

COVID-19 Office Opening Risk Assessment

Overview

EUSA Pharma (UK) Ltd is a pharmaceutical company with two offices in Breakspear Park, Hemel Hempstead. The company has c. 90 employees working in Breakspear Park across 2 offices. It has been decided to re-open the offices, following the Covid-19 lockdown, to a small number of individuals who are not able to work from home. Measures outlined on the next page have been put in place to ensure their safety.

The offices are cleaned every evening by contractors, who store the cleaning chemicals in a locked cupboard. The office is located in a shared building and due to the Coronavirus out-break there is a sign in / sign out procedure in operation. The building can be accessed 24 hours per day. Each EUSA office has its own kitchen. Bathroom facilities are provided by the building and are a shared facility. Communal eating areas outside the office have been closed by the building management.

The Management are following HSE guidance (www.hse.gov.uk) and have conducted the following measures in order to identify hazards:

- Walked around the office and the building identifying risk factors
- Identified activities that may cause transmission of the virus
- Talked to supervisors and staff to understand their concerns both about working from home and coming to the office
- Talked to the office cleaning contractors to ensure the safety of our employees and the safety of their workers
- Talked to the horticultural providers to ensure the safety of our employees and the safety of their workers
- Liaised closely with building management to ensure risk factors are mitigated
- Utilised the services of Morgan Lovel to carry out an assessment on office layout in line with Coronavirus guidance

We will continue to monitor the office and ensure compliance with government guidelines as a minimum at all times.

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Breakspear Park Ground and 3rd Floor Offices

Company name: EUSA Pharma (UK) Ltd

Assessment carried out by: Claire Harding

Date of next review: 01 September 2020

Date assessment was carried out: 09 July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Maintaining social distancing in line with government guidelines	Employees Other building users Cleaners Horticultural contractors Other visitors	<ul style="list-style-type: none"> • Due to the open plan design of our offices, we have converted 15 meeting rooms into individual work stations to minimise the number of people in the offices at any time. • Signage has been put up across the office to remind employees of the current 2m distancing rules. • Employees are asked not to leave the meeting room if there are other people in the open office area. • Breakspear Park management have put up signage around the building and have designated stairways up only or down only 				

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		<ul style="list-style-type: none"> • Only one person is allowed in the lift at a time, with appropriate signage in place • Alternate toilets and sinks have been closed off to enable distancing 				
Getting or spreading Coronavirus in common use areas such as kitchen, toilets, entry exit doors, lifts and other communal areas	Employees Other building users Cleaners Horticultural contractors Other visitors	<ul style="list-style-type: none"> • The number of individuals in the office at any one time is limited to 10 people. They are working in separate meeting rooms. • PPE has been provided at the entry points to the office and all employees are required to wear a face mask whenever walking through the open office space. • The kitchens and collaboration areas have been taped off to prevent their use. • Hand sanitisers are provided at every frequent touch point and signage is in place to remind them to sanitise their hands. Gloves are also available. 	To be reviewed in 2 weeks to ensure measures are appropriate.	VP Human Resources and Executive PA	31/07/2020	

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		<ul style="list-style-type: none"> • Hand sanitisers are provided by the building management for the frequent touchpoints outside of the EUSA offices. 				
Transmission of Coronavirus due to not washing hands or not washing adequately	Employees Cleaners Horticultural contractors Other visitors	Signs have been put up to remind employees how to wash their hands properly.				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All employees Cleaners	<ul style="list-style-type: none"> • All meeting rooms are equipped with hand sanitisers and wipes and instructions to wipe equipment after use. • The third party outsourced cleaning provider has given training on safety and sanitising to all of their staff. The cleaners are using specific anti-bacterial cleaning products. 				
Too many people coming to the office	Employees	<ul style="list-style-type: none"> • Employees can only come to the office if they have booked a 				

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		meeting room through the company's Outlook system. <ul style="list-style-type: none"> All employees are required to read and accept the company guidelines prior to coming into the offices. 				
Ventilation in the building	All employees Other building users Cleaners Horticultural contractors Other visitors	The air conditioning is managed by Breakspear Park. They have taken advice from CIBSE / HEEVA and the system is now using fresh air with no re-circulation.				
Musculoskeletal and visual disorders as a result of using DSE at home for a long period	Employees	<ul style="list-style-type: none"> Employees have been able to take their office chair and computer screens home with them Guidelines have been produced and made available on how to set up a home office environment, including seat height, screen height, sitting position etc. 				

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Mental health and wellbeing affected through isolation or anxiety about Coronavirus	Employees	<ul style="list-style-type: none"> • Webinars have been provided aimed at helping managers and employees manage the work home life balance and staying healthy whilst working from home. Details of the company's EAP have been distributed to all UK based employees. • The offices have been opened to provide flexibility to employees. • Managers have regular virtual meetings with their teams. 				
Employees not following company guidance	All employees and visitors to the office	Written guidelines have been provided on the restrictions in place. Disciplinary procedures will be instigated when an employee does not comply with the restrictions. Employees are encouraged to report non-compliance and a Whistleblowing line is available to enable anonymous reporting.				

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<p>Appropriate actions in case of Emergency</p>	<p>All employees and visitors to the office</p>	<p>Due to the number of people in the office being below HSE threshold, we do not have designated first aiders in at all times. First aid boxes are accessible in both offices, with appropriate signage. Employees are reminded to call 999 in case of a medical emergency.</p> <p>If the fire alarm goes off, employees should leave the building from the nearest available exit, no matter if this has been designated an up only staircase and to meet in the usual place. Building management have a register of all employees in the building.</p>				