

ABI COVID-19 RISK ASSESSMENT

Person Preparing Risk Assessment: Thierno Balde & Steven Walker
 Reviewed by: Christopher Darling

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:
16/09/2020	16/10/2020	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 and gloves) (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 - 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

	<ul style="list-style-type: none"> - Anyone else who physically comes in contact with you in relation to your business 								
<p>Risk of spreading/ contracting Covid-19 due to overcrowded entrance into One America Square</p>	<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 - 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 aren't 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
<p>Risk of spreading/ contracting Covid-19 due to being unable to Social Distance in the elevators</p>	<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 - Vulnerable groups – Elderly, Pregnant workers, those with 	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-hand side as the exit, the middle turnstile is closed 	1	4	4	<ul style="list-style-type: none"> - Building Management at One America Square. - Business Services Team. - Security staff at One America Square. - Reception Staff at One America Square.

	<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 - Not more than two people at a time in the lift to enable social distancing. 				<ul style="list-style-type: none"> - To be implemented upon BS return to office
<p>Risk of contracting Covid-19 whilst exiting onto the 8th floor</p>	<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. - One-way system to be introduced upon 8th floor opening (post trial period of 6 weeks) - Hand gel to be provided around the 8th floor, particularly reception - Signage to be displayed informing staff of processes in place - 8th floor access limited for exceptional circumstances only - 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
<p>Risk of spreading/ contracting Covid-19 whilst in the 8th floor reception (once 8th floor is opened)</p>	<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 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. - One-way system to be introduced upon reopening of the 8th floor (following 6 week initial trial period) - Hand gel to be provided around the 8th floor, particularly reception. - Signage to be displayed informing staff of processes in place. - Sanitising station to be put at 8th floor reception. - Transparent shielding screen to be installed upon the 8th floor opening (post 6 week trial) 	2	4	8	<ul style="list-style-type: none"> - Business Services Team - To be implemented upon BS return to office

					<ul style="list-style-type: none"> - 8th floor access limited for exceptional circumstances only - Regular cleaning from hospitality team 				
Risk of spreading/ contracting Covid-19 while in the Members lounge (once 8 th floor is opened)	<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 to reduce capacity to no more than 6 people allowed to enable social distancing. - 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 - Regular cleaning from hospitality team - 8th floor access limited for exceptional circumstances only 	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 while staff are in Meeting rooms (once 8 th floor is opened)	<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 - Anyone else who physically comes in contact with you in relation to your business 	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 provided in all meeting rooms. - One person at a time in Salt and in all phone booths. - Encourage the use of Mobile phones instead of desk phones in the phone booths. - 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. 	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"> - Meeting rooms capacity to be reduced in order to adhere to the social distance guidelines. - 8th floor access limited for exceptional circumstances only 				
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. - Spaces on the benches to be blocked and designated areas to be assigned for seating to adhere to social distancing guidelines. - 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) - Toolbox talk to staff highlighting terrace limits. - Social distancing signage in place on terrace. 	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 - Anyone else who physically comes in contact with you in relation to your business 	2	5	10	<ul style="list-style-type: none"> - Use of the fire exit staircase is only recommended if staff would like to use the roof terrace for lunch, along with emergency evacuations. - The 8th floor will be closed for general meetings/use to minimise traffic - Hand sanitisers provided to staff for use before and after using hand rails. - Signage reminding of social distancing guidelines on all doors to stairs. 	2	4	8	<ul style="list-style-type: none"> - To be implemented upon BS return to office - The Business services team

<p>Risk of spreading/ contracting Covid-19 when exiting onto the 9th floor</p>	<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 	3	4	12	<ul style="list-style-type: none"> - No more than 2 people in the lift corridor to enable social distancing. - 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 - Sanitising station to be put by 9th floor kitchen - Regular cleaning by hospitality staff. 	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
<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 stairs outside goods lifts - 'Entry only' (one-way system) signage for stairs by IT desks - Limited staff numbers allowed to reduce traffic - 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/</p>	<p>The following people can be at risk of getting the Covid-19 virus due to touching high contact areas such as</p>	4	4	16	<ul style="list-style-type: none"> - Reminder of social distancing to be placed in these hotspots. 	1	4	4	<ul style="list-style-type: none"> - Business Services - Hospitality Team

<p>contracting Covid-19 while in Staff Kitchen</p>	<p>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 - -Anyone else who physically comes in contact with you in relation to your business 				<ul style="list-style-type: none"> - Regular cleaning by hospitality staff of all hotspot areas. - Hand sanitisers provided - Staff advised to eat their lunch at their desks. - Drinking water to be provided in bottles. - 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. - Kitchen facilities to be shut. - Staff advised to eat their lunch at their desks. - Drinking water to be provided in bottles. - Signage to be displayed informing staff of processes in place. 				<ul style="list-style-type: none"> - To be implemented upon BS return to office
<p>Risk of spreading/ contracting Covid-19 due to staff seated too closely</p>	<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 - Anyone else who physically comes in contact with you in relation to your business 	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. - Staff to only sit at allocated desks. All other desks to remain closed. 	1	4	4	<ul style="list-style-type: none"> - Business Services - Hospitality Team - To be implemented upon BS return to office

<p>Risk of spreading/contracting Covid-19 while in the print room</p>	<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 - 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"> - One person at a time rule to be introduced to enable social distancing.. - Frequent cleaning by hospitality staff. - Staff advised to only print where necessary as per the return guidance - Wipes and hand sanitizer 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. 	1	4	4	<ul style="list-style-type: none"> - Business services - Hospitality Team - To be implemented upon BS return to office
<p>Risk of spreading/contracting Covid-19 while in toilets</p>	<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 (Traffic light system to be installed). - 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
<p>Risk of spreading/contracting Covid-19 due to post being</p>	<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 	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. 	2	4	8	<ul style="list-style-type: none"> - Business Services - OAS Security - All ABI Staff - To be implemented

delivered to the office	<ul style="list-style-type: none"> - -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 - -OAS Staff 				<ul style="list-style-type: none"> - 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. - 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). 				upon BS return to office
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 	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. 	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

	<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"> - 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 				<p>upon BS return to office</p>
<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 if necessary (anyone with a high temperature should return home). - 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 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