



Risk Assessment: Office return under Covid-19 restrictions

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As per UK Government regulation, each business must complete a risk assessment before allowing employees to return to working in the usual office environment. This document details out the risks for Bboxx employees returning to work at our Chiswick Studios offices.

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Risk rating

LOW	MEDIUM	HIGH	EXTREME
Acceptable Ok to proceed	As low as reasonably practicable Take mitigation efforts	Generally unacceptable Seek support	Intolerable Place event on hold

LIKELIHOOD	IMPACT				
	INSIGNIFICANT	NEGLIGIBLE	MODERATE	EXTENSIVE	SIGNIFICANT
ALMOST CERTAIN <i>Risk is expected to occur in most circumstances</i>					
LIKELY <i>Risk will probably occur in most circumstances</i>					
POSSIBLE <i>Risk might occur at some time</i>					
UNLIKELY <i>Risk could occur at some point</i>					
RARE <i>Risk may occur only in exceptional circumstances</i>					

Potential risks

Risk Area	Risk owner	ID	Risk	Likelihood	Impact	Inherent risk rating	Solutions to mitigate risk
Employee Personal Risk	Employee	LOR-001	Use of public transport for commuting to and from the office increases the risk of coming into contact with the virus. The studies now show that because of rules on public transport the transmission rate is lower than that of other enclosed spaces such as enclosed social environments where masks are not required while seated.	Likely	Moderate		<ul style="list-style-type: none"> • Cycle storage areas and lockers available for staff use. These can be increased easily based on demand. • Shower facilities need to be kept clear of all personal belongings • Automatic sanitising station at entry, use of which are compulsory. Employees are encouraged to additionally use kitchen/bathroom handwashing facilities. • Mask policy remains on tubes unless you're exempt
Employee Personal Risk	Employee	LOR-002	Being able to protect employees who are at a higher risk. <ul style="list-style-type: none"> • Workers who are shielding 	Possible	Moderate		<ul style="list-style-type: none"> • The business is supported by the vaccine availability in the UK. • Employees with circumstances that

			<ul style="list-style-type: none"> Workers who live with someone who is shielding People who need to self-isolate New and expectant mothers 				make them particularly high risk should discuss their individual situation with their line manager to find a suitable approach.
Furniture & Facilities	Office Manager	LOR-003	Desk banks, seating areas and meeting rooms are restricted in their arrangement, limiting social distancing.	Almost certain	Moderate		<ul style="list-style-type: none"> Work areas have been rearranged where necessary to ensure workers can operate comfortably with a 1.5m+ distance. Flip cards on each desk to note when it has been used to allow the cleaners to be aware this desk needs extra cleaning. Face coverings are advised in communal areas and mandatory in enclosed spaces. Clean desk policy in place to better facilitate end of day cleaning. Meeting room capacity reviewed based on room size and CO2

							<p>monitors in place to check ventilation.</p> <ul style="list-style-type: none"> • Meals are eaten at an employee's designated desk or at the lunch breakout space • Avoiding transmission during meetings by, for example, not sharing pens, documents and other objects • Ventilate and disinfect by the host after the meeting
Furniture & Facilities	Office Manager Hardware Lead	LOR-004	Hardware: Equipment (i.e. soldering iron, test samples) would normally be used by multiple individuals throughout the day. The area has limited space also.	Almost certain	Negligible		<ul style="list-style-type: none"> • Place limit on number of individuals allowed in the hardware area (2 persons) • Cleaning equipment provided to wipe down tools and surfaces at many touch points throughout the office. • Face coverings are highly recommended in the hardware area
Furniture & Facilities	Office Manager	LOR-006	In some areas it will be impossible to impose a 2m physical distance i.e. toilets, kitchen areas	Almost certain	Negligible		<ul style="list-style-type: none"> • Restrooms can now have more than one person in line with governments removal of social distancing,

							however face coverings are recommended
Hygiene	Office Manager	LOR-007	Increased risk of Legionnaires' disease in the water system as it has been infrequently used during the WFH period	Rare	Extensive		<ul style="list-style-type: none"> • Thames Water provided a confirmation on safe water for 2021 for this borough • Office taps are used Mon-Fri
Hygiene	Office Manager	LOR-008	Having insufficient handwashing facilities, instructions and guidance	Almost certain	Significant		<ul style="list-style-type: none"> • Hand sanitiser provided in easy reach of all workstations and in meeting rooms. • Hand sanitiser at high touch locations (printers, meeting rooms, ...) • PPE disposal bins provided and noted. • Public health posters (how to wash your hands, ...) displayed around the office. • Disinfectant spray available around the office. • Sinks for handwashing are available in all bathrooms and kitchens.

Training	HR / Office Manager	LOR-009	Employees are not knowledgeable on new workplace guidance and therefore do not abide by rules and legislation, increasing contamination risk	Likely	Extensive		<ul style="list-style-type: none"> • Training materials provided to staff with any change to guidance and policy. • Employees are reminded individually by the Office Manager on an ongoing basis. • Clear signs around the office to remind employees of procedures (e.g. for hand-washing, cleaning, handling external goods).
Hygiene	Employees / Office Manager	LOR-010	Smokers tend to congregate closely together. Risks also from touching face/mouth	Possible	Negligible		<ul style="list-style-type: none"> • Training included for employees that if they smoke outside, it needs to be away from open doors (kept open to reduce contact) and they should keep a 2m distance from other smokers. • Hand-washing is mandatory on re-entry to the office.
Furniture & Facilities	Office Manager	LOR-011	Our offices already had limited meeting room space and social distancing regulations	Almost certain	Negligible		<ul style="list-style-type: none"> • Meeting room use is limited depending on meeting room size and is detailed on the

			will make some impossible to use.				<p>outside of the room. Masks are strongly recommended.</p> <ul style="list-style-type: none"> • Avoiding transmission during meetings by, for example, not sharing pens, documents and other objects • Ventilate and disinfect by the host after the meeting
External parties	Office Manager	LOR-012	External parties visiting the office, including delivery drivers expose staff to increased risk	Almost certain	Negligible		<ul style="list-style-type: none"> • A contact free area for deliveries and collections has been created. • Gloves and cleaning equipment provided for person who has to come into contact with parcels • Personal parcels are not permitted • Visitors must adhere to the sign in sheet and provide necessary details like colleague sign in form • Visitors are also prepped on rules on arrival at the office

<p>Hygiene</p>	<p>Office Manager</p>	<p>LOR-013</p>	<p>Insufficient cleaning routines, particularly for common/high contact areas</p>	<p>Likely</p>	<p>Significant</p>		<ul style="list-style-type: none"> • Cleaning equipment to be placed near high touch items and at sanitation areas. • “Clean as you use system” to keep up cleaning requirements and get accountability with everyone • Display public health posters and notices • Ventilation handled based on CO2 levels in the office. On busy days, windows are opened for 20 minute intervals. • Increased cleaning organised with cleaning company for daily cleaning.
<p>Fire safety</p>	<p>H&S representative</p>	<p>LOR-014</p>	<p>Some fire equipment has not been reviewed since WFH period was implemented and may not be fit for purpose</p>	<p>Possible</p>	<p>Significant</p>		<ul style="list-style-type: none"> • Adequate number of fire marshals now trained – training lasts 2 years • Fire sensors and alarms have been checked updated • Additionally, Workspace carried out a fire drill for all Chiswick Studios’ units in November

