

Issue date							
Principle							
The MC, with the support of partners, continues to follow government guidelines. This risk assessment is based on the outline risks provided by the Health and safety executive, detailed at https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm							
Identified hazards	Who may be affected	Measures adopted	Risk Assessment				Review date
			Probability	Impact	Mitigation	Risk	
Catching and spreading virus: managing the risk	Staff, visitors, maintenance and service personnel	<p>We manage the overall risk of catching and spreading the disease by making sure we rigorously follow government guidelines. We have chosen to support the NHS Test and Trace system, and will ask visitors to work with us either by using the NHS QR code at every door from the main lift lobby, or if preferred, by providing personal contact data which is deleted after 21 days, in accordance with GDPR advice received from the NHS. Additionally, Broadgate provide hand sanitiser in every lift lobby, and we provide hand sanitiser inside the main lift lobby entrances. We provide handwashing facilities including liquid soap for staff and visitors.</p> <p>We also undertake regular risk assessments to ensure we are in line with government guidelines.</p> <p>We will remind staff that they are obliged to get a PCR test if they display even mild symptoms of the disease (a high temperature, a new and persistent cough, or a loss of/change to their sense of taste or smell), live with someone who has the disease, or are contacted by NHS Test and Trace. In any of those circumstances, they will need to follow the government's advice. We ask that those who are self-isolating or are awaiting results do not come in to the office even if they are feeling well enough to work or do not have symptoms.</p>	4	3	7	5	
Catching and spreading virus: returning to the office	Employees	<p>Staff: we will be effecting an RTTO (Return to the office) policy from 6/9/21, to assess how we might develop an overarching hybrid working strategy. During that time, we will ask that staff follow government guidelines in terms of COVID infections and contact tracing. We will also encourage staff to be considerate of others.</p> <p>We have decided not to ask people to provide vaccination certificates/passports. We will, however, make it clear that face-coverings can be worn in the office by personal choice, and ask that colleagues respect that decision.</p> <p>We are trialling a desk and room booking software package which will allow staff to pre-book their desks. The software will allow staff to see who else is in the office, and where appropriate, who else might share their space and be in the office on the same day.</p> <p>The package will also allow people to choose desks which allow them to socially distance themselves from colleagues. We expect that staff will sit at their normal desks, although if they do want to move because of social distancing, we expect they will stay within sight of their teams. We have made it clear that we are supportive of staff deciding where to sit, within these parameters and ask that colleagues are respectful of anyone who chooses to work in this way.</p> <p>It will allow the firm to identify close contacts of those who might subsequently fall ill with the disease, and contact those affected, as well as allowing a deep clean of the area.</p> <p>Staff are asked to be mindful of any measures and recommendations in the common areas of our building, and observe warning notices displayed in those areas, including being considerate to others, and wearing face-coverings, unless exempt.</p>	4	3	5	2	
Catching and spreading the virus: managing clients, visitors and service/maintenance personnel	Visitors and service/maintenance personnel	<p>In addition to the above routines, all visitors will be sent our COVID19 protocols for their agreement, including asking them to either use the QR code or provide us with their contact details, and requesting confirmation that they neither evidence symptoms nor have been in contact with anyone suffering from the disease in the last two days.</p> <p>Broadgate maintenance staff are vetted according to their strict routines. All of Broadgate's contractors have revised their risk assessments to include COVID19.</p>	4	2	3	3	
Catching and spreading the virus: cleaning and hygiene	Staff, visitors, maintenance and service personnel	<p>Cleaning routines continue, with emphasis placed on frequent-touch points and heavily populated areas. We have also introduced 'deep-clean' procedures for any areas occupied by those who have tested positive for, or have displayed symptoms of, the disease.</p> <p>Hand sanitisers are available at entrance points, refresh areas and meeting rooms. Disinfecting wipes are available to employees to wipe surfaces and touch points throughout the day.</p>	4	3	5	2	
Managing staff	Staff	<p>Partners and Managers keep in touch with their teams on a regular basis, with those who are identified as being at particular risk receiving more support.</p> <p>The MC keeps in touch with staff through regular updates when matters change, as required. Additionally, staff views are sought on many matters affecting their wellbeing, through direct feedback and surveys.</p> <p>There is an option to record Covid-19 absence on Cascade so we have data on who has caught the disease. Staff have been asked to email their line manager if they know of any COVID-related instance, and whether they are able to work from home, if so. Staff are asked to stay at home for the government recommended timescales, if they have any symptoms.</p> <p>The ability to work from home reduces numbers in the office, and makes it easier to socially distance and enables us to be flexible when it is not possible for someone to work in the office.</p>	4	4	5	3	
Managing vulnerable staff	Vulnerable staff	<p>Government guidelines require that we identify extremely vulnerable staff, including pregnant women, and give extra consideration to people at higher risk or those facing mental and physical health difficulties. Where such people self-identify, we will conduct risk assessments to be confident we will do all that can reasonably be expected to ensure their wellbeing. We are in the process of putting procedures in place to identify such individuals, and undertake bespoke risk assessments for their circumstances.</p>	3	5	3	5	

Risk Assessment measures are qualitative, as the business has chosen not to select financial measures for the risks identified. Instead, a general approach of assessing the probability of the risk happening, and the outcome of that risk happening has been adopted, along with a similar kind of measure for the mitigating factors used. Those measures are as follows:

Probability	Impact	Mitigation
High probability: question of timing	5	Business or personally critical, including severely disruptive to health
Probable: more likely to happen than not	4	Significant business or personal impact, including continual health issues
Low probability: likely to happen unless mitigated or circumstances change	3	Noticeable business or personal impact including intermittent health issues
Possible, not probable: could happen, yet below certain	2	Low business or personal impact including minor health issues
Loss possibility: unlikely to happen	1	No business or personal impact