

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 • 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 • HVAC produced, with natural ventilation prioritised • Lift guidance produced • 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 SOP to ensure safe disposal and continued cleanliness



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Fire safety and emergency evacuations	Colleagues Customers Visitors	<ul style="list-style-type: none">• Where fire doors need to be propped open, controls will be put in place• 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• 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 person from each company to act as a point of contact and then ask them to disperse from the muster point, once accounted for.
First aid	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



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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• Colleagues have the opportunity to work flexibly, to travel into offices outside of peak times• Colleagues 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 Secure guidelines• Social distancing measures will be in place and signage installed• Face to face meetings will be discouraged, but large meeting rooms will be available with capacity reduced to accommodate social distancing• A copy of the plan for each office should be put up near it's entrance• Desk booking system implemented for large Bruntwood offices, small offices will be managed locally, but will adhere to social distancing• Own laptops / devices to be used, not docking stations, unless they can be safely wiped down• Revised cleaning schedules with increased frequency for touchpoints• Access to communal areas will be restricted
Bruntwood host areas	Hosts	<ul style="list-style-type: none">• The building specific assessment will consider host areas• We will endeavour to ensure that there is at least 2m between our host and any visitors, customers or colleagues.



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Bruntwood colleagues travelling across the portfolio	Colleagues	<ul style="list-style-type: none">• Restrict work travel to within home region where possible• Use technology for meetings, site visits, etc.• Where sharing a vehicle is the norm, always share with the same person
Teams at higher risk	Colleagues	<ul style="list-style-type: none">• Specific processes have 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'll speak to their manager
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

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 provided with online learning and development opportunities as well as having access to a furlough weekly bulletin specific to that group, access to a 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, 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, and as such we will not mandate the use of face masks as PPE. 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, so feedback is always welcome.

Thank you