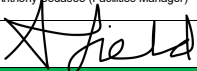


COVID-19 Risk Assessment						
This is the statement of general policy and arrangements for:		Rosenblatt Limited and the offices of RBG Holdings plc			Date of Risk Assessment	01.07.20
Who has overall and final responsibility for Health and Safety?:		Anthony Field (Administration Director)			Date of last review	07.07.20
Currently Employees	72					
Pandemic management team and strategy:	Responsibility of:	Role defined:				
Pandemic Management Coordinator	Mark Foulston (Corporate Executive)	Building occupancy, cleaning of offices, signage around COVID-19, management of essential workers on site, staff requests to attend site, essential Contractor visits, remote working and IT.				
Pandemic Management Team Member	Marcia Mardner (Group HR Manager)	Provide support to employees during pandemic, home working support, sickness/absence, employee concerns, mental wellbeing, staff cover.				
Pandemic Management Team Member	Anthony Redasee (Facilities Manager)	To manage the business-critical Admin function, ensure the office facility is operating inline the action plan, including normal maintenance / essential works. In addition providing IT support to those attending site and remote working.				
Signed: *(Employer)		Administration Director			Date:	07.07.20
This Risk Assessment is to be reviewed as and when the government advice changes or situation changes within the working environment.						
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done (Y/N)
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> •Staff •Visitors to your premises •Cleaners •Contractors •Drivers •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business 	Hand Washing				
		Hand washing facilities with soap and water in place on each floor WCs and Kitchens.	Weekly stock check of soap supply to take place by Facilities department.	AB / Facilities	01.07.20	Y
		Stringent hand washing taking place. See hand washing guidance (Below)	Hand wash hygiene poster reminders on displayed in WCs / key areas. When using kitchen equipment, kettle, fridge, microwave etc. staff are encouraged to wash hand. Office cleaner will be cleaning down kitchens as part of a regular daily clean.	AB / Facilities	01.07.20	Yes in place and advised
		Drying of hands with disposable paper towels.	https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ All WCs and Kitchens to have paper towels. Kitchen tea towels not to be used as there is a risk they will be used for drying hands (instead blue paper towel roll provided and kitchen roll). These are to be placed in the bin straight away.	AB / Facilities	01.07.20	Yes in place and advised
		Staff encouraged to protect the skin by applying emollient cream (moisturising treatments) regularly.	https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Issue copy of Risk Assessment to All Staff	HR Dept	01.07.20	Yes in place and advised
		Gel sanitisers in any area where washing facilities not readily available.	https://www.nhs.uk/conditions/emollients/ Gel sanitiser to be on all floors (min 70% Alcohol) - also Gel sanitiser in lift lobbies and kitchens on each floors (lift lobbies, Kitchens, centre area on each floor).	AB / Facilities	01.07.20	Yes in place and advised
		Office Cleaning				
		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Passenger lift to be regularly cleaned including hand rails and buttons. Photocopier touchscreens & Equitrac keyboards, Kitchen appliance handles/buttons to be cleaned regularly. All roller racking handles and stationary cupboard handles to be cleaned. Stairwell banisters rails to be cleaned regularly. In addition, the trolley handles within Admin dept will be wiped down periodically. If a meeting room / spare office is required by a staff member, this must be discussed with Facilities Dept so they can arrange for the room to be cleaned after use (signage applied notifying staff if safe to use or not).	AB / Facilities	01.07.20	Yes in place and advised (frequency increased with occupancy)
		Social Distancing				
		Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Coughs & sneezes.	2m/6.5ft to be adhered to despite Government relaxing to 1m. Posters/stickers to be applied to remind all staff. Desk pods not to be used if 2 metre rule can't be adhered to. Shared offices not to be used if these distance can't be managed, same applied to desk that form part of a pod set up. Passenger lift will be for max 2 persons (facing away from each other, in opposite corners) and where possible for going up only to reduce risk, and main stairwell is to be used to go down to other floors (Stairs not to be used for going up, to avoid passing on the stairs). Shower Room max occupancy is three, so this is the maximum number of people allowed in this area at any given point (even if 1 or 2 in shower cubical). Each occupied work station and meeting room will have a box of tissues available (with hand gel sanitiser). Staff movement between floors is permitted provided the maximum occupancy is maintained below 25% (if this is later reviewed and the occupancy is permitted over 25% then this could result in staff members not being permitted to move between floors). Floors 1-4 to have one way stickers applied to carpet tiles (anti-clockwise around centre desk pods) to avoid collision and assist with distancing. In addition, all will be asked to knock on WC outer / lift lobby door to assist with the fact that staff can't see who is leaving the WC.	MF & AB /Facilities - All Staff to note	01.07.20	Yes in place and advised (frequency increased with occupancy)
Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Staff levels to be monitored to reduce risk of infection at the office.	All Staff have been set up for remote working. If Staff wish to visit the office this can be done provided they give 24 business hours notice to (Mark Foulston & copy in HR) and that they are COVID-19 symptom free, not knowingly been in contact with anyone tested positive or have symptoms of the virus, or entering the building during a self isolation period. This 24 hours notice also allows the business to manage the level of occupancy (max 25% of workforce). In addition this time also gives Facilities department essential planning time to prepare staff members office/desk area, making sure its clean, IT equipped and located a safe distance from colleagues. Commuting to the office on public transport our staff are required to follow the government guidelines around PPE and wash hands/sign in on arrival. All staff are required to call 020 8142 5122 on arrival to be let in the building and use the Microsoft SharePoint 'Check in & Out' Office App on their mobile or PC to record their attendance on site, this data will then be exported each day for a 30 day rolling record (this allows awareness of who is in the building at lock up and also acts as a record for attendance for trace purposes). Only RBL staff, Temps & Contractors are to be allowed in the building. Access can be denied if the procedure and authority from Facilities Head/HR hasn't been given. Facilities Dept Head(MF) or Manager (AB) will ensure the building is empty of staff before business is locked up each day (all floors & rooms checked). Staff will be required to sign in & out via the SharePoint App on mobile phone. Any staff member flying abroad will be asked to observe any government guidance on their return, this could include a period of isolation. Front doors to remain locked (as no security or receptionist present) - To alleviate concern around fire evacuation from main stairwell the keys to the front door will remain in the locks (inside), the main fire exit should be used at the rear of the building (leading to Shoe Lane) unless this route is blocked by fire. Garage entrance will remain the main entrance in & out until further notice.	MF & AB /Facilities - All Staff to note	01.07.20	Yes in place and advised (frequency increased with occupancy)		
Redesigning processes to ensure social distancing in place.	Print/Production Room on 5th floor is only to be occupied by one person at a time. Working Admin desk to be removed from this work space to reduce risk. G1 (max 4 people) & B1 (max 6 people) meeting rooms to be used for internal meetings, but where possible this should be done via Conf Calls/Teams.	All	01.06.20	Yes in place and advised		

Conference calls to be used instead of face to face meetings.	Visitors to the building is not permitted, except for contractors arranged by the Facilities Dept (these will be kept to a minimum). Conference/Teams calls should be used instead of face to face meetings on or off site.	All	01.07.20	Yes in place and advised
Ensuring sufficient rest breaks for staff.	Follow normal guidance contained in the Employee Handbook. Also consider avoiding busy lunchtime areas and maintain safe distance when on breaks in the building (following kitchen / breakout area guidance).	All	01.07.20	Yes in place and advised
Social distancing also to be adhered to in canteen area	Kitchens on all floor - only one staff member permitted in the kitchen at any given point. Break-out area on 5th floor max occupancy is 4 people at any given point (leaving walkway free to 5th floor office).	All	01.07.20	Yes in place and advised
Use of PPE				
Consideration given to the use of PPE	Given that the company has said the maximum occupancy of workforce is not to be higher than 25% then the use of PPE is not required, provided the 2 metre rule is adhered to.	All	01.07.20	Yes in place and advised
Wearing of Gloves				
Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	The sharing of keyboard/mouse is not permitted (except for IT/Facilities staff who will wear gloves if they have to come into contact with another users PC).	IT/Admin/ Facilities	01.07.20	Yes in place and advised
Corporate Portable Devices - Mobile phones & Laptops				
Use of mobile phones, portable devices and laptops etc.	The sharing of telephone head sets, mobile phones and laptops that haven't been cleaned between users is not permitted. Any IT/Facilities Support staff that need to use a staff member device are to do so using gloves and then wipe down the device/keyboard/desk area.	All Staff / IT & Facilities	01.07.20	Yes in place and advised
DSE				
Working from home DSE (Display Screen Equipment) assessment for prolonged use	DSE form completion to be carried out if staff continue to work from home for a prolonged period (if more than 3 months then this should be completed, and every 3 months thereafter).	AB / Facilities	01.07.20	Yes in place and advised