

Introduction

Hazard	COVID-19
Potential consequence of infection	High (death)
Likelihood of infection without control	Medium
Resulting level of risk if controls are applied	Low

Basic behaviours

It's really important for us all to follow some basic behaviours that will reduce the risk of COVID-19 transmission as much as possible. These are:



If you think you've got COVID-19 symptoms, stay at home and follow the advice on the NHS 111 coronavirus web pages



Keep up social distancing measures. Where possible, stay 2 metres away from others.



Wash your hands regularly and especially after coughing or sneezing. Wash for 20 seconds with soap and warm water, and if water is unavailable then use hand sanitiser.



Avoid touching your face, eyes and mouth as much as possible. Cough or sneeze into a tissue and throw it away. Then wash your hands.

Detailed risk assessment

The risk of COVID19 in relation to:	Audience Impacted:	How we're controlling it:
General areas of the building	Colleagues Customers Visitors	<ul style="list-style-type: none"> ● Each building will be individually assessed and will adhere to the COVID Secure guidelines ● A building specific COVID-19 risk assessment will be carried out and reviewed by the Customer Operations Manager on a weekly basis ● A building specific COVID-19 review will be carried out and completed in conjunction with the risk assessment ● Social distancing measures implemented throughout and signage in place (i.e. lift restrictions) ● Colleagues and customers should only come into work if they are well, show no symptoms of COVID-19 and no one in their household is self-isolating or unwell ● Heating, Ventilation and Air Conditioning will be used with recirculation switched off and natural ventilation prioritised ● Lift guidance produced detailing limited capacities within all of our lifts. Lifts will also be limited to up or down only where possible ● One way systems on our staircases have been implemented where possible

		<ul style="list-style-type: none"> Revised cleaning schedules with increased frequency of cleaning for touch points Contractors undertaking work in our buildings during this period will be expected to adhere to our control measures; and include COVID-19 controls within their RAMS
Disposal of face coverings and gloves	Colleagues Customers Visitors	<ul style="list-style-type: none"> Separate bins will be provided to dispose of masks and gloves for colleagues and customers with an agreed Safe Operating Procedure to ensure safe disposal and continued cleanliness Reusable face coverings have been provided to colleagues should they have requested this in their return to work pack
Fire safety and emergency evacuations	Colleagues Customers Visitors	<ul style="list-style-type: none"> Where fire doors need to be propped open to reduce touch points, we have installed Automatic Release Fire Door Retainers As our buildings have fire detection, the reduction in footfall should have no significant difference in the risk to life We have postponed our annual fire evacuation practices for any buildings until further notice and have replaced this exercise with a desktop exercise It's accepted that during an evacuation, social distancing may not be maintained. Once people exit the building, they should look to return to social distancing. In busy town areas, it will be more appropriate to ask one



First aid		person from each company to act as a point of contact and then ask them to disperse from the muster point, once accounted for
	Colleagues Customers Visitors	<ul style="list-style-type: none">• First aid provision, if available, can continue to be provided• Briefing note issued to all first aiders explaining additional steps to be taken to ensure personal safety• Further equipment has been bought for first aid kits in relation to COVID-19, i.e. disposable aprons, eyewear etc.
Bruntwood offices	Colleagues	<p>In addition to the above:</p> <ul style="list-style-type: none">• We will continue to support colleagues to work from home• During National Lockdown, colleagues are encouraged to work from home, however if this is not practical then our office spaces remain open and COVID Secure

- Colleagues have the opportunity to work flexibly, to travel into offices outside of peak times
- Colleagues are advised to avoid public transport where possible
- A return to work elearning has been developed to support colleagues
- Our spaces will be assessed and will adhere to the COVID-19 Secure guidelines, Bruntwood's response to COVID-19 has been audited by the British Safety Council and we have been provided with an Assurance Statement
- Social distancing measures will be in place and signage installed
- Face to face meetings can be arranged and our meeting rooms will display the occupancy of people allowed in the meeting room on the door. This will ensure we can maintain social distancing. However, during any National Lockdowns/high Tiers face to face meetings will be discouraged in favour of virtual meetings
- Some of our meeting rooms have been installed with screens which can allow a larger number of people into the area while still maintaining social distancing
- A copy of the plan for each office will be put up near it's entrance to the office
- A desk booking system is implemented for large Bruntwood offices. Small offices will be managed locally, but will adhere to social distancing



		<ul style="list-style-type: none">• Own laptops / devices to be used, not docking stations, unless they can be safely wiped down• Revised cleaning schedules with increased frequency for touchpoints will be implemented. Cleaning equipment is provided in every Bruntwood office space for colleagues to wipe their spaces before and after use• Access to communal areas will be permitted, however these seating will be isolated to maintain social distancing• Antibacterial wipes/spray and hand sanitiser will be made available in meeting rooms to ensure hand hygiene is kept to a high level• QR Codes are to be created and placed in our meeting rooms. These codes are to be scanned prior to using the meeting room.
Bruntwood host areas	Hosts	<ul style="list-style-type: none">• The building specific assessment which is carried out by the Customer Operations Manager will consider host areas and review these on a regular basis• We will endeavour to ensure that there is at least 2m between our host and any visitors, customers or colleagues• Illuminating signs are available in buildings where the footfall is high to highlight when the 2m distance has been breached• Perspex screens can be made available should this be necessary when 2m's cannot be achieved• Hand sanitiser will be made available for the hosts



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Bruntwood colleagues travelling across the portfolio	Colleagues	<ul style="list-style-type: none">• We have imposed an inter-region travel ban for colleagues, with the exception of those who are responsible for other regions and where meetings cannot be carried out via a phone call/video call.• We have implemented further technology in our offices to allow for better access to video calls rather than meeting face to face• Where sharing a vehicle is the norm, always share with the same person if absolutely necessary. During a National Lockdown, any car sharing will be discouraged
Teams at higher risk	Colleagues	<ul style="list-style-type: none">• A specific process has been developed for teams where there is the potential for higher risk (i.e. commercial viewings)
Teams entering customers spaces	Colleagues	<ul style="list-style-type: none">• Our colleagues are empowered to make the decision on whether it is safe to enter a customer space and abide by social distancing rules• If customers have specific controls in place, our teams will always seek to adhere to them. If they don't feel they can, they will speak to their manager



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Vulnerable and extremely vulnerable persons	Colleagues	<ul style="list-style-type: none">• Before “clinically vulnerable” and “clinically extremely vulnerable” colleagues return to the office, a specific risk assessment must be undertaken and placed on their People file, the assessment will be reviewed on a regular basis
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Mental health	Colleagues	<ul style="list-style-type: none">• The business will continually communicate to colleagues in relation to mental wellbeing, reminding them of the support already available and will ask for colleague feedback to develop new support mechanisms as required• Managers at all levels should regularly connect with colleagues in relation to their wellbeing and workload, this relates to colleagues in work and those on furlough• Online training is available to support colleagues and managers in relation to mental health, as well as other repositories for information on this subject• 24/7 access to Employee Assistance Programme, which includes counselling• Teams on furlough are provided with online learning and development opportunities as well as having access to the weekly bulletin and access to the volunteering database of opportunities and encouraged to access CPD
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Equality	Colleagues	<ul style="list-style-type: none">• Additional policies and measures are in place to ensure everybody is treated equally. These measures sit alongside our existing Diversity & Inclusion policy, strategy and programme
Home working	Colleagues	<ul style="list-style-type: none">• All colleagues have been asked to complete DSE awareness training in the last 6 months and additional online learning is now available for agile working• Colleagues have been asked to request additional equipment if they need it to work from home• Equipment that has been provided is branded equipment, with no known recalls• Portable Appliance Testing regime was in place prior to COVID-19 and there shouldn't be any significant change in equipment condition during this time. Any identified issues should be immediately reported to IT and cease use.

Personal Protective Equipment

The government's [COVID-19 Secure guidance](#) explicitly states that wearing additional PPE beyond what you usually wear is not beneficial, especially for those not in high risk situations.

Our Risk assessment does not indicate that our employees are at high risk of COVID-19 exposure, as per the Government guidelines the use of face coverings is currently not mandated in our spaces as we continue to provide a COVID-19 Secure environment. We have however made the decision to offer various types of face covering to employees who will need to travel to work, should they feel like they need a face covering for preventing the potential infection of others.

How we've consulted on this assessment

This document has been shared with various teams during its preparation for consultation purposes. We will continue to review and update the document as the situation is continually evolving and feedback is always welcome.



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Thank you