	4	4	<p>Reduced desk capacity on each floor to help ensure social distancing. Offset workstations so staff aren't facing each other or directly next to each other. (see appendix 1)</p> <p>Staff use their own keyboard and mouse, which they keep in their pedestal.</p> <p>Remote comms encouraged over face 2 face comms</p> <p>Enhanced desk cleaning at end of each day and provision of antiviral surface cleaner on each floor for staff use.</p> <p>One way system implemented through office floors and around building.</p> <p>Lifts only available for staff with mobility issues, 1 at a time.</p> <p>Staff to use own cups &amp; cutlery, and take them home at the end of each day.</p> <p>Staff encouraged not to congregate around kitchenette, walk ways and copiers.</p> <p>No sharing of cake/sweets etc.</p>	1	4	4	

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<b>3. Transmission of COVID19 between staff using meeting rooms and L4 Cafe</b>		Staff	3	4	<p>Social distancing measures implemented in meeting room layouts, reduced capacities and spacing of chairs 2m apart. (see appendix 2)</p> <p>Reduced capacity in L4 Café at tables where possible, bench seating removed from use.</p> <p>Provision of sanitiser spray/wipes for wiping down surfaces after use.</p> <p>Social distancing markings to manage queuing for coffee machine and microwave ovens.</p> <p>Area around microwave ovens - 1 at a time to access respective microwave, staff wait at tables while food cooks.</p> <p>Enhanced cleaning at end of day</p> <p>Provision of antiseptic wipes for shared touch points (Coffee machine/microwave ovens)</p>	2	4	8	
<b>4. Transmission of COVID19 from incoming post and packages</b>	ABRSM normally receives and processes a significant amount of post and packages as well as daily milk deliveries and food.	Staff	4	4	<p>PPE to be available for post room staff and teams that handle incoming post.</p> <p>Antibacterial wipes to be available for wiping down surfaces &amp; trollies etc after dealing with post/packages.</p> <p>Milk delivery: Milk containers to be wiped down with antiseptic wipe upon delivery by FM staff</p> <p>FM Staff should maintain social distancing when dropping off/collecting deliveries from loading bay.</p>	2	4	8	As and when conferences etc. restart, further consideration will need to be given to compiling and handling of material and equipment being sent out to venues and returned to 4LWP/Blutex.

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<b>5. Risk of transmission of COVID19 via shared Toilets</b>	On each office floor there are two male and two female cubicles and a disabled toilet	Staff	3	4	Sanitiser station is provided near WC's + anti-bac soap in WC's  Toilet lobbies & passage ways to/from W/C's are single person use, staff not to stop and converse or wait there.  L4 toilets for Salters' only except L4 disabled W/C for time being.  Enhanced clean (Midday & Evening)	1	4	4	
<b>6. Risk of transmission of COVID19 via day lockers &amp; Cycle Store</b>	Day lockers used by staff usually who cycle to and from work or do some form of lunchtime exercise.	Staff	3	4	Sanitiser station by Lockers/Cycle Store (tbc with BNPP)  Cycle store mag-lock disabled so door just pushes open  Lift use with bike ONLY, use stairs without bike.	1	4	4	
<b>7. Risk of transmission of COVID19 via shared Shower Rooms</b>	Each shower has two cubicles with a small lobby area which includes a bench.	Staff	3	4	Remove lobby bench from use  Users should rinse down shower cubicles after use  Enhanced cleaning, (midday clean?)  Personal items NOT to be left in shower rooms	1	4	4	
<b>8. Risk of transmission of COVID19 via Piano Keyboards in exam suite</b>	Risk of transmission from various staff using piano keyboards, adjusting	Staff	3	4	99% alcohol spray and paper towels are provided in each exam room piano & L4 upright to wipe down keyboards, lid and stool adjustment knobs.	1	4	4	
<b>9. Risk of transmission of COVID19 via photocopiers/printers</b>	2 copiers are located on each floor in close proximity to each other.  L2 also has additional label printers located by the copiers	Staff	3	4	Copiers can only be used one at a time.  Staff have access to nearby sanitiser station before/after use.  Staff encouraged not to loiter around the copiers so staff have impinged access to WC's, Stationery cupboards etc.	1	4	4	

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<b>10. Transmission of COVID19 via air conditioning system</b>	Risk of COVID19 particulate being picked up by Air conditioning system and transferred around the building or from replacing filters.	Staff & Contractors	2	4	<p>Advice from HVAC experts is that there is a greater risk of COVID19 being circulated in offices without good air circulation as this helps dilute the amount of COVID19 particulates.</p> <p>While all ABRSM spaces share a common air supply each floor has its own exhaust ducting so the risk of COVID19 being spread from floor to floor via HVAC is negligible.</p> <p><b>Practical measures for building services operation</b> (REHVA COVID-19 guidance document, April 3, 2020, edited to pertinent points for 4LWP)</p> <ul style="list-style-type: none"> <li>• Secure ventilation of spaces with outdoor air.</li> <li>• Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time.</li> <li>• At nights and weekends, do not switch ventilation off, but keep systems running at lower speed.</li> <li>• Keep toilet ventilation in operation 24/7.</li> <li>• Instruct building occupants to flush toilets with closed lid</li> <li>• Switch air handling units with recirculation to 100% outdoor air.</li> <li>• Run local fan coil units continuously.</li> <li>• Do not change heating, cooling and possible humidification set points.</li> <li>• Do not plan duct cleaning for this period.</li> <li>• Replace central outdoor air and extract air filters as usual, according to maintenance schedule.</li> <li>• Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection</li> </ul>	1	4	4	

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<b>11. Transmission of COVID19 via providing 1<sup>st</sup> Aid assistance</b>	Risk of mutual transmission of COVID19 via CPR and being in very close proximity to each other.	All	4	4	<p>Rubber gloves &amp; CPR face shields are already provided in 1<sup>st</sup> aid kits and should be used</p> <p>Compression only CPR &amp; use of Defib is advised if 1<sup>st</sup> aider isn't comfortable with applying mouth to mouth.</p> <p>Surgical style face masks and nitrile gloves are provided in 1<sup>st</sup> aid kits.</p> <p>Plastic face guard and disposable aprons available in 1<sup>st</sup> Aid Room and Post Room</p>	2	4	8	
<b>12. Transmission of COVID19 during an emergency evacuation</b>	During an emergency evacuation social distancing measures are suspended in order for a speedy exiting of the building	All	3	4	Once out of the building and at the assembly point staff should observe social distancing as best they can.	2	4	8	
<b>13. Ensuring adequate provision of 1<sup>st</sup> aiders and Fire Marshalls when office is open</b>	With staff furloughed and not necessarily obliged to work onsite when the office reopens we need to take steps to ensure we meet our legislative obligations in both of these areas	All	4	5	<p>Request anticipated staffing numbers from departments for initial reoccupation, and at specific intervals thereafter. Working from the office is not mandatory for most staff between Sept – Oct, arrangement to be reviewed in November</p> <p>Consolidate staff where possible to L1 &amp; L2, when not possible redeploy a fire marshal to work from L3.</p> <p>GO to ensure at least 2 Fire Marshalls are part of the team working onsite if/when they're working from L2.</p> <p>Explore viability/necessity of compiling a rota for 1<sup>st</sup> aiders &amp; Fire Marshalls going forward to help ensure adequate cover for H&amp;S compliance.</p> <p>If necessary, train up additional 1<sup>st</sup> aiders &amp; Fire Marshalls. (training 1<sup>st</sup> aiders can only be done when training providers reinstate sessions)</p>	3	4	12	

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<b>14. High risk, operationally necessary staff</b>	Staff who might qualify as being at high or significant risk of infection or adverse outcome but in order to carry out their jobs are required onsite at 4LWP either daily or periodically.	Select staff	4	5	<p>Identify who these individuals might be, and how often they might be needed onsite.</p> <p>Ascertain if they've received medical guidance to remain isolated or not. If not determine suitable adjustments that can be made at 4LWP and regarding travel arrangements/PPE to ensure their safety as far as is reasonably practicable.</p> <p>HR to advise Line Manager as to appropriate actions to take.</p>	3	4	12	

Names of those who are responsible to ensure control measures are implemented:

Name and Job Title of person undertaking assessment: Tom Harrington – Facilities Manager

Signature

Date: 3 September 2020

Name and Job Title of manager (if relevant): Sue Cambridge - Executive Director of Finance and Corporate Services, Finance

Signature

Date: 3 September 2020