

Risk matrix used in risk

		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

Assessment below

RR – residual risk

Coronavirus (COVID-19) risk assessment

Assessment date: 25th May 2021

Review date: 1st September 2021

Version: 2.0

Hazard	Risk	Control measures	RR	Persons at risk
Virus transmission for staff in the office or through work activities	4 x 3 = 12	<p>An inspection checklist has been undertaken to identify the control measures to consider to reduce the risk of office infections.</p> <p>Specific risk assessment will be undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>All staff members have been fully briefed with current advice on staying protected through the company lines of communications.</p> <p>The office has sanitation stations, and signage has been erected around the office that encourage cough and sneeze etiquette, and hand hygiene at the entrance to the office and in other areas where they will be seen.</p> <p>To ensure that all waste is properly dealt with, in-line with our Covid-19 controls, bins will only be provided in designated areas</p> <p>Staff have been instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</p> <p>Provide soap and water and alcohol-based hand rubs in the office. Ensure that adequate supplies are maintained.</p> <p>Hand rubs are placed in multiple locations and in common areas to encourage hand hygiene.</p> <p>Continue routine environmental cleaning.</p> <p>Any staff experiencing any symptoms or who have come into contact with someone who has symptoms (must notify their agency appointed Wave Manager, and leave 135 immediately (see Suspected Case sub heading below))</p>	4 x 1 = 4	Individual workers

		<p>Maintain regular communications</p> <p>Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc. before and after use) and regular handwashing</p> <p>Keep staff updated with HR & local procedures on reporting absences, isolation and any changes to working practices.</p> <p>Where shared points are used, place sanitiser and cleaning products with signage to encourage their use</p>		
<p>Suspected case whilst working at the office</p> <p>Confirmed Case</p>	<p>4 x 4 = 16</p>	<p>If a member of staff develops any COVID 19 symptoms while at work, they should:</p> <ol style="list-style-type: none"> 1. Employee and any potentially affected colleagues should return home immediately 2. Arrange PCR test 3. Follow Government guidance on test and trace. 4. Deep clean arranged for office areas used by affected employees. 5. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. <p>For confirmed cases of COVID 19 resulting in hospitalisation we will be guided by the advice of medical professionals.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>
<p>General travel including foreign travel</p>	<p>4 x 4 = 16</p>	<p>Government guidance to wear a face covering whilst using public transport should be adhered to.</p> <p>UK travel between MWG offices is permitted although the local HRD should be notified by the employee of their intention to travel and be guided in that. Overseas travel needs to follow our IPG overseas travel approval process.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

		<p>Where a staff member has recently visited abroad, they must follow government guidance around quarantining if required to do so and notify HR.</p> <p>Staff to continue to follow any further national government advice provided</p>		
Access / egress to site	4 x 4 = 16	<p>No non-essential visitors</p> <p>Monitoring of start and finish times to stagger if numbers dictates as necessary to reduce congestion and contact at all times</p> <p>Hand sanitizer dispensers at all entry and exit points for staff to use upon entry and exit of the building and at high touch points across open plan offices.</p> <p>Regularly clean common areas and high touch points</p> <p>Antibacterial wipes and cleaning products available throughout the floors.</p> <p>Pedal bins with lids provided for disposal of PPE.</p> <p>In accordance with mandated RTO daily occupancy (agency specific) within the building, for those needing to attend 135 for building inductions (first time building users) it is encouraged that grouped inductions take place at known quieter foot-fall days</p> <p>Deliveries placed in the post room, no signing or contact between delivery person and staff. Post is collected at prebooked times. No personal deliveries.</p>	4 x 1 = 4	Individual workers
Lounge/Panty/Kitchen/Refreshments	4 x 4 = 16	<p>Hand sanitiser to be available at the entrance of any room where people eat and must be used by all persons when entering and leaving the area.</p> <p>Employees to maintain social distancing whilst eating and avoid all contact</p>	4 x 1 = 4	Individual workers

		<p>Where catering is provided, it will provide pre-prepared and wrapped food only ordered in advance- Payments taken by contactless card.</p> <p>Table seating is permitted in the Lounge area, albeit Some tables removed to maintain social distancing.</p> <p>Drinking water/hot water provided via Ziptaps with cleaning supplies available.</p> <p>All rubbish to be put straight in to the appropriate bin.</p> <p>All areas used for eating must be thoroughly cleaned at regular intervals.</p>		
Use of Changing facilities and showers	4 x 4 = 16	Landlord demise showers and showers on 5/6/7/8 taken out of service until appropriate to re-open.	4 x 1 = 4	Individual workers
Working within 2 metres of working team	4 x 4 = 16	<p>Social distancing controls are in place to reinforce the requirement to social distance whilst in the office to all staff. Touchpoints such as desks and door handles should receive additional cleaning throughout the days that staff are granted access to the office.</p> <p>Use of lifts permitted and all MWG employees to wear face coverings when travelling in lifts between floors and in and around common areas.</p> <p>Exiting the building – Designated exit via 1st floor Reception. Continue to conduct dynamic risk assessments</p> <p>All equipment to be thoroughly cleaned by the user before and after use. Used wipes to be placed in bins provided for PPE.</p> <p>For First Aid activity where a 2m distance may not be met the appropriate PPE in the form of mask and gloves will be provided.</p> <p>Evaluate mechanisms to track ongoing utilization to ensure planning capacity is not exceeded (e.g., security, IT network)</p>	4 x 2 = 8	Individual workers

		<p>Provide for hybrid working model, establish clear guidelines, promote healthy work routines, consider allowances for furniture and supplies as appropriate.</p> <p>Prepare contingency plans in anticipation of relapses or changing governmental regulations</p>		
Personal Health & Safety	<p>4 x 4 = 16</p>	<p>Self-Isolation requirements are in line with government guidance – Staff identified as close contacts of a positive case and if double vaccinated and in receipt of a negative PCR test can return to the office.</p> <p>10 Day self-isolation with no admittance to the workplace must be followed should you test positive for Covid-19 and following a positive PCR test.</p> <p>Lateral flow tests to be undertaken twice weekly by staff attending the office. Declaration of compliance to be made in the Personal Health Check form to be completed and submitted on the morning of attendance to the office.</p> <p>In areas that are surge testing, a negative PCR test result must be obtained before attending the office.</p> <p>Signage & Communication; Posters, Employee Intranet, Email Alerts, Texts, directional signage and agency location signage (to denote one way systems and spatial boundaries)</p> <p>Signage reminding employees to adhere to social distancing</p> <p>Employees not to come into the work place if they are unwell or displaying any symptoms.</p> <p>Facilities are provided on each floor and staff will be encouraged to only use facilities within their agency floor/space.</p> <p>In the event of a confirmed/suspected case this will ensure a simple track and trace of staff who may have become infected.</p> <p>Supplier Readiness; Cleaning and waste disposal, adjust cleaning specifications and schedules, mail handling, amenity providers</p>	<p>4 x 2 = 8</p>	Individual workers

		Furniture, fixtures, equipment; perspex reception screens, social distancing indicators, desks not to be used to be taped off, no sharing of equipment. Clear desk policy		
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