

KINGSBRIDGE GROUP	Covid – 19
Specific Risk Assessment-RA01 Covid-19 Re-opening	Liverpool Phased Re-opening Risk Assessment
Liverpool	

Location / Work Area	Kingsbridge Liverpool office
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Risks Identified (e.g. Hazard / Oil spillage-Risk / Serious injury due to slips and falls). Use your general risk assessments supplied, to assist you with the identification of your hazards.
Infection
Spread of Virus (direct and indirect)
Non observance of recommended prevention actions

Persons at Risk (enter a ✓ in the box of those affected)		
Employees	✓	Other
Contractors/Visitors	✓	

While in theory, “working from home” (WFH) could continue indefinitely for all of us, in practice it is clear that this is coming at the cost of our overall effectiveness and momentum and is placing a considerable strain on our culture. Further, WFH is particularly challenging for some due to their home office arrangements (or lack thereof), personal circumstances or because some aspects of their role cannot be performed as effectively remotely. We are therefore planning to re-open the Kingsbridge Liverpool office on 6th July 2020, in line with the government advice on the safe re-opening of office spaces. We have also taken advice from Peninsula, our HR consultants, to make sure that what we are doing is aligned both to our legal responsibilities and, most importantly, to keeping you safe.

As part of this, we will introduce a range of measures including increased cleaning, limiting numbers and spacing desks, to ensure that working conditions are as safe as possible for those of you who do go in. These are set out in more detail below. Staff will also need to abide by certain new behaviours and practices to keep themselves and others safe. These are also listed below.

Staff still need to self-isolate and get tested if they or a household member develops coronavirus symptoms in line with the government advice but can return to work sooner if a coronavirus test comes back negative. Clearly staff with underlying health conditions, childcare responsibilities or shielding concerns will not be expected or encouraged to go back into the office but can do so if they choose to. All staff should discuss and agree their working arrangements with their line managers and in all circumstances attest that they have read this document and completed our new Covid19 training module.

Proposed Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Signage)
Limiting the number of people in the office at any one time
Ensuring social distancing by spacing seats / marking desks and floors - plastic separation screens ASAP
Not allowing hot-desking – everyone will have allocated seats
Limiting the number of people allowed in the meeting room at any one time
Limited to number of people allowed kitchen at any one time
Removing all food from the canteen / kitchen; staff able to eat at their desks
Making gloves, masks and hand sanitisers readily available
Giving alternative options to travel to the office
Increasing the amount and depth of cleaning
Banning external visitors except for selected suppliers (e.g. cleaners)
Keeping you informed of latest government advice
Providing training and regular reminders of what you should / shouldn't do
Putting up signage / cordoning as appropriate across the site

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Proposed Staff behaviours (e.g. Steps staff need to take to keep themselves and others safe)
Do not attend the office if you or anyone you are living with shows symptoms – see Training module for more details
Book your seat prior to coming in
Use public transport only when necessary and ensure you wear a face mask if doing so
Respect social distancing when in the office
Observe good hygiene practices in the office, including following the good hand-washing guidance – see Training module for more details
Sanitise hands on entry and exit of the building
Follow the instructions and restrictions around meeting room / shared space usage
Use anti-bacterial wipes provided on shared surfaces – e.g. franking machines, printers and toilet handles
Leave windows open
If wearing a mask / gloves, ensure these are fitted correctly – see Training module for more details
Notify the HR Manager if you have tested positive for Covid-19 or tested positive for a Covid-19 antibody test suggesting you have previously had it
Clear all desks entirely at night, to enable proper cleaning
Do not car share with people you are not living with to / from the office or at lunchtime
Place used cups / cutlery in the dishwasher – do not leave on the side. If the dishwasher is full, turn it on
Do not bring treats or gifts into the office
Screenshare instead of 'shoulder surfing' to view items on someone else's screen

RISK EVALUATION

Overall CID-19 Risk Assessment in the Office Environment

	Risk	Control Measures	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	The ExCo are regularly checking all new government advice and monitoring its implementation and seeking input from Peninsula, our retained HR adviser.	<p>ExCo meeting regularly in the light of evolving government advice and discussing measures / changes and taking minutes and updating the RA as required.</p> <p>Note commentary from PM on 15 July that people should “go back to work if they can do so safely”</p> <p>Note commentary from Chief scientist home working to continue where possible</p>

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B	Are changes regularly communicated to staff?	<p>Regular updates will be shared with staff depending on any changes in the government guidelines or risk mitigation measures.</p> <p>Staff will receive regular reminders that it is their responsibility to ensure that no-one attends the office if they or a household member has any symptoms relating to Covid-19 as well as their other obligations.</p>	<p>Email sent by JT on 02/07 reminding people of guidelines and their obligations and updating them of new advice – eg need to wear facemask on public transport..</p>
C	Is access to the site controlled effectively and are visitors (if allowed) details recorded?	<p>No visitors will be allowed on site until further notice.</p> <p>A limited number of named external contractors will be allowed on site (e.g. cleaners). This will be strictly controlled by HR, and they will be subject to the same conditions as staff.</p> <p>Staff should not visit clients / other organisations at their premises until further notice.</p> <p>Deliveries should be left at the door – drivers should not be invited into the building.</p>	<p>Key suppliers / service providers arranging times to arrive.</p> <p>Continue the ban on visiting other clients/organisations</p>
D	Are Social Distancing (SD) and other hygiene rules communicated and are staff reminded?	<p>We will be communicating SD and other hygiene rules to all staff prior to the office re-opening through training and via posters throughout the site. Reminders will be regularly sent out as well.</p>	<p>Email on 02/07 reminded staff of hygiene rules.</p> <p>Markings and posters in place clearly stating requirements.</p> <p>Each member of staff is given a 10 minute training session when returning to the office and a walk through of guidelines and requirements</p>
E	Is there sufficient supplies of hygiene materials and are they well placed?	<p>We have ordered in supplies of soap and hand sanitiser as well as gloves and masks for those who wish to wear them. Stocks will be monitored and supplies topped up as required and training on safe usage shared. Staff should sanitise their hands on entry and exit to the building using the designated sanitation stations.</p>	<p>Note advice of Health Secretary on 14 July that office based workers do not need to wear face masks as they effectively form a bubble – although</p>

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			they are free to do so
F	Has the cleaning regime been re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?	<p>We have agreed a new and more in depth daily and weekly cleaning schedule, to ensure that the office is cleaned more regularly and more deeply. This will include high risk areas and individual workstations.</p> <p>People should place used cutlery and cups / glasses into the dishwasher and if the dishwasher is full, turn it on.</p>	Situation being monitored – appears to be working well
G	What precautions are being used to keep shared equipment (e.g. printers, desks,) hygienic?	<p>All staff have their own IT equipment which they should bring in and which should not be shared. Hot desking during the day will not be allowed – people will have to sit in an allocated and pre-booked seat when they are in. Printers / copiers and toilet flushes / handles etc. should be wiped down after use, using the anti-bacterial wipes provided and / or gloves used when operating them.</p> <p>Frequent hand-washing / hand sanitising will be encouraged. Internal doors will be propped open to minimise contact.</p>	<p>Email on 03/07 from JT provided overview of booking system and no hot desking.</p> <p>2 weekly reminder to be issued.</p>
H	Is there consideration being to staff traveling by Public Transport?	<p>In line with government guidelines, you should consider all other forms of transport including walking and cycling before using public transport. If staff are able to drive into the office, Kingsbridge will cover the additional costs of parking if required.</p> <p>Those using public transport are reminded that from 15th June it is the law that you must use a face covering when travelling in England on public transport. More detailed travel guidance can be found on the government website:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	
I	What approach is being taken to higher risk areas such as toilets, meeting rooms and the canteen.	<p>Toilets will be cleaned every day and toilet flushes / handles should be wiped down after use, using the wipes provided and / or gloves used when operating them. Board room are to be subject to a maximum number of people in each – this will be displayed on the meeting room door. The kitchen will be restricted to 1 person at a time. People are required to eat at their desk. No food will</p>	

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		be supplied by the company until further notice.	
J	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Immediate communication via our SMS alert system, which is regularly tested.	Tested SMS system 02/07 and then monthly
K	Are all the risks identified properly mitigated and regularly re-assessed?	Risks are being regularly reviewed, with input from Peninsula based on learnings from other companies. Staff will also be consulted via regular surveys and will be encouraged to bring any concerns to management's attention immediately.	Updated survey being prepared to send to staff within the next 2 weeks.
L	What plans are in place for communal areas in Charleston House?	The risk of mixing with non Kingsbridge staff is low, due to the ground floor office being empty and only a small number of staff being housed on the 2 nd floor. The landlords are engaged however and will put SD signage in place. People are reminded to ensure they follow the normal hygiene guidelines, when entering and departing the office.	

Staff Risk Assessment for returning to the office in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Workplace etc.	Regular testing of SMS and daily use of email and Workplace.	Tested SMS system 02/07 and then monthly. Various communications to staff via workplace almost daily
2	Is there a robust feedback system between staff and management?	Staff will be encouraged to immediately contact their line manager or any senior member of the team if they have any concerns or questions. In addition, regular surveys will be run to ensure people's views are known	Updated survey being prepared to send to staff within the next 2 weeks.
3	If there is a director nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Group CEO has this responsibility – he is contactable via email / Teams and mobile at any time	
4	Is there a system to communicate with staff that are not returning for fear of infection?	Normal communication channels (email, text, workplace) will continue to work for everyone. Further there are regular online team meetings and it is the responsibility of people's line managers and the HR Manager to maintain regular contact.	

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5	Are all staff regularly updated on COVID-19 symptoms, SD and how these rules apply to the office?	We will share the relevant guidance and update as required. Staff will receive regular reminders about monitoring the health of themselves and all household members and that is their responsibility to inform their line manager and the HR Manager immediately if they or any household member display symptoms, at which point they should not attend the office, self-isolate and get tested as per the government guidelines. Training will be provided on the above to all staff which must be completed prior to their return to the office. The HR Manager will keep a log of everyone who has taken the training and their attestation that they have completed it and read this risk assessment	Email on 02/07
6	Are transit spaces (corridors), social zones, car parks, meeting rooms configured to SD rules?	The landlord to Charleston House, will place SD signage in appropriate places. People will be asked to let people up and down the stairs to avoid crossing each other in the stairwell. A one way system is in force within the Liverpool, allow separate entry and exit doors. Restrictions will be placed on the number of people allowed in board room and kitchen. The number of people allowed into the office will be controlled to ensure that SD can be ensured between desks / chairs. Signage and floor markings will help remind people of safe distancing.	
7	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	All staff have access to mental health counselling support if required. Managers have been instructed to be mindful of potential behavioural or personal issues so that early action can be taken	

Medical Risk Assessment for staff returning to the office in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Are we aware of all pre-existing medical conditions that may be relevant in terms of Covid-19?	We have surveyed staff to understand who may be considered “vulnerable” or shielding someone else who is “vulnerable”. This will be logged and updated by the HR Manager prior to each person attending the office as part of their training and these people will be	Logging information gathered from the training document.

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		advised that it is their choice if they wish to come in	
2	Who has tested positive for COVID-19 and how is this recorded for elimination purposes?	We will ask people to notify us if they have tested positive for Covid-19 or tested positive for a Covid-19 antibody test suggesting they have previously had it, prior to returning to the office. Records to be held by HR Manager	As above
3	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Staff will be asked prior to returning to the office and reminded to let us know so that the HR Manager can keep a record and inform other staff if required.	Questions included in training screener
4	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Recorded by HR Manager. Line manager needs to be informed	
5	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	HR Manager and line manager will be responsible for keeping in contact.	
6	If essential work is required on site how will contractors be managed?	Contractors will be asked to work outside of normal business hours and wear suitable PPE to minimise risk of transmission.	