Company name:
McCann Worldgroup

Date of assessment :
8 July 2020

Assessment carried out by:
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Building Operations Director

Review Frequency:
This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Risk Matrix:

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
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
Severity Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control measures	Residual Rating	Persons at risk
Employees coming into contact with one another in the office inevitably raises the risk of virus transmission Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further Homeworking reduces the risk of employees gathering in the workplace and of transmitting the virus	4 x 3 = 12	Homeworking should be the preferred method of work wherever possible and only employees who need to be in the buidling should attend the office, with prior approval and managed via Wave Managers and Site Manager. Each employee will be required to undertake a daily at-home Personal Health checklist using a tool accessible on their mobile phone / devices. The checklist uses UK Govt. and Public Health England (PHE) guidelines to prevent sympomatic employees attending the office. Each amployee will also sign a charter to cofirm their accpetance of and adherenace to all safety measures in place in the buiding. Office entry is strictly pre-booked via SQUAD booking tool (Access only given on acceptance of charter) We will have bookable inter-agency collaborative spaces on level 8 which are reached without access through other work areas. These spaces will be socially distanced & individuals coming in to use the space for an entire day and not travel around the building. All bookings will centrally managed and supervised to ensure adherence to protocol and hygiene regime. Only users deemed business critical and with pre-approval Wave Managers will have access to these areas. There will be no provision of catering or hospitality in these spaces, aside from drinks delivered via a trolley (PPE). pre-order. When using the washrooms, face coverings. Collaboration spaces will be bookable, with cleaning materials and regular deep cleaning regimes in place. When on site users will be reminded of hand washing and hygiene protocol by Covid Marshalls and a combination of digital and printed signage.	4 x 2 = 8	Individual workers

Hazard	Risk	Control Measures	Residual Risk	Responsibility
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. 4) Being advised by HR/H&S competent person that contact with a diagnosed case has occurred in the workplace 5) Use of shared areas such as Toilets 6) Cross contamination via hard surfaces	4 x 3 = 12	For everyone to follow government action of self isolation and only to leave home and mix with others as per the government guidance. Existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed in line with changing Government guidance To maintain communication between all staff and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance and wear a face mask where required. Ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them Follow good NHS hygiene measures at all times Enhanced cleaning of the building to be undertaken on a regular basis. Employees to be provided with products to clean work areas before and after use. Centralised pedal bins to be positioned on all floors. Toilet blocks cubicles locked off to reduce occupancy. Designated waiting points at 2m distance for persons queuing for the toilets All staff and visitors must follow all control measures put in place within the office.	4 x 1 = 4	Individual workers
Suspected case whilst working at the office Confirmed Case	4 x 4 = 16	If a member of staff develops a high temperature or a persistent cough or feels unwell while at work, they should: 1. Return home immediately 2. Avoid touching anything 3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4. They must then follow the guidance on testing and self isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to HR by either the staff member affected or their representative 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed.	4 x 1 = 4	Individual workers
General travel Inc foreign travel	4 x 4 = 16	Do not travel unless you cannot work from home– implement teleconferencing for meetings such as Teams and Zoom Travel is not permitted between sites Where a staff member has recently visited abroad, they must follow government guidance and quarantine as necessary and notify HR Staff to continue to follow any further national government advice provided All persons to limit their use of public transport. Where travel is essential, mass public trasnport should be the last resort	4 x 1 = 4	Individual workers
Access / egress to site	4 x 4 = 16	Stop all non-essential visitors Introduce staggered start and finish times to reduce congestion and contact at all times - managed via Wave Manager (Squad) Designate and monitor access points to enable social distancing, with clear signage Hand sanitizer dispensers at all entry and entry points for staff to use upon entry and exit of the building Ensure entrance areas are kept clear to provide plenty of space to enable staff a 2m distance between them whilst waiting to enter site Regularly clean common areas and high touch points Sanitising wipes and cleaning products available throughout the floors. Pedal bins with lid provided for disposal of PPE. Reduce the number of people in attendance at building inductions.	4 x 1 = 4	Individual workers
Lounge/Panty/Kitchen/Refreshments	4 x 4 = 16	Users are encouraged to stay on site once they have arrived and not use local shops during phased return Employees to consume food and refreshments at their desks and not in pantry spaces - a reversal of the no-food-at-desk policy 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 All persons attending site to bring pre-prepared meals from home or pre-order pre-packaged food Employees will sit 2 metres apart from each other whilst eating and avoid all contact Where catering is provided, it will provide pre-prepared and wrapped food only ordered in advance- Payments taken by contactless card. Table service in the Lounge on the prebooked basis only. Tables will be placed with signage to maintain social distancing. All rubbish to be put straight in to the appropriate bin. All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, payment devices. Covid marshalls to undertake monitoring and supervision to make sure users are following protocols, eg following hygiene procedures, washing hands, following one-way systems, PPE -Clear reporting process to identify where protocols cannot be followed, aren't sufficient or people are not following behaviours expected.	4 x 1 = 4	Individual workers
Use of Changing facilities and showers	4 x 4 = 16	Introduce staggered start and finish times to reduce congestion and contact at all times, managed via Wave Manager (Squad) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Cleaning products to be provided and staff to clean the area before and after use. Provide suitable and sufficient rubbish bins with regular removal and disposal All personal belongings to be removed from the shower room and placed in a plastic bag, double wrapped and stored with the user. Landlord demise showers out of bounds as environment falls outside of our control.	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Residual Risk	Responsibility
Working within 2 metres of working team	4 x 4 = 16	Workers are to limit face to face working and work facing away from each other ensuring a 2m distance at all time Do not engage in activities where less than 2m distance is not achievable Supervision to monitor distancing. One way system around the building. All staff to enter the building via Bishopsgate entrance and to follow one way signage. Use of lifts is limited to two people per lift at any time. Exiting the building – Designated exit via 1st floor Reception. Working teams to remain together. Continue to conduct dynamic risk assessments All equipment to be thoroughly cleaned by the user before and after use. Used wipes to be placed in bins provided for PPE. 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. Single use PPE should be disposed of so that it cannot be reused and potential contamination is controlled. When entering the building all single use face coverings to be removed and disposed of in PPE bins. Other face coverings such as scarfs or other materials used to cover the face to be removed and stored in a plastic bag. Gloves to be removed and stored or disposed of accordingly. Determine which functions need to return to work and at what frequency to manage projected space utilization Stagger access to the workplace based upon business demands; expand workday/work week options Evaluate mechanisms to track ongoing utilization to ensure planning capacity is not exceeded (e.g., security, IT network) Provide for extended work from home, establish clear guidelines, promote healthy work routines, consider allowances for furniture and supplies as appropriate Covid marshalls to undertake monitoring and supervision to make sure users are following protocols, eg following hygiene procedures, washing hands, following one-way systems, PPE -Clear reporting process to identify where protocols cannot be followed, aren't sufficient or people are not following behaviours expected.	4 x 2 = 8	Individual workers
Personal Health & Safety	4 x 4 = 16	Signage & Communication; Posters, Employee Intranet, Email Alerts, Texts, Floor marking tape (or other means to denote spatial boundaries) Regularly remind staff to wash their hands in line with government guidance. Posters reminding staff to adhere to 2m social distancing Staff not to come into the work place if they are unwell or displaying any symptoms. To control the virus staff to remain on their designated floor for the duration of their stay. Facilities are provided on each floor and staff will not access toilet facilities elsewhere in the building. In the event of a confirmed/suspected case this will ensure a simple track and trace of staff who may have become infected. Supplier Readiness; Cleaning and waste disposal, adjust cleaning specifications and schedules, mail handling, amenity providers Furniture, fixtures, equipment; perspex reception screens, social distancing floor indicators, desks not to be used to be taped off, no sharing of equipment, no moving between desks, utilization of tracking technologies (Government Track & Trace App, once in place the App will be downloaded to all company mobiles and all staff encouraged to download onto their personal devices) Clear desk policy	4 x 2 = 8	Individual workers
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately)	4 x 3 = 12	-Provide water, soap and drying facilities in washrooms, pantries and tea points -Put signs up to remind people to wash their hands and how -Use didital and printed signage to display information to employees about hand washing -Install sanitising stations with hand sanitiser & PPE for all employees to use to encourage proper hygiene precautions Covid marshalls to undertake monitoring and supervision to make sure users are following protocols, eg following hygiene procedures, washing hands, following one-way systems, PPE -Clear reporting process to identify where protocols cannot be followed, aren't sufficient or people are not following behaviours expected.	4 x 1 = 4	Individual workers
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	4 x 3 = 12	All surfaces that are frequently touched and by many people eg handrails, door handles, shared equipment (printers) etc will have cleaning materials for staff to use before and after use, with regular cleaning undertaken by on-floor janitors. Regular fogging with Steri-7 to provide sanitisation and protective surface. -Reduce the need for people to move around the building as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user (eg changing of IT equipment) - Reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, limiting printing, providing PPE through the office space so gloves are readily available -Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, enforce clear desk policy and remove unnecessary peripherals like desk phones and encourge the use of mobiles and Skype for Business. - Use pedal bins, to remove the need to touch any bin lids in the course of waste disposal -Ensure staff are using lockers to store personal belongings -Provide instruction on how to keep IT equipemnt clean Covid marshalls to undertake monitoring and supervision to make sure users are following protocols, eg following hygiene procedures, washing hands, following one-way systems, PPE -Clear reporting process to identify where protocols cannot be followed, aren't sufficient or people are not following behaviours expected.	4 x 1 = 4	Individual workers
Contracting or spreading the virus by not social distancing	4 x 3 = 12	Use signage and one-way systesm for moving around the office space. Encourage the use of Teams/Zoom meetings rather than face- to-face Manage density of occupation at all times via Wave Managers & Site Manager Use signage to indicate which workstations and breakout seating can be used to maintain a safe distance reduce lift capacity (landlord has signage in place) & ensure staff are aware of protocol before they arrive Covid marshalls to undertake monitoring and supervision to make sure users are following protocols, eg following hygiene procedures, washing hands, following one-way systems, PPE -Clear reporting process to identify where protocols cannot be followed, aren't sufficient or people are not following behaviours expected.	4 x 1 = 4	Individual workers

Increased risk of infection and complications for vulnerable workers	4 x 4 = 16	Identify who falls into one of the following categories: Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) Identify how and where someone in one of these categories will work in line with current government guidance If they are coming into work identify how you will protect them through social distancing and hygiene procedures Discuss with employees what their personal risks are and identify what needs to be done in each case Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace & where possible or appropriate they should be furloughed or supported to work from home Put systems in place so people know when to notify you that they fall into one of these categories, eg they receive a diagnosis which cahnges their status, they begin chemotherapy or fall pregnant	4 x 1 = 4	Individual workers