

ABI COVID-19 RISK ASSESSMENT

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Risk Assessment Matrix					
x	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1
Likelihood			Severity		
Almost never			1	No injury	
Seldom			2	Minor injury	
Possible			3	7 day + injury	
Probable			4	Serious injury	
Almost Always			5	Fatal	

Assessment Date:	Review Date:	Task:	Assessment Ref / No:
06/11/2020	05/01/2021	COVID-19 at One America Square & Floors 8 & 9	

NB – R = Risk Before Controls R/R = Residual Risk After Controls Applied

Hazard/Sources of Harm	Risk	L S R			Risk Control Measures	L S R/R			Person responsible for Implementing risk controls Name: - and date of implementation:
		L	S	R		L	S	R/R	
Risk of spreading/ contracting Covid-19 traveling from home to the office	The following people can be at risk of contracting the Covid-19 virus due to the close proximity of too many people on public transport, or contact with surfaces such as handlebars and buttons: <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	4	4	16	<ul style="list-style-type: none"> - Staff to be provided with PPE (Facemasks, hand sanitiser), Potential option for staff to be mailed gloves and masks directly from the office by a member of the Business Services team. - Staff to be encouraged to walk/cycle and avoid public transport if necessary. Bike racks provided by OAS - Continue to allow staff to work from home if they would rather not return to the office. 	2	4	8	<ul style="list-style-type: none"> - Business Services Team - To be implemented upon BS return to office - OAS

	- Anyone else who physically comes in contact with you in relation to your business								
Risk of spreading/ contracting Covid-19 due to overcrowded entrance into One America Square	<p>The following people can be at risk of contracting the Covid-19 virus due to close proximity to high numbers of others entering the building:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	3	4	12	<ul style="list-style-type: none"> - Controlled entrance to the building (member of OAS staff to control/manage flow of staff entering). - Controlled entrance into OAS (main door access controlled) - Turnstiles to have their own entrance and exit sign (the left turnstile for entrance, the right for exit, the middle will be closed) - Signage installed on the reception ground floor to make sure social distancing is adhered to - Security staff at OAS to monitor queues and assist in maintaining social distancing where required - All visitors should be booked 24 hours prior to visit - All visitors to be briefed on the measures put in place prior to visit - Furniture has been reduced on the ground floor reception to ensure the social distance guidelines - Hand sanitiser provided. - Phased return of ABI staff. - Flexible working hours (staff are not requested to be in during peak times) 	1	4	4	<ul style="list-style-type: none"> - Building Management at One America Square. - Business Services. - Security staff at One America Square. - Reception Staff at One America Square. - To be implemented upon BS return to office
Risk of spreading/ contracting Covid-19 due to being unable to Social Distance in the elevators	<p>The following people can be at risk of getting the Covid-19 virus due to the close proximity staff would be in when in a lift with others and the contact they will have with the lift buttons when pressed:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors 	3	4	12	<ul style="list-style-type: none"> - Security staff at OAS to monitor queues and assist in maintaining social distancing where required in the lift lobbies - Hand sanitisers located next to the push button - Limit number of people in the reception waiting for the lift - The left-hand turnstile as the entrance into the lift lobby, the right- 	1	4	4	<ul style="list-style-type: none"> - Building Management at One America Square. - Business Services Team. - Security staff at One America Square.

	<ul style="list-style-type: none"> - 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 				<ul style="list-style-type: none"> - hand side as the exit, the middle turnstile is closed - Signage to be displayed informing staff of processes in place - Not more than two people at a time in the lift to enable social distancing. 				<ul style="list-style-type: none"> - Reception Staff at One America Square. - To be implemented upon BS return to office
Risk of contracting Covid-19 whilst exiting onto the 8 th floor (once 8 th floor is opened)	<p>The following people can be at risk of getting the Covid-19 virus when coming in contact with high touch surfaces such as the lift buttons and being in close proximity of other who also arrive on the same floor:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	3	4	12	<ul style="list-style-type: none"> - Controlled entrance to lifts on ground floor (no more than 2 people at a time) to enable social distancing. - Temperature reader to be made available in the 8th floor reception (phase 2) - One-way system to be introduced upon 8th floor opening (phase 2) - Hand gel to be provided around the 8th floor. - Sanitising station to be installed at reception - Signage to be displayed informing staff of processes in place - 8th floor access limited for exceptional circumstances only (phase 1) - Regular cleaning from hospitality team 	2	4	8	<ul style="list-style-type: none"> - Building management at OAS - OAS security - Business Services Team - To be implemented upon BS return to office
Risk of spreading/ contracting Covid-19 whilst in the 8 th floor reception (once 8 th floor is opened)	<p>The following people can be at risk of getting the Covid-19 virus due to a build-up of people in the reception area and staff bringing the virus while outside the office:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with 	3	4	12	<ul style="list-style-type: none"> - Controlled entrance to lifts on ground floor (no more than 2 people at a time) to enable social distancing. - One-way system to be introduced upon reopening of the 8th floor (phase 2) - Hand gel to be provided around the 8th floor - Sanitising station to be installed at reception.. 	2	4	8	<ul style="list-style-type: none"> - Business Services Team - To be implemented upon BS return to office

	<p>existing underlying health conditions</p> <ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business 				<ul style="list-style-type: none"> - Signage to be displayed informing staff of processes in place. - Transparent shielding screen to be installed upon the 8th floor opening (phase 2) - 8th floor access limited for exceptional circumstances only (phase 1) - Regular cleaning from hospitality team 				
<p>Risk of spreading/contracting Covid-19 while in the Members lounge (once 8th floor is opened)</p>	<p>The following people can be at risk of getting the Covid-19 virus due to being in close proximity when talking or sitting and touching high contact areas:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	3	4	12	<ul style="list-style-type: none"> - Removal of some chairs, capacity to be reduced to 6 people at a time - No fruit to be put out - No water and milk to be provided - Coffee Machine to be closed off - One-way system to be introduced - Signage to be displayed informing staff and guests of the procedures put into place - Hand sanitiser to be provided - Sanitising station to be installed - Regular cleaning from hospitality team 	2	4	8	<ul style="list-style-type: none"> - Business services team - Hospitality Team - To be implemented upon BS return to office
<p>Risk of spreading/contracting Covid-19 while staff are in Meeting rooms (once 8th floor is opened)</p>	<p>The following people can be at risk of getting the Covid-19 virus due to being in close proximity to others in an enclosed area and touching high contact points such as the conference phones or keyboard and mouse:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	4	4	16	<ul style="list-style-type: none"> - Frequent cleaning of high contact areas. - One-way system on the 8th floor (with signage on corridors showing directions). - Hand sanitisers, tissues and wipes provided in all meeting rooms. - Meeting rooms capacity to be reduced to adhere to social distance guidelines. - Chairs to be removed for the room to hold the appropriate suggested capacities. 	2	4	8	<ul style="list-style-type: none"> - Business services - Hospitality Team - To be implemented upon BS return to office

	<ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business 				<ul style="list-style-type: none"> - Mobile phones to be used instead of desk phones in the phone booths to which access is permitted. - Encourage staff to use laptop to present instead of the provided keyboard, mouse, and clicker in the meeting rooms. - Frequent cleaning by hospitality staff. - Signage to be displayed informing staff of processes in place. 				
Risk of spreading/contracting Covid-19 while on the roof terrace	<p>The following people can be at risk of getting the Covid-19 virus due to being near others when talking or sitting:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	2	4	8	<ul style="list-style-type: none"> - Terrace to be left open for staff to spend their lunch if they would like to, subject to the conditions below. - Staff to adhere to the social distance guidelines in place - Staff are to sanitise their hands before entering and then again when exiting the terrace. - Signage on terrace door notifying of number limits on terrace use (10 persons) - Sanitising station installed by the terrace door. - Staff toolbox talk document to highlight terrace limits. - Social distancing signage displayed 	1	4	4	<ul style="list-style-type: none"> - Business services team - To be implemented upon BS return to office
Risk of spreading/contracting Covid-19 when using the fire exit staircase to travel between the 8 th and 9 th floor	<p>The following people can be at risk of getting the Covid-19 virus due to being in close proximity to others when using the stairs and also touching similar surfaces as others such as the handrail and door:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	2	5	10	<ul style="list-style-type: none"> - Meeting rooms open with reduce capacity to adhere to social distance guidelines (phase 2) - Hand sanitisers provided to staff for use before and after touching handrails. - Signage reminding of social distancing guidelines on all doors to stairs. - One-way system to be introduced - Signpost of foot-traffic in main circulation paths: corridors, stairs, entries 	2	4	8	<ul style="list-style-type: none"> - To be implemented upon BS return to office - The Business services team

	<ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business 				<ul style="list-style-type: none"> - Automatic sanitising dispensers installed by all emergency doors. - Door down the HR end of the office are to be used for going up to the 9th floor only and the door by the Business Services end is to be used for going down to the 8th floor only 				
Risk of Spreading/contracting Covid-19 when using the Toilets	<p>The following people can be at risk of getting the Covid-19 virus from coming in contact with high touch surfaces such as the lift buttons and being in proximity of other who also arrive on the same floor:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 				<ul style="list-style-type: none"> - The toilets are restricted to one person at a time - An occupant/vacant sign will be installed on the doors, staff to update accordingly when using the toilets. - Toilets will be included on the strict cleaning regime. 			<ul style="list-style-type: none"> - The Business Services Team - Hospitality Staff 	
Risk of spreading/contracting Covid-19 when exiting onto the 9 th floor	<p>The following people can be at risk of getting the Covid-19 virus from coming in contact with high touch surfaces such as the lift buttons and being in proximity of other who also arrive on the same floor:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	3	4	12	<ul style="list-style-type: none"> - Social distance guidelines to be adhered to in lift corridors. - No more than two people at one time in the lifts. - One-way system to be put in place. - Signpost of foot-traffic in main circulation paths: Corridors, stairs, entries. - Hand sanitizers and tissues in all the hot spot areas (print room, next to the bins, phone booths, desks, next to mail trays) . - Signage encouraging/prompting staff to use provided hand sanitizers and tissues. - Body temperature check 	1	4	4	<ul style="list-style-type: none"> - Business services team - Building Management - OAS Security - Hospitality Team - To be implemented upon BS return to office

	<ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business 				<ul style="list-style-type: none"> - Sanitising station to be put by 9th floor kitchen - Regular cleaning by hospitality staff. 				
<p>Risk of spreading/contracting Covid-19 due to staff Crossing each other's path in the office and not adhering to social distancing rules</p>	<p>The following people can be at risk of getting the Covid-19 virus due to being in close proximity to others when walking around the office:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>- Anyone else who physically comes in contact with you in relation to your business</p>	4	4	16	<ul style="list-style-type: none"> - One-way system in the office. - Signage to be placed around the office to remind staff of social distancing and the new one-way system. - 'No entry' signage for staircase by HR - 'Entry only' (one-way system) signage for stairs by IT desks - Limited staff numbers allowed to reduce traffic - Social distance guidelines to be adhered to in hotspot areas such as the staff kitchen (water collection point) and print room to only allow 1 person at one time. 	2	4	8	<ul style="list-style-type: none"> - Business Services - To be implemented upon BS return to office
<p>Risk of spreading/contracting Covid-19 while in Staff Kitchen</p>	<p>The following people can be at risk of getting the Covid-19 virus due to touching high contact areas such as taps, buttons, cutlery, cups, and handles:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>- Anyone else who physically comes in contact with you in relation to your business</p>	5	4	20	<ul style="list-style-type: none"> - Reminders of social distancing to be placed in these hotspots. - Regular cleaning by hospitality staff of all hotspot areas. - Hand sanitisers provided - No Milk/Fruit to be provided. - Signage to be displayed informing staff of processes in place. - Verbal communication if staff are spotted gathering, informing them of the rules. - Gradually reopen kitchen facilities - The V-tap will be open in phase 2 along with the coffee machine, where wipes will be provided, and staff will be required to wipe the surface before and after touching 	3	4	12	<ul style="list-style-type: none"> - Business Services - Hospitality Team - All staff - To be implemented upon BS return to office

					<ul style="list-style-type: none"> - The sink will be open, and staff are expected to wash up their own used mugs and cutlery as the dishwasher will remain closed - Staff are required to bring their own cutlery and cups. - Staff advised to eat their lunch at their desks although the canteen will be open, and staff can eat their lunch at a booth which will be limited to one person per time - Signage to be displayed informing staff of processes in place. 				
Risk of spreading/contracting Covid-19 due to staff seated too closely	<p>The following people can be at risk of getting the Covid-19 virus due to coming in close contact to others regularly and being within the recommended social distancing rules:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>- Anyone else who physically comes in contact with you in relation to your business</p>	4	4	16	<ul style="list-style-type: none"> - Hand Sanitisers to be provided at each desk - Frequent cleaning by hospitality staff - Clear desk policy to be introduced (minimal stuff on desk to aid the regular cleaning). - Signage to be displayed informing staff of processes in place. - Phased return of staff (approximately 1/3 of staff total). - Seating plan will be introduced that requires staff to sit at specifically allocated desks, so that social distancing measures can be observed when staff are seated. 	1	4	4	<ul style="list-style-type: none"> - Business Services - Hospitality Team - To be implemented upon BS return to office
Risk of spreading/contracting Covid-19 while in the print room	<p>The following people can be at risk of getting the Covid-19 virus due to touching high contact surfaces such as the printers and stationery equipment such as staplers and hole punchers:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors 	3	4	12	<ul style="list-style-type: none"> - One person at a time in the print room. - Frequent cleaning by hospitality staff. - Staff advised to only print where necessary as per the return guidance 	1	4	4	<ul style="list-style-type: none"> - Business services - Hospitality Team - To be implemented upon BS return to office

	<ul style="list-style-type: none"> - 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 				<ul style="list-style-type: none"> - Wipes and hand sanitizers to be provided in the area to wipe equipment before use - Signage to be displayed informing staff of processes in place. - No access to stationery cupboard by staff and any stationery request is to be made to BS. 				
Risk of spreading/contracting Covid-19 while in toilets	<p>The following people can be at risk of getting the Covid-19 virus due to coming in contact with high touch surfaces such as toilet seats and being in close proximity to others:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	4	4	16	<ul style="list-style-type: none"> - Each toilet is restricted to 1 person at a time to enable social distancing - Hand sanitizers to be placed in every toilet - Signage encouraging/prompting the use of hand sanitizers before and after using the facilities. - Increased Frequency cleaning by hospitality staff. 	2	4	8	<ul style="list-style-type: none"> - Business services team - Hospitality Team - To be implemented upon BS return to office
Risk of spreading/contracting Covid-19 due to post being delivered to the office	<p>The following people can be at risk of getting the Covid-19 virus due to contaminated parcels being delivered from outside sources and being transmitted through contact:</p> <ul style="list-style-type: none"> - -Staff - -Visitors to your premises - -Cleaners - -Contractors - -Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	4	4	16	<ul style="list-style-type: none"> - No personal packages/post should be delivered to OAS. - All work-related post will be handled by one BS member at a time using gloves, they will wash their hands before and after handling the post. - All staff receiving work-related post should also wash their hands or use hand sanitizer after handling the post. - Signage to be in place in goods lifts to encourage users to adhere to social distancing. 	2	4	8	<ul style="list-style-type: none"> - Business Services - OAS Security - All ABI Staff - To be implemented upon BS return to office

	<ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business - OAS Staff 				<ul style="list-style-type: none"> - Hand sanitisers will be placed outside the goods lifts. - Security will control delivery collection (they will call one occupant at a time to avoid crossing over of people). 				
Risk of spreading/ contracting Covid-19 due to use of bike rack	<p>The following people can be at risk of getting the Covid-19 virus due to touching high contact points and a build-up of people in close proximity to each other:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	3	4	12	<ul style="list-style-type: none"> - First come first served basis - OAS Security to control traffic flow for the bike rack. - Bikes can be secured outside the building opposite the loading bay if necessary. 	2	4	8	<ul style="list-style-type: none"> - Security staff at One America Square - To be implemented upon BS return to office
Risk of spreading/ contracting Covid-19 while conducting Emergency procedures	<p>The following people can be at risk of getting the Covid-19 virus due to being in close proximity to others during an evacuation and also touching high contact areas such as handrails:</p> <ul style="list-style-type: none"> - Staff - Visitors to your premises - Cleaners - Contractors - 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 	4	4	16	<ul style="list-style-type: none"> - Evacuation will remain the same as we are already practicing. - The most life-threatening risk will take priority. - Staff will be advised to disperse instead of the usual congregation in the assembly point. - Fire wardens to liaise with OAS and inform staff via text messages when it is safe to return in the building. - At least one first aider to be on site when staff are in. - Two fire marshals to be located on the 9th floor when staff are in and one on the 8th floor (phase 2) 	3	4	12	<ul style="list-style-type: none"> - Fire Marshalls - Building management at One America Square - Security staff at One America Square - First Aiders - To be implemented upon BS return to office

<p>Risk of spreading/ contracting Covid-19 due to Member of staff becoming infected</p>	<p>The following people can be at risk of getting the Covid-19 virus due to an infected member of staff transmitting the virus to others through not social distancing and touching high contact areas:</p> <ul style="list-style-type: none"> - -Staff - -Visitors to your premises - -Cleaners - -Contractors - -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 	5	4	20	<ul style="list-style-type: none"> - Frequent cleaning of high contact areas. - Hand soap and hand sanitiser to be provided and left in hotspots around the office. - Staff temperatures to be checked before entering office (temperature will be provided on the 8th and 9th floor) - No staff demonstrating COVID19 symptoms should enter the office at any point. - Staff who begin to show any Covid-19 related symptoms whilst in the office will immediately leave, inform HR and Business Services, and return home and arrange for a test. If required, they should self-isolate for 2 weeks before arranging a further test prior to a return. - Continue to allow staff to work from home if they would rather not return to the office. 	2	4	8	<ul style="list-style-type: none"> - Business Services Team. - Hospitality staff. - Staff. - To be implemented upon BS return to office
<p>Risk of spreading/ contracting Covid-19 through use of the phone booth</p>	<p>The following people can be at risk of contracting the Covid-19 virus by touching the same areas as others, such as the door handle, the phone and any furniture in the phone booth:</p> <ul style="list-style-type: none"> • Staff • Cleaners • Anyone else who physically comes in to contact with you in relation to your business 	4	4	16	<ul style="list-style-type: none"> - Hand sanitiser and wipes to be put in the phone booths to which access permitted. - Strict cleaning regime to be introduced with a schedule of when the phone booth will be used sent to hospitality staff the evening before. Business Services will communicate any changes to hospitality staff. - Staff to only be able to book 2 of the 3 phone booths (9A & 9C). - Colleagues told that they should, where possible, book the phone booth 24 hours in advance and on a first come first served basis. Bookings will be made via Teem for staff with access and for anyone 	1	4	4	<ul style="list-style-type: none"> - Business Services teams - Hospitality Team

				<p>else, they will need to email Business Services. Ad-hoc bookings are available, but staff must make Business Services aware at least 1 hour in advance.</p> <ul style="list-style-type: none"> - Signage will be displayed informing staff that the phone booth will need to be booked. - The phone booth phone to be removed and staff must use either their ABI mobile or laptop. 			
				-			-