

Detail	Who is at Risk	Current Level of risk	Measures in place to reduce risk	New Level of risk
Spreading any virus as a result of touching objects	All Staff	High	Hand sanitisers on all work stations	Low
			Anti-bacterial wipes at all work stations	
			NO hot-desks. Individuals will be assigned a work station and will remain at only that station	
			Hand sanitiser stations position at key points around the office (Main door, corridors, kitchen areas)	
Kitchen area: This area will be used by multiple people throughout the day. Currently there is one door in/out for each of the kitchens. The risk of making contact with a colleague is currently hard to avoid	All Staff	High	Social distance marking tape on the floor for access to / from the kitchen area	Low
			Prop door open for the commercial kitchen	
			Create a one way system in the commercial kitchen	
			Hand sanitisers / cleaning stations set up in the kitchen areas	
			Staff NOT allowed to sit and eat in the kitchen area	
Flow of movement around the office - Currently presents a risk of making contact with colleagues	All Staff	High	Create one way system of walk ways around the office	Low
			Markings of the floor to highlight social distancing spacing	
			Re-design desk layout to allow for social distancing spacing	
			Arrows on the floor to identify one way system of flow	
			Wait area line by the main door, kitchen and corridor between office	
			Social distance marking tape on the floor for access to / from the kitchen area	
No meeting rooms - these will be used as offices				
Toilets - Proximity of toilets and hand basins are currently less than 2 meters apart and present a risk gains current government guidelines	All Staff	High	Hand sanitiser stations position at the main door to the office to be used before and after using the lift	Low
			Hand basins to be taped off (access to every other one, to allow for social distancing)	
			Every other toilet to be left out - to allow for social distancing	
			Teamship rules applied to hand sanitiser use in the office	
Lifts - Proximity of space in the lift presents a risk as social distancing in line in government advice. The building has limited the lift usage to a Maximum of two people per lift	All staff	Medium	Hand sanitiser stations position at the main door to the office to be used before and after using the lift	Low
			Teamship rules applied to hand sanitiser use in the office	
Meeting Rooms - Currently this would increase the risk of contact and prolonged exposure to colleagues. In many cases this would NOT allow for social distancing to be maintained	All staff	Medium	Meeting rooms re-purposed for individual work stations	Low
			All 'meetings' to be completed virtually (even if two or more two people are in the office)	
			No face to face meetings scheduled to take place. This will be reviewed as social distance guidelines are updated from the government	
Communal Areas (Library, kitchen seating areas) - Currently present a risk of contact and spreading of any virus	All staff	High	Removal of chairs from the kitchen area to reduce the risk of cross contamination	Low
			Limit the kitchen area to two staff at a time (same as the lift policy)	
			Mark out a one way system in the kitchen / communal areas	
			Hand sanitiser stations position at key points in the kitchen areas	
Staff identified as vulnerable (with regards to COVID) working from the home / working from the office. (Including staff living with individuals identified as vulnerable)	All staff	High	Risk assessment to be completed by all returning staff to identify that they are NOT identified as vulnerable	Low
			Risk assessment to be completed by all returning staff to identify that they are NOT living with anyone who is identified as vulnerable	
			Staff are encouraged to work from home where possible in line with Government advice	