

**LAMBERT SMITH HAMPTON GROUP  
COVID-19  
RISK ASSESSMENT**

## INTRODUCTION

COVID19 is a virus which presents as a hazard to people in the workplace. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer depending on factors such as the surface type. On the whole the virus is regarded as a high hazard. This risk assessment considers the risks presented by the virus and the controls implemented/required in order to reduce exposure from the onset of lockdown to the reopening and ongoing occupation of our offices.

This risk assessment addresses the measures to be taken when working from the office (following Government or other Local Authority Guidance), including entry/exit/transit around the office/building, social distancing, dealing with visitors and contractors and the provision of facilities such as kitchens and toilets and when conducting inspections, working from home and travelling for business.

This assessment will be reviewed when Govt advice changes and not less than quarterly.

Revision No	Reason For Revision	Date	Created By	Approved By
Original		09/09/20	Christine Robinson	Kevin Maddern

COVID-19 RISK ASSESSMENT – WORKING FROM THE OFFICE					
NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
1	COVID-19: Risk of Contracting the Virus in LSH offices	Employees/ Visitors/ Contractors	M	Employees in the 'clinically extremely vulnerable' category should work from home. All other employees may work from home. Max number of people in offices reduced and occupancy numbers in line with office specific risk assessment via the Online Desk Booking System. Additional controls detailed below.	
2	"Vulnerable" or High Risk Persons may be at increased risk of contracting COVID-19	Employees	M	Employees identified as 'clinically extremely vulnerable' under Government/Health Guidelines should not attend the office and must follow all Public Health Guidance surrounding when it will be safe to leave their household and work from an office.	HR to complete staff Risk Assessments taking into account: <ul style="list-style-type: none"> <li>• older males</li> <li>• high body mass index (BMI)</li> <li>• health conditions such as diabetes</li> <li>• from some Black, Asian or minority ethnicity (BAME) background</li> </ul>

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
3	Increased risk of contracting COVID-19 upon entry and exit and transit around the building	Employees/ Visitors/ Contractors	M	<p>Obtain Landlord’s premises COVID 19 strategy. Building strategy communicated to employees. Compliance with local building management arrangements.</p> <p>Wherever possible (and subject to controls implemented by person / organisation controlling common areas in multi-let premises), building entrance and main internal stairwells to be used for travel into and up through the building, with secondary exit routes (e.g. emergency exit stairwell routes and final exit points) to be used for travel down through and out of the building to create a one way system.</p> <p>Separate doors for entry and exit used where possible.</p> <p>Implement staggered start/leave times to minimise congestion and reduce the risk of overcrowding.</p> <p>Manage maximum occupancy numbers in line with office specific risk assessment via the Online</p>	

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
				<p>Desk Booking System.</p> <p>Implement a one-way system/keep left to avoid congestion in the stairwells and corridors.</p> <p>Signage installed.</p> <p>Implement hold points on walkways to encourage users to wait until path is clear.</p> <p>Signage installed.</p> <p>Use face coverings/masks where separation and control of traffic in stairwells and corridors is not possible.</p>	
4	Increased risk of contracting COVID-19 when using lifts	Employees/ Visitors/ Contractors	M	<p>Lifts should not be used where possible. Where lift use is unavoidable, building manager's rules to be followed.</p> <p>Provision of marker tape (at appropriate distances) and appropriate signage to encourage users to wait at a safe distance/location from lift entrances.</p>	

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5	Increased risk of contracting COVID-19 from a lack of social distancing in corridors and communal areas and walkways	Employees/ Visitors/ Contractors	M	Implement a one-way system/keep left to avoid congestion in the stairwells and corridors. Signage installed. Implement hold points on walkways to encourage users to wait until path is clear. Use face coverings/masks where separation and control of traffic in stairwells and corridors is not possible.	
6	Risk of transmission of COVID-19 as a result of proximity to colleagues	Employees	M	Employees are able to work from home. Employees displaying COVID-19 symptoms or having been in contact with anyone who has should remain at home in accordance with latest govt advice. Temperature screening regime implemented. Thermometers are installed in reception areas, with instruction and guidance for use. Promote importance of good hand hygiene. Training & guidance in place. Signage providing social distancing measures in place in all offices. Maximum employee numbers calculated to	

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				<p>maintain social distancing.                      Online Desk Booking System implemented.                      Adjusted desk &amp; seating arrangements to ensure employees sit at least 2m apart and are not facing each other.                      Office Specific Risk Assessments undertaken to assess maximum safe occupancy levels.                      Clear directional signage to be implemented throughout circulation routes (particularly in reception areas).                      Implement a one-way system/keep left to avoid congestion in the walkways, stairwells and corridors</p>	
7	Parking Areas	Employees/ Visitors/ Contractors	L	<p>Users instructed to access &amp; egress cars to maintain social distancing.                      Local controls apply.</p>	
8	Increased risk of transmission of COVID-19 to/from Visitors/	Employees/ Visitors/ Contractors	M	<p>Virtual meetings are encouraged at all times.                      Visitor numbers to offices restricted.                      Signage providing social distancing measures in place in entrance to office/building.</p>	

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	Contractors			<p>Installation of suitable acrylic / perspex screens or similar product between reception staff and visitors where possible.</p> <p>Adjust seating arrangements in reception areas.</p> <p>Removal of brochures/other reading matter from reception areas.</p> <p>Touchless visitor registration process.</p> <p>Visitor health declaration process implemented.</p> <p>Provision of hand sanitiser for visitor use.</p> <p>Temperature screening regime implemented.</p> <p>Contractor attendance carried out in accordance with FM COVID-19 Visitor/Contractor/Service Provider Guidance.</p>	
9	Increased risk of contracting COVID-19 when using meeting rooms	Employees/visitors	M	<p>Where possible, use remote conference call facilities rather than face-to-face.</p> <p>Use should be limited with chairs and tables placed to maintain social distancing. Maximum occupation of each meeting room calculated via the office reoccupation risk assessment.</p> <p>Temporary removal of chairs to avoid use.</p> <p>No food or beverages will be provided for</p>	

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
				meetings.	
10	Increased risk of contracting COVID-19 arising from use of welfare facilities (kitchens, eating areas)	Employees	M	Use should be limited with chairs and tables placed to maintain social distancing. Implementation of one in/one out system in kitchens where required. Employees to make their own drinks. Employee to bring their own cutlery, crockery and kitchen utensils and remove each day. Visitors encouraged to bring their own beverages. Visitors will not be provided with food.	
11	Increased risk of contracting COVID-19 if appropriate cleaning standards are not maintained	Employees/ Visitors/ Contractors		A "deep clean" of all offices to occur prior to re-opening. Frequent cleaning of high contact surfaces i.e. door handles, key entry pads, photocopiers. Work stations should be cleared at the end of the working day to facilitate daily cleaning. Provision of anti-bac wipes/spray so that employees can clean items such as keyboards, desk-phones, mice on a regular basis. Hand sanitiser provided in all offices.	

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12	Increased risk of contracting COVID-19 if individuals in the workplace do not adhere to appropriate guidelines with respect to personal hygiene	Employees/ Visitors/ Contractors	M	Display signs promoting regular and thorough handwashing. Hand sanitiser stations installed in reception areas. Promote regular use of hand sanitiser. Provision of hand sanitiser to all staff. Ensure adequate supplies of hand sanitiser are made available in meeting rooms Use masks where 2m distancing not feasible.	

COVID-19 RISK ASSESSMENT – CONDUCTING INSPECTIONS					
NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
13	Visiting third party premises	Employees	M	<p>All inspections to be conducted in accordance with the latest government and professional (RICS) guidance on COVID-19 and with reference to Surveying Safely procedure.</p> <p><a href="#">RICS Beyond COVID 19 Non-domestic Property Inspections &amp; Visits England</a></p> <p><a href="#">RICS Beyond COVID 19 Inspections &amp; Visits for Non-domestic Properties (Wales)</a></p> <p><a href="#">RICS Beyond COVID 19 Inspections &amp; Visits for Non-domestic Properties Scotland</a></p> <p><a href="#">RICS Beyond COVID 19 Physical Inspections for Residential Properties Wales</a></p> <p><a href="#">RICS Beyond COVID 19 Physical Inspections for Residential</a></p>	

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
				<p><a href="#">Properties Scotland</a></p> <p>Prior to visits ascertain the current COVID-19 controls in place at the premises to determine the risk involved. Only proceed if risks are controlled.</p> <p>If it is not possible to inspect or visit the site/property safely the inspection should be declined.</p> <p>When liaising with other people in the property during the visit avoid physical contact, adhere to current social distancing measures at all times.</p> <p>Aim for as minimal amount of contact with surfaces when inspecting elements of the property as possible.</p> <p>Use PPE as appropriate.</p>	
14	Difficulty in maintaining social	Employees	H	Pre-visit risk assessment	

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
	distancing as a result of the number of persons at the property			undertaken. Conditions under which the inspection is being conducted confirmed before visit. PPE provided and must be worn (gloves, masks). If at any time during the inspection personal safety is compromised the inspection must be aborted.	
15	Increased risk of infection from use of public transport to travel to work	Employees	M	Public transport avoided wherever possible. PPE and hand sanitiser and face masks should be used in accordance with Govt guidelines when using public transport.	

COVID-19 RISK ASSESSMENT – WORKING FROM HOME					
NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
16	<i>Environment</i>				
	Home environment not conducive to working productively e.g. working from the kitchen table, noisy environment.	Employee	H	Home Working risk assessments to be completed.	Home Working Policy required
17	<i>Personal Circumstances</i>				
	Family make-up such as having children at home or supporting/shielding vulnerable family members adding making it difficult to work productively	Employee, Employee families	H	Home Working risk assessments to be completed	Via required Home Working Policy
18	<i>Emotional/Mental Wellbeing</i>				
	Employees feeling isolated or lonely, stressed and struggling to adapt to working alone. Employees not coping with the mental challenges of working from home.	Employee	M	Line managers to monitor for signs of anxiousness, low spirits energy/engagement issues and signs of stress. Regular contact from line managers encouraged together with regular Zoom/Microsoft	Via required Home Working Policy

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NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
				Teams/LoopUp meetings or face to face meetings where appropriate and social distancing can be maintained.	
19	<i>Physical Wellbeing</i>				
	Physical challenges associated with working from home such as isolation, disturbed sleep, poor diet, lack of exercise	Employees	M	Line managers to monitor for signs of anxiousness, low spirits, energy/engagement issues and signs of stress. Home Working risk assessments DSE risk assessments to be undertaken	Via required Home Working Policy
	Risk from WRULDs	Employees	H	DSE risk assessments to be undertaken. Provision of suitable/sufficient work equipment to allow employees to work safely.	Via required Home Working Policy
20	<i>Information Security/Data Protection</i>				
	Printed material, confidential information not securely	Employees	M	Instruction and regular reminders sent to all staff. Printing at home to	Via required Home Working Policy

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	held/disposal via household waste			be minimised.	
21	Business data held on laptop/PC local drives or on employee's own devices instead of on secure network drive.	Employees	M	Instruction and regular reminders sent to all staff. Data to be saved to office network drives. Employees using personal devices at home to ensure anti-virus and malware applications are kept fully up to date.	Via required Home Working Policy

COVID-19 RISK ASSESSMENT – BUSINESS TRAVEL					
NO	RISK	WHO MAY BE HARMED?	ACTIVITY RISK RATING	MITIGATION	Further Action Required
22	Increased risk of infection from use of public transport for business travel	Employees	M	Public transport avoided wherever possible. PPE and hand sanitiser and face masks should be used in accordance with Govt guidelines when using public transport.	
23	Increased risk of contracting COVID-19 from sharing cars (business travel)	Employees	M	Car sharing for business travel is not permitted.	
24	Increased risk of contracting COVID-19 arising from international business travel	Employees	M	Travel to be undertaken in accordance with latest current govt advice and guidance.	