



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Guidance from the PHE, NHS and UK Government has been used ensure the risk assessment is following the latest advice.

Birketts - Coronavirus (COVID-19) Risk Assessment

Assessment date: April 2021

Review date: June 2021 (or in accordance with changes to UK government guidelines)

Version: 1.4

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: <ul style="list-style-type: none"> 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres with a confirmed case of COVID-19). 3) Being advised by a public health agency or NHS app that contact with a diagnosed case has occurred. 	4 x 3 = 12	Staff are required too: <ul style="list-style-type: none"> To follow government guidelines on the self-isolation policy. Review existing individual risk assessments (disability, PEEPs, young persons or new / expectant mothers, clinically vulnerable). Maintain contact with line management and Human Resources (HR) and to follow firm policy / guidance. Implement safe social distancing where possible (2m clearance or 1m with mitigation). To continue following ongoing and changing government guidance Ensure vulnerable persons or dependents are shielding themselves and following their specific medical advice issued to them Follow NHS and firm-wide hygiene measures at all times Continue to follow government guidelines for home visitors and social bubble. 	4 x 1 = 4	All

		<ul style="list-style-type: none"> Maintain a safe distance and adhere to all safety measures when dealing with clients, contractors and services: deliveries, post, trades etc. 		
Suspected case whilst working in the office	4 x 4 = 16	<p>If a colleague/visitor develops a high temperature or a persistent cough and/or loss of taste and smell while at work they should:</p> <ul style="list-style-type: none"> Go home immediately and follow the Government and NHS guidelines Inform HR and Team Leader Avoid touching face and contact points Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the NHS guidance on testing and self-isolation and not return to work until their period of self-isolation has been completed. Inform those who you have potentially been in contact through the NHS track and trace system. Inform HR of a positive test and confirm arrangements. 	4 x 1 = 4	All
General work travel (including overseas business travel)	4 x 4 = 16	<ul style="list-style-type: none"> Monitor government and firm-wide advice and reduce travel where possible. Continue to use conferencing systems for internal and external meetings. Only essential inter-office travel is permitted. Only authorised overseas (business) travel is permitted and approval through CEO. Please continue to follow (including Scotland, Wales and NI where applicable) government advice provided All staff to limit their use of public transport or where public transport is required for work, follow the government guidance and take additional hygiene precautions. 	4 x 1 = 4	All
Access / egress to site, control measures and occupancy levels	4 x 4 = 16	<ul style="list-style-type: none"> Office opening hours and staggered start and finish times to reduce congestion and contact at all times will be introduced. Monitor site access points to reduce congestion and enable social distancing – This will be dependent upon location access points may be alternated. Where safe to do so, disable entry systems and keep doors open. All staff to wash their hands before entering the main offices and use hand sanitiser provided. Allow plenty of space (two metres where possible or 1M with mitigation) 	4 x 1 = 4	All

		<p>between colleagues.</p> <ul style="list-style-type: none"> • Regularly cleaning of contact points and surfaces in reception, office, access control and delivery areas, printer pods, screens, keyboards, telephone handsets and desks. • Team leaders to monitor (through rotas) the number of people in attendance at each office location. • Partial decommission of some project rooms and meeting rooms • Face to face meetings to only take place under exceptional circumstances. • Limit access to lifts, toilets, shower rooms, kitchenettes and other shared facilities. • Office density not to exceed the agreed occupancy. • All non-Birketts office visitors including clients, delivery drivers, records and mail deliveries wear a face covering, wash hands and sanitize before booking into reception. 		
PPE	2 x 2 = 4	<ul style="list-style-type: none"> • PPE is available at each location. • Individuals using public transport and retail and hospitality establishments must wear facemasks or a face covering. • Hand sanitiser stations will be available for staff across each office. • Single use PPE should be disposed of so that it cannot be reused and to control potential contamination. • All non-Birketts visitors should wear a face covering. 	2 x 1 = 2	All
Hygiene and Preventative Measures	4 x 4 = 16	<ul style="list-style-type: none"> • Temperature check before signing into each office. • Wash hands regularly and vigorously with soap and running cold or warm water for at least 20 seconds. • Use alcohol-based hand sanitiser. • Avoid touching your face/eyes/nose/mouth with unwashed hands. • Cover coughs and catch sneezes with a tissue or in your elbow then throw it in the bin. • Suitable and sufficient communal rubbish bins will be issued. • Individual bins removed from under desks. • Restrict the number of people using toilet and shower facilities at any one time. • Wash hands before and after using the facilities • Cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush put in place • Deep cleans to take place periodically or as and when required 	4 x 1 = 4	All

Canteen and catering	4 x 4 = 16	<ul style="list-style-type: none"> • Where commercially viable, canteens can partially reopen and under strict guidelines from 12 April. • To avoid food waste and contamination, staff should bring in prepared meals and refillable drinks bottles from home. • Break times will be staggered to reduce congestion and contact at all times • Hand cleaning facilities or hand sanitiser will be available in kitchens. Staff should bring pre-prepared meals and refillable drinking bottles from home. • Staff should sit 2m (1m+ with mitigation) apart from each other whilst eating and avoid all contact • Where kitchenettes are provided, these should only be used for it pre-prepared and wrapped food only. Crockery, eating utensils, cups etc. should be avoided and/or cleaned before use and retained daily. • Drinking water is provided at each location and individual bottles should be used. Staff should clean the taps after use. • Tables should be cleaned by staff between each use. • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating will thoroughly cleaned at the end of each day, including chairs, fridge door handles, tables and hot and cold water boilers 	4 x 1 = 4	All
Use of changing facilities and showers	4 x 4 = 16	<ul style="list-style-type: none"> • Showers decommissioned or partially opened (dependent on site). • Staggered start and finish times to reduce congestion and contact at all times • Enhanced cleaning of all facilities throughout the day and/or at the end of each day • Reduce the max occupancy of each facility based on the size and design and maintain a distance of two metres 	4 x 1 = 4	All

Maintain social distancing and control measures	4 x 4 = 16	<ul style="list-style-type: none"> • Offices will remain open staffed between 7.30 and 17.30 (20.00 in Ipswich). • Start and finishing times are to be staggered and reviewed as necessary • Staff who are unwell with symptoms representative of coronavirus will not attend the office and follow the guidelines within this RA. • Staff will maintain social distancing measures with floor marshals/staff in place to monitor compliance • Meeting rooms out of use and decommissioned (unless approved) • Project rooms partially re-opened • Access to kitchens to be reduced to minimum occupancy. • Stairs should be used in preference to lifts. • Where available, one way systems will be in place. Where this is not possible, staff should adopt a 'give way' procedure and make room where available • Lift occupancy to be reduced in accordance with social distancing. • Toilets occupancy to be reduce and managed internally by staff • Print pods and MFDs used by one person at a time. • Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and cold or warm water) • Additional signage • Internal communal events should be avoided and occupancy and social distancing measures rigorously enforced. • Only approved face to face client meetings to take place. 	4 x 1 = 4	All
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Familiarity Training

Please continue to make yourselves familiar with the following guidelines and advice at links below.

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/coronavirus>

Management

- Please ensure all individual/dependent COVID 19 cases confirmed or otherwise are reported through HR the first instance.
- Staff who feel unwell and show symptoms of COVID 19 should self-isolate immediately and inform HR.
- Risk Assessments will be reviewed every 3 months or where significant change has occurred

- To ensure we maintain and manage the risk in accordance with guidelines and firm policy, we encourage a collaborative approach between team leaders and staff where any issues can be openly discussed and addressed.

NHS guidance is that you **do not** go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs. Contact NHS England on 111 or use the NHS website for further guidance and direction.

Any questions should be directed Shaun Folan in the first instance.

S D Folan