

COVID-19 Workplace and Buildings Risk Assessment July 2020



CI Arb
evolving to resolve



Risk Assessment

Assessor: Carrol Dudley, Britannia Safety Solutions

Assessment date: 7 and 8 July 2020

Previous Assessment: Giles Andrew, Venue and Facilities Manager 19 June 2020

Business type/location: The Chartered Institute of Arbitrators, 12-14 Bloomsbury Square WC1A 2LP

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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Building occupation						
<p>Exposure to the virus when working or attending meetings at 12 Bloomsbury Square, 14 Bloomsbury Square.</p>	<p>All persons reverting to premises, including employees, clients, visitors, contractors:</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>The Government guidance for Offices states that steps that will usually be needed include 'Using remote working tools to avoid in-person meetings'; and that 'Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p>	<p>Government requirements and guidance should continue to inform CI Arb decisions regarding premises used by employees and clients. The assessment below sets out considerations for controls required prior to reopening.</p>	<p>FT/HR</p>	<p>August 2020</p>	<p>C</p>

Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Commuting and work related travel						
<p>Exposure to the virus during commute to work.</p>	<p>Employees contract the virus during their commute to work.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Cycle rack provided. Currently there is space for six bicycles.</p> <p>Showers are provided for employees who wish to use them after walking, cycling or running to work.</p>	<p>As part of return to the office processes, employees to be encouraged to walk, cycle, run or drive to work. Car use is understood to be limited, however where cars are used the number of persons outside one household should be kept to a minimum and 'travel partners' should be considered, along with additional ventilation, cleaning and wearing face coverings.</p> <p>Additional cycle parking spaces to be put in place where this becomes a chosen mode of transport by more than six personnel.</p>	<p>HR to draft comms</p>	<p>Sept 2020</p>	<p>P</p>

Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Arrival into the building and reception areas						
<p>Exposure to the virus within reception areas.</p>	<p>Reception layout may lead to employees working in reception or visitors, contractors, clients and employees who attend or walk through reception to be exposed to the virus.</p> <p>There is a large leather sofa left in position adjacent to the reception desk, which could sit three people directly next to each other. There are no screens in the reception area and the sofa is abutting one of the reception desks. Employees working in 14 Bloomsbury Square may access this building via walking through reception.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>One sofa has been removed from the reception area.</p> <p>Social distancing markers are in place.</p> <p>Hand sanitiser is provided.</p> <p>Pull out screens will be provided.</p>	<p>Review the layout of reception. Either the central seating position on the sofa should be marked as do not use, or the sofa should be removed entirely. Chairs at a 2 meter distance could be considered, which should then be treated as high touch points for cleaning purposes.</p> <p>Receptionists should be protected from transmission, for example by the installation of suitable screens. When reviewing layout it should be ensured that any reception personnel are protected from other CI Arb employees who may use this area as a traffic route.</p>	FT	August 2020	P

<p>Exposure to the virus when using the intercom system.</p>	<p>There is an intercom system to the front main door which requires visitors to press a button to speak to CI Arb staff to gain entry. If the button becomes contaminated with the virus this could cause spread to subsequent persons who use the intercom including employees, clients, visitors and contractors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Hand sanitiser is provided immediately within the building.</p> <p>Employees have their own security fob to gain entrance to the building under normal circumstances.</p>	<p>If possible the use of the intercom system should be bypassed. Where it continues to be used for security purposes, it should be ensured that this is regularly cleaned as part of the hygiene regime for frequently used touch points.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>
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<p>Exposure to the virus when signing in.</p>	<p>Visitors are required to sign in using a hard copy signing in book and a pen that is taken from a pot of pens. If these surfaces become contaminated, then this could cause spread to subsequent persons who sign in including employees, clients, visitors and contractors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life threatening • Potential detrimental effects to future health • Death 	<p>Hand sanitiser and masks are provided in reception area.</p> <p>Social distancing markers are in place.</p>	<p>Carry out a review of signing in processes.</p> <p>Use pre-registration wherever possible (or digital check in / check out).</p> <p>Where signing in at the building is required, consider requiring visitors to use their own pens. Where pens are used there must be processes in place for sanitising this equipment (or disposing after use).</p> <p>Arrival times into the building should be staggered.</p> <p>Consider if the use of masks is to be made mandatory in all or part of the building in line with emerging government guidance.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>
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<p>Infected persons entering the building.</p>	<p>Risk of virus transmission from persons already infected when entering the building, subsequently leading to virus transmission to other building users.</p> <p>Building entrances, reception and registration areas can be bottlenecks, reducing the opportunity for effective social distancing measures.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>A signing in station is in place in reception.</p> <p>Clients may also organise their own signing desks for meetings in an area local to their event.</p> <p>To support social distancing in circulation areas, all employees will enter through 12 Bloomsbury Square and exit through 14 Bloomsbury Square. A decision will be made as to whether the main staircase in 12 Bloomsbury Square can be used for traversing to upper levels of the building, or whether access will need to be via reception into 14 Bloomsbury Square.</p>	<p>Processes to be in place to stagger arrival times for clients, employees and contractors.</p> <p>Health screening and declaration processes must be in place for employees, clients, contractors and visitors.</p> <p>In order to support the NHS Test and Trace scheme, consideration must be given to how the details of persons entering the building will be collated and recorded.</p> <p>Temperature screening should be considered – for example using hand held digital thermometers that are kept clean and sanitised. A further risk assessment would be required if this is to be implemented to ensure staff taking temperatures are appropriately protected. Staff will require training.</p> <p>Registration protocol advice to be issued to clients to help ensure that they also have strict processes in place to manage queues, signing in and Covid secure registration processes.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Circulation and shared areas						
<p>Virus transmission due to inadequate hand hygiene.</p>	<p>Potential transfer of virus due to inadequate personal handwashing and hand hygiene by employees, clients, contractors and visitors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>'Notes to All Visitors' signage has been provided, which covers handwashing.</p> <p>Hand sanitiser is provided at entrance points and within circulation areas.</p> <p>Toilets provided on every level with hot water, liquid soap and a means of hand drying, including hot air dryers, disposable paper towel and roller towel dispensers.</p> <p>Toilet soap dispensers and hand sanitizer stations to be monitored and maintained by Classic Cleaning.</p>	<p>Visitors to be provided on sign in with information on appropriate good hygiene practice. Hand hygiene posters are to be displayed in toilets.</p> <p>Consider replacing roller towel dispensers with disposable paper towel.</p> <p>Staff training to be in place in Covid requirements.</p> <p>Ongoing monitoring and review of practices required.</p> <p>Consider providing visitors with hand hygiene kits, to include small bottles of sanitiser.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>

<p>Virus transmission when people are in close proximity when queuing for toilet facilities.</p>	<p>Transfer of virus due to inadequate social distancing within toilet facilities or as a result of persons queuing to get into toilets.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Signage has been provided in some areas indicating that one person is allowed in the toilet area. There is only one cubicle for male and one cubicle for females off of the entrance corridor, so it can clearly be seen if the toilet area is occupied (other than to the staff toilet).</p> <p>There are distance markers on the floor.</p>	<p>External toilet entry doors to be propped open to provide queue visibility. Additional consideration required to layout as currently signage is not clear as to what the process is for waiting/queuing.</p> <p>The staff toilet requires additional consideration as there are individual cubicles inside the main toilet area. Consideration could be given to using 'occupied/unoccupied' type signs, however these would need to be treated as high contact surfaces and kept sanitised, and a hand sanitising station would need to be directly outside.</p> <p>Consider providing rules to state that toilets should only be used on the floor where visitors and employees are located, to reduce the potential for poor distancing on staircases. Queues should be socially distanced.</p>	<p>FT</p>	<p>August 2020</p>	<p>C - 12 P - 14</p>
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			<p>Break times should be agreed with organisers wherever possible. For visitors to site, suggest that they wait within their meeting room if there is a queue visible.</p> <p>Ongoing monitoring and review of practices required:</p> <ul style="list-style-type: none"> • Increased toilet checks are due to • be put in place – consider recording. • Agree enhanced cleaning • procedures with cleaning contractor, which covers toilets, door handles and light switches – to monitor compliance 			
Virus transmission in circulation areas.	Transfer of virus due to inadequate social distancing within circulation areas including corridors and staircases. The width of staircases would not allow for adequate social distancing and there may be challenges with persons going in both directions if suitable controls are not in place.	<p>Signage is in place to request that there is only one person on the staircase.</p> <p>To support social distancing in circulation areas, all employees will enter through 12 Bloomsbury Square and exit through 14 Bloomsbury Square.</p>	<p>Banisters to be treated as high touch points for cleaning purposes.</p> <p>Stagger arrival and departure times for employees and visitors to reduce bottlenecks, and to support one way traffic on staircases.</p>	FT/HR	Sept 2020	C - 12 P - 14

	<ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>A decision will be made as to whether the main staircase in 12 Bloomsbury Square can be used for traversing to upper levels of the building, or whether access will need to be via reception into 14 Bloomsbury Square.</p> <p>Enhanced cleaning to be in place in circulation areas.</p> <p>Hand sanitising stations provided in circulation areas.</p> <p>Social distance markings placed on floors in circulation areas.</p> <p>Priority to be given to disabled persons requiring the use of lifts or the toilet facilities in Zone 2.</p>	<p>Consider how breaks can be staggered and agreed with clients.</p> <p>To ensure that employees are made aware of processes, including FM and reception staff, as to how that day's traffic route for employees will be agreed and communicated.</p> <p>Ongoing monitoring and review of practices required.</p> <p>Where assistance is to be given to disabled persons 2 meters should be maintained by employees – where additional controls are required consideration to be given to the use of additional PPE (e.g. visors, masks, single use gloves).</p>			
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<p>Virus transmission in the lift.</p>	<p>Transfer of virus to persons using the lift, due to inadequate social distancing within the lift, or as a result of touching contaminated controls.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Signage provided to lift to state that only one person is allowed in the lift at a time.</p> <p>Priority to be given to disabled persons requiring the use of lifts or the disabled toilet facilities.</p>	<p>Lift controls to be added to high touch points for regular cleaning.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>
<p>Virus transmission in staff kitchen, break room, seated/table area and kitchenette.</p>	<p>Transfer of virus due to inadequate social distancing between employees, or contact with contaminated surfaces, in staff break and kitchen areas.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Sanitiser stations are in place.</p>	<p>Stagger breaks (including rest breaks and lunch breaks) so that social distancing can be maintained.</p> <p>Enhanced cleaning to be in place in staff kitchen and seating areas.</p> <p>Provide cleaning materials. Provide procedures and train staff in cleaning areas used before and after, with particular attention to touch points.</p>	<p>FT</p>	<p>August 2020</p>	<p>P</p>

			<p>Consider removing dart board and football table as high contact surfaces; or put in place strict processes for cleaning and sanitisation.</p> <p>Consider social distancing in seating areas. Consider placing social distancing markings so that people are clear on where to stand and sit.</p>			
<p>Virus transmission in shower areas.</p>	<p>Employees using showers may come into contact with contaminated surfaces – use of showers may increase as a result of encouraging employees to walk, run or cycle to work.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Showers are located in a single room, which can be locked. It is visible from the outside as to whether the unit is occupied.</p>	<p>Enhanced cleaning procedure to be in place for shower areas.</p> <p>Procedure to be considered requiring employees using the shower to clean contact surfaces before and after use (e.g. using single use anti-viral wipes).</p> <p>Consider provision of single use plastic bags that employees can place dirty belongings into, before storing in a suitable location. A dispenser could be included.</p>	FT/HR	Sept 2020	P

			<p>Staggered entry by employees to be considered. Monitor use and provide socially distanced queuing system if required.</p> <p>Employees must be made aware of the procedures for shower use – a record should be retained.</p> <p>Employees must be made aware of the procedures for shower use – a record should be retained.</p>			
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Social distancing within meeting rooms and offices						
<p>Transmission of virus within meeting rooms.</p>	<p>Viral transmission through droplets or small airborne particles between employees, clients, visitors and contractors within meeting rooms. Potential for spread of virus between persons within 2 meters of each other, or 1 meter without additional mitigating controls being place.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Event room configuration has been reviewed and tables and chairs removed to facilitate social distancing; generally allowing 2 meters. In larger rooms a theatre style layout has been configured.</p>	<p>To ensure that the 2 meter rule is adhered to wherever possible. 1 meter can be allowed with mitigation. Whilst side to side working is referenced as mitigation in government guidance, during a risk assessment consideration must be given to the fact that in meetings/an office environment, persons are likely to turn to face the person next to them to talk.</p> <p>Clear communication with clients required as to room occupancy and layouts that are acceptable.</p> <p>Consider the use of gloves and masks to reduce potential for contamination when configuring rooms.</p>	<p>FT</p>	<p>August 2020</p>	<p>C</p>

			<p>There are external areas which may be used by those hiring the larger meeting rooms. Provide social distance markings in garden areas. Signage should be provided in these areas.</p> <p>Displaying / retaining floor plans would help provide clarity on permitted room layouts.</p>			
<p>Transmission of virus when working in close proximity within offices.</p>	<p>Viral transmission through droplets or small airborne particles between employees, or visitors, within offices. Potential for spread of virus between persons within 2 meters of each other, or 1 meter without additional mitigating controls being place.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Employees offices appear to have sufficient space for social distancing of desks in most offices – the Education office and Accounting office being exceptions. This notwithstanding, limiting personnel within offices would help reduce the potential transmission between larger groups.</p>	<p>Consider limiting numbers of persons within offices, and arranging desks so that persons working in ‘cohorts’ (i.e. coming into the building on the same days) are socially distanced from each other.</p> <p>Screens could be considered where 2 meters cannot be maintained. The screens must be of a suitable and sufficient size. The government guidance allows for 1 meter when working side by side, however, reference should be had to the likelihood of colleagues turning to talk to colleagues at adjacent desks.</p> <p>Floor plans should be considered.</p>			

Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Provision of equipment and materials						
Virus transfer through bins and/or materials that have been placed in bins.	<p>Transfer of virus from contact surfaces on bins, or via poor disposal of contaminated material.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	Bins have been provided throughout the building.	Tissues and used wipes should be disposed of in lidded bins where possible. Consider replacing bins with pedal operated bins for disposal of tissues and wipes.	FT	Sept. 2020	P
Virus transfer through the use of shared equipment in meeting rooms..	<p>Transfer of virus from touching shared equipment.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	Bins have been provided throughout the building.	<p>If whiteboards are provided they should be disinfected at the beginning and end of every day.</p> <p>Where flipcharts are provided they should be removed and disposed of at the end of each session or day.</p>	FT	Sept. 2020	P

			<p>Any pens provided by CI Arb should be disinfected before and after use.</p> <p>Consideration should be given to requiring clients to bring their own pads and pens etc.</p> <p>Additional cables, controls etc should be disinfected before being taken to the room – gloves should be worn for their installation.</p>			
<p>Virus transfer via delegate packs/shared materials.</p>	<p>Risk of contamination from shared materials including delegates pack. Clients and their visitors are at risk.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Delegate materials are provided included pads and pens.</p>	<p>Consider requiring clients and their delegates to provide their own materials including stationery packs.</p> <p>Where packs are provided they must be single use and disposed of at the end of each day or taken by the delegate</p>			

<p>Virus transfer via shared health and wellbeing equipment.</p>	<p>As part of health and wellbeing initiatives, exercise mats and picnic blankets have been provided. Employees sharing this equipment could lead to transmission of the virus.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Yoga mats and picnic blankets are currently stored at the site.</p>	<p>Consider removing the picnic blankets, exercise mats and any other shared health and wellbeing equipment. Alternatively, issue to individuals or review whether appropriate cleaning and sanitising processes can be put in place.</p>	<p>HR</p>	<p>Sept. 2020</p>	<p>P</p>
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Catering and hospitality						
<p>Virus transfer via equipment dispensing hot and cold drinks.</p>	<p>Risk of viral transmission from drink dispensers used by an infected person. This could affect employees, clients, contractors and visitors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Hot drinks dispensers are located in meeting rooms.</p> <p>Water fountains are provided in circulation areas.</p>	<p>Where these are to continue to be provided, increased cleaning regime required, particularly as regards touch points.</p> <p>Ensure clients are aware of requirements to social distance when using this equipment.</p> <p>Consider providing delegates with their own drinking cups/ glasses at the beginning of the day – where these are reusable they must be cleaned using a dishwasher and hygiene wrapped by staff using good hygiene practices. Providing bottled water could also be considered.</p> <p>Water fountains must be subject to suitable hygiene regimes as advised by a competent person.</p>	<p>FT</p>	<p>Sept. 2020</p>	<p>P</p>

<p>Transfer of virus via utensils and/or food provision.</p>	<p>Risk of viral transmission from utensils used by an infected person. This could affect employees, clients, contractors and visitors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Catering supplies are brought to the kitchen and then distributed throughout the building using trollies.</p> <p>Individual food packs are to be used rather than buffet style eating.</p> <p>Individual areas are allocated per client within meeting rooms. There are no separate breakout areas.</p>	<p>Trollies must be cleaned and disinfected before and after use.</p> <p>Catering staff must be trained in cleaning processes.</p> <p>Arrangements to be in place with clients so that social distancing requirements are clear when delegates collect beverages or food during meetings. Ensure that persons who are eating and/or drinking have access to sanitiser.</p> <p>Provide signage around hygiene at the time that catering is provided.</p> <p>Distancing to be in place between catering staff and clients during food delivery. Pick up tables can be utilised. Catering staff must socially distance.</p> <p>Tables used must be disinfected before setting and after use.</p> <p>Cutlery, crockery, drinking vessels should all be individual to a delegate. These could be supplied to delegates on signing in. Individually supplied disposable utensils, plates, cups etc could be used as an alternative.</p>	<p>FT</p>	<p>Sept 2020</p>	<p>C</p>
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Enhanced cleaning and sanitisation						
<p>Virus transmission as a result of inadequate cleaning by contractors.</p>	<p>The virus may survive on surfaces and subsequently be spread to other employees, clients, visitors and contractors who subsequently come into contact with that surface if adequate cleaning practices are not in place.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>A risk assessment and methodology statement has been provided by the 'Classic Cleaning'.</p> <p>Previous risk assessments provided by CI Arb make reference to enhanced cleaning practices.</p>	<p>The safety documentation provided by Classic Cleaning should be reviewed with the contractor, and a request made for additional detail. This review should include but not be limited to: frequency of cleans; how social distancing will be maintained (time, distance, agreements with CI Arb etc); contact times for sanitising fluids; confirmation required of anti-viral nature of antibacterial materials referenced; clarity around the PPE that will be used – including what standards the PPE will meet, and when face masks will be used.</p>	<p>FT</p>	<p>Sept. 2020</p>	<p>P</p>

			Where enhanced cleaning standards have been agreed these must be clearly set out in line with a schedule.			
Exposure to the virus from contact with contaminated surfaces.	<p>The virus may survive on surfaces and subsequently be spread to other employees, clients, visitors and contractors who subsequently come into contact with that surface.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	Revised cleaning standards are to be in place in events areas.	<p>Cleaning regime to consider:</p> <ul style="list-style-type: none"> • Demonstrating that a deep clean has been carried out on all areas – certificate of deep cleaning confirmation of cleaning standards to be obtained from contractors • Meeting rooms should be disinfected at the end of each day – rooms should be secured after cleaning to prevent entry • Signed cleaning schedules to be available • Staff should wear appropriate PPE for cleaning and disinfecting processes, as per the cleaning schedules and risk assessments (as a minimum should use masks and clean gloves) 	FT	Sept. 2020	P

			<ul style="list-style-type: none"> Regular disinfection of touch points (as minimum hourly but more regularly during busy periods) Any items that are shared such as keyboards should be disinfected between each use 			
Exposure to the virus via hand contact surfaces and poor hand hygiene processes.	<p>The virus may survive on surfaces and subsequently be spread to other employees, clients, visitors and contractors who subsequently come into contact with that surface.</p> <ul style="list-style-type: none"> Symptoms of Covid-19 infection which may be mild to life-threatening Potential detrimental effects to future health Death Stress & anxiety 	<p>Sanitising stations have been provided throughout 12 and 14 Bloomsbury Square, at entrances and within circulation areas, which are to be kept topped up.</p> <p>Hot and cold water is provided within toilet areas to facilitate effective handwashing.</p> <p>Disposable towels and dryers are provided to a number of toilet areas.</p> <p>In most circumstances, key pad entry systems into meeting rooms are only opened by the FM & Events team who can employ good hand hygiene.</p>	<p>Consider providing each delegate with sanitiser / wipes (or working with clients so that this is included in the welcome pack).</p> <p>Consider providing employees with individual sanitising materials for example antiviral wipes and sanitising solution for their own personal use/desk.</p> <p>Sanitising solutions to be a minimum of 60% alcohol.</p>	FT	Sept. 2020	P

			<p>The sanitising dispensers in circulation areas are not touchless and consequently will need to be treated as high touch points as part of the cleaning regime.</p> <p>Antiviral wipes to be available for the wiping of electronic items. Bins should be available for the disposal of wipes which are lidded and operated by the use of pedal (non touch).</p> <p>Where roller towel dispensers are provided for hand drying in toilet areas, consideration should be given to changing these for disposable paper towels.</p> <p>Where the code for rooms are given to clients or other personnel, an instruction should be given that the number is for one person only, and good hand hygiene practices are to be employed.</p>			
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<p>Exposure to the virus as a result of contamination of shared desks.</p>	<p>Potential transfer of virus as a result of hot desking by employees.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>It has been confirmed that there is no hot desking within employee offices.</p>				
<p>Exposure to the virus as a result of inadequate hygiene practices by employees in offices.</p>	<p>Potential transfer of virus to employees due to inadequate personal handwashing and hand hygiene, and cleaning of local touch points by employees working in offices.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Sanitising stations have been provided throughout 12 and 14 Bloomsbury Square, at entrances and within circulation areas, which are to be kept topped up.</p> <p>Hot and cold water is provided within toilet areas to facilitate effective handwashing.</p> <p>Disposable towels and dryers are provided to a number of toilet areas.</p>	<p>Provide colleagues with suitable cleaning materials for example:</p> <ul style="list-style-type: none"> • Antiviral wipes • Providing desks with hand sanitisers (e.g. pump dispenser types) • Wipes/cleaning materials for keeping their work areas clean <p>Ensure that adequate information is given to colleagues on Coronavirus procedures. Ensure a record is retained.</p>	<p>FT</p>	<p>Sept. 2020</p>	<p>P</p>

<p>Supplies/ deliveries being contaminated.</p>	<p>Risk of viral transfer from surfaces on supplies/ deliveries. This could affect employees, clients, visitors and/or contractors.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Deliveries would normally go through reception. Hand sanitising stations are provided.</p>	<p>Procedure to be considered for quarantining, or cleaning and sanitising supplies and deliveries/packages that come into the building.</p>	<p>FT</p>	<p>Sept. 2020</p>	<p>P</p>
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Air and water hygiene						
Potential for water stagnation during building closure with potential for harmful bacteria proliferation.	<p>All persons reverting to premises who use water on the site for drinking, handwashing or other purposes.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	Prior to the building shut down, water hygiene services were provided by Office Test.	Prior to re-opening work with a competent water hygiene services provider to ensure that appropriate measures are taken. Sampling should be carried out to demonstrate that water is safe to use and drink. Water cooling machines also require consideration.	FT	Sept. 2020	P
Potential for spread of virus via air conditioning systems. As of 10/07/20 there is some emerging evidence of spread of Covid through the air.	<p>All persons reverting to premises.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	Air conditioning servicing completed by Borahurst – Major Visit completed 18/06/20.	Review to be completed with competent air conditioning professionals to confirm any additional controls that should be considered at this time (e.g. increased servicing, air flow). To consider with them opening windows to help improve fresh air circulation, and reduce numbers of persons working in one office or meeting rooms. Window handles should be regularly sanitised as high touch points.	FT	Sept. 2020	C

Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Health and wellbeing of employees						
Adverse mental health affects as a result of concerns regarding returning to the office.	<p>Employees who are working from home may suffer adverse mental health effects as a result of returning to the office.</p> <ul style="list-style-type: none"> Stress & anxiety 	<p>Consultation processes are in place to support understanding of staff feeling around return to work.</p>	<p>To continue with consultation process, and ensure that employees are fully involved in the return to the office process.</p>	HR	Sept. 2020	P
Adverse mental health affects as a result of working from home.	<p>Employees who are working from home may suffer adverse mental health effects as a result of returning to the office.</p> <ul style="list-style-type: none"> Stress & anxiety 	<p>Regular webinars addressing health and wellbeing subjects</p> <p>Virtual exercise sessions run three times a week.</p> <p>Regular newsletter sent to all colleagues.</p> <p>Managers keep in regular contact with employees. Survey monkey is used to monitor employee welfare, and questions address mental health welfare.</p> <p>Employee Assistance programme is in place</p>	<p>Documented stress risk assessment process to be in place.</p>	HR	Sept. 2020	P

<p>Adverse health and safety effects as a result of working from home.</p>	<p>Employees may suffer adverse effects as a result of an inadequate work environment within their home, leading to the potential for health and/or safety issues to arise.</p>	<p>DSE Assessments completed for office working. Employees have been provided with equipment for working from home.</p>	<p>Homeworking assessment process to be developed and implemented to assess the safety of persons working from home.</p>	<p>HR</p>	<p>Sept. 2020</p>	<p>P</p>
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Covid-19 hazards	Who might be harmed and how?	Control measures in place	Additional control measures	Owner	Due date	Status
Documented controls						
Lack of risk assessments and procedures.	<p>If risks are not assessed then it cannot be determined that adequate controls are in place to limit the potential for virus transmission. Significant findings of the risk assessment must be communicated.</p> <p>If the findings are not communicated, then there can be confusion around controls required, leading to virus transmission, stress and anxiety.</p>	<p>This document forms an assessment of risk from Covid-19 as pertains to the office activities and venue business operating from 12 and 14 Bloomsbury Square.</p> <p>A previous assessment was completed in June 2020.</p>	<p>Policies and procedures to be developed and implemented reflecting the findings of this risk assessment for both office working and the venue side of operations. Consideration should be given to consolidating these into a procedural manual for dealing with a pandemic. They should cover: general building rules; rules for clients and their visitors; processes for employees; cleaning processes; monitoring of standards; health screening; vulnerable persons; dealing with infection outbreaks; cyber security, business continuity and crisis management.</p>	FT/HR	Sept. 2020	P

<p>Lack of procedures to monitor the health of persons coming onto site; inability to trace persons who have attended site.</p>	<p>Inadequate health screening of employees, clients, contractors and other visitors who come into the building, leading to an infected person entering the building and infecting others.</p> <p>Due to the nature of the business, numerous persons who are not in the employ of CI Arb may attend events at the site, who may subsequently need to be traced.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Visitors sign in at reception; client registration areas may also be in place.</p>	<p>Procedure to be developed, communicated and implemented for health screening of employees, clients, contractors and other visitors who come into 12 and 14 Bloomsbury Square. Where possible, for visitors, this can be carried out off of site, with verification of no changes on the day of attendance.</p> <p>Screening with employees should reflect the frequency of attendance within the building. They should be made aware of what should be highlighted in between formal screening (for example, foreign travel, developing symptoms as per the government guidelines).</p> <p>The procedure should also consider supporting NHS Test and Trace system.</p>	<p>FT/HR</p>	<p>Sept. 2020</p>	<p>P</p>
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<p>Client lack of understanding of requirements.</p>	<p>Insufficient clarity around Covid control processes required to be implemented by clients and their visitors may lead to misunderstanding, and key control measures not being in place, resulting in virus transmission to building users.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>An earlier risk assessment has stated that procedures are in place. Signage is in place (updates are required to this signage to be clear that there may be a risk within 1 meter if persons turn to talk to each other).</p>	<p>Procedures to be in place considering:</p> <ul style="list-style-type: none"> • General building Covid controls for all persons • Use of meeting rooms, circulation areas and shared facilities • Arrangements for breaks and catering • What to do if someone becomes ill • Processes to support test and trace. <p>Procedures must be communicated and a record retained.</p> <p>Copies of any risk assessments completed by the client in relation to Covid-19 control should be requested.</p>	<p>FT</p>	<p>Sept. 2020</p>	<p>P</p>
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<p>Contractors lack of understanding of requirements.</p>	<p>Insufficient clarity around the Covid control processes to be implemented by contractors may lead to misunderstanding. Subsequently key control measures may not be in place resulting in virus transmission to building users.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>Contractors sign in currently via reception.</p> <p>RAMS have been obtained from Classic Cleaning.</p>	<p>Procedures to be in place considering general building Covid controls process for contractors including arrival times/exit times; general rules; use of circulation areas and shared facilities; arrangements for welfare breaks; what to do if someone becomes ill and processes to support test and trace.</p> <p>Procedures must be communicated and a record retained.</p> <p>Copies of risk assessments completed by the contractors in relation to Covid-19 control should be requested. Where possible these should be requested prior to attending site, in line with requests for the work activity RAMS.</p>	<p>FT/HR</p>	<p>Sept. 2020</p>	<p>P</p>
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<p>Lack of assessments and procedures for vulnerable and extremely vulnerable persons.</p>	<p>Vulnerable and extremely vulnerable persons are of higher risk of serious illness if they contract Covid-19 on the premises.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	<p>Regular liaison with employees is taking place regarding their current health and welfare whilst working at home. Potential vulnerable and extremely vulnerable personnel have been identified.</p>	<p>Before returning to the office, the following should be ensured:</p> <ul style="list-style-type: none"> • All vulnerable and extremely vulnerable employees have been identified • A specific risk assessment has been carried out for those individuals and control measures implemented accordingly. 	<p>HR</p>	<p>Sept. 2020</p>	<p>P</p>
<p>Lack of procedures in place for dealing with a suspected case or an infection outbreak.</p>	<p>Employees, clients, contractors and other visitors may become ill as a result of contracting the virus whilst attending the building if there is a suspected or confirmed infection outbreak which is inadequately controlled.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death 	<p>'Notice to All Visitors' signage is in place which tells visitors to stay at home if they have Coronavirus symptoms. It goes onto state that reception has to be notified of any person becoming ill during their visit.</p>	<p>A procedure must be developed and followed where it is suspected and / or confirmed that a guest or employee has Covid-19 symptoms, following the advice of Public Health England. This should consider such as: how to close down a room/areas; requirements for cleaning and disinfection; contact with employees that may need to self-isolate.</p>	<p>FT/HR</p>	<p>Sept. 2020</p>	<p>P</p>

			Consider providing an area where persons can go if they begin to feel unwell.			
Lack of training for employees.	<p>Inadequate training for employees may lead to employees being unclear on how to implement suitable controls, which may lead to transmission of the virus.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening • Potential detrimental effects to future health • Death • Stress & anxiety 	Regular communications with employees, including via newsletters.	<p>Once procedures are in place, training for employees must take place to cover such areas as:</p> <ul style="list-style-type: none"> • Routes of coronavirus transmission. • Requirements to notify of symptoms • and action to take if symptoms develop • Personal hygiene including when and how to wash hands effectively, using tissues when sneezing and coughing in the crook of elbow • Personal safety including distancing • Rules in place for arrival times, circulation routes throughout the building, and use of shared facilities such as kitchens, staff areas, toilets and showers. 	HR	Sept. 2020	P

			<ul style="list-style-type: none"> • Avoidance of physical contact • Safe use of PPE including putting on, wearing and taking off. • Key cleaning protocols • Communicate the increased risks in tasks and the new procedures that are in place to keep staff safe when working. • Ensure supervisors and managers understand their responsibilities to train staff in new procedures and the importance of checking standards along with their role to maintain staff wellbeing. • Keep records of training. 			
Insufficient signs and notices in place.	<p>Confusion arising where there is insufficient instruction to building users.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life-threatening 	Signage has been provided included 'Notice to All Visitors', and instructions relating to 'one person at a time' within circulation areas, good hygiene notices for coughs and sneezes, and notices around the use of sanitiser.	To review signage and procedures so that clarity is provided regarding social distancing. The potential regularity of persons who are side by side turning to talk face to face must be considered.	FT/HR	Sept. 2020	P

			The government guidance is 2m or 1m with mitigation if 2 meters is not viable.			
Inadequate liaison with other building users.	<p>Some of the offices are long term hires; inadequate sharing of information may lead to a misunderstanding of the key controls required to control the virus, which could affect all building users.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life threatening • Potential detrimental effects to future health • Death 	Where rooms are let out to a third party for specific usage, such as those permanently occupied by a single client, or for larger events or one-off activities (e.g. use by a TV crew), then there is a requirement to both parties to carry out risk assessments so that responsibility for safety management is agreed.	<p>Copies of the relevant findings of the CI Arb risk assessment to be forwarded to persons hiring rooms.</p> <p>CI Arb to request copy of client assessments where a single client occupies a room, or where there are events or ad hoc activities taking place on site.</p>	FT	Sept. 2020	C (booking form)
Inadequate implementation and monitoring of controls.	<p>Monitoring of controls required to reduce the potential for complacency, and to ensure that controls remain effective.</p> <ul style="list-style-type: none"> • Symptoms of Covid-19 infection which may be mild to life threatening • Potential detrimental effects to future health • Death 	Daily walkarounds are carried out in 12 Bloomsbury Square by the FM team.	Regular monitoring of Covid controls are required to confirm that they are being followed. Remedial measures to be taken where issues are highlighted. Monitoring to be recorded. Controls should be augmented where monitoring determines that this is required.	FT	Sept. 2020	p



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