

COVID RISK ASSESSMENT	Last Updated: 21 st September 2021
	By: Human Resources Committee

This risk assessment has been updated to address the continuing risks from Covid for staff and visitors.

Social distancing risk mitigation measures within our offices are to be as follows:

- Staff should avoid *face-to-face* contact within 2m unless you either wear a mask or have proof of a negative test.

We *encourage* those persons who consider that they may be at increased risk of Covid infection to undertake more frequent LFTs and wear a mask when not seated at their desk (this could include, for example, those not vaccinated against Covid or those who have recently spent time in crowded / at risk spaces).

Until further notice, anyone working in or visiting our offices must comply with our office-specific risk assessments.

We have carefully considered the hazards associated with COVID-19 within our office environment and how we can minimise the risk of transmission for everyone in the office. Persons who will be at risk are CampbellReith staff, other users of the office building and any visitor who attends the office (e.g. for maintenance). All visitors must be sent this risk assessment and must confirm that they will comply with it before any arrangement is made for them to visit any company office.

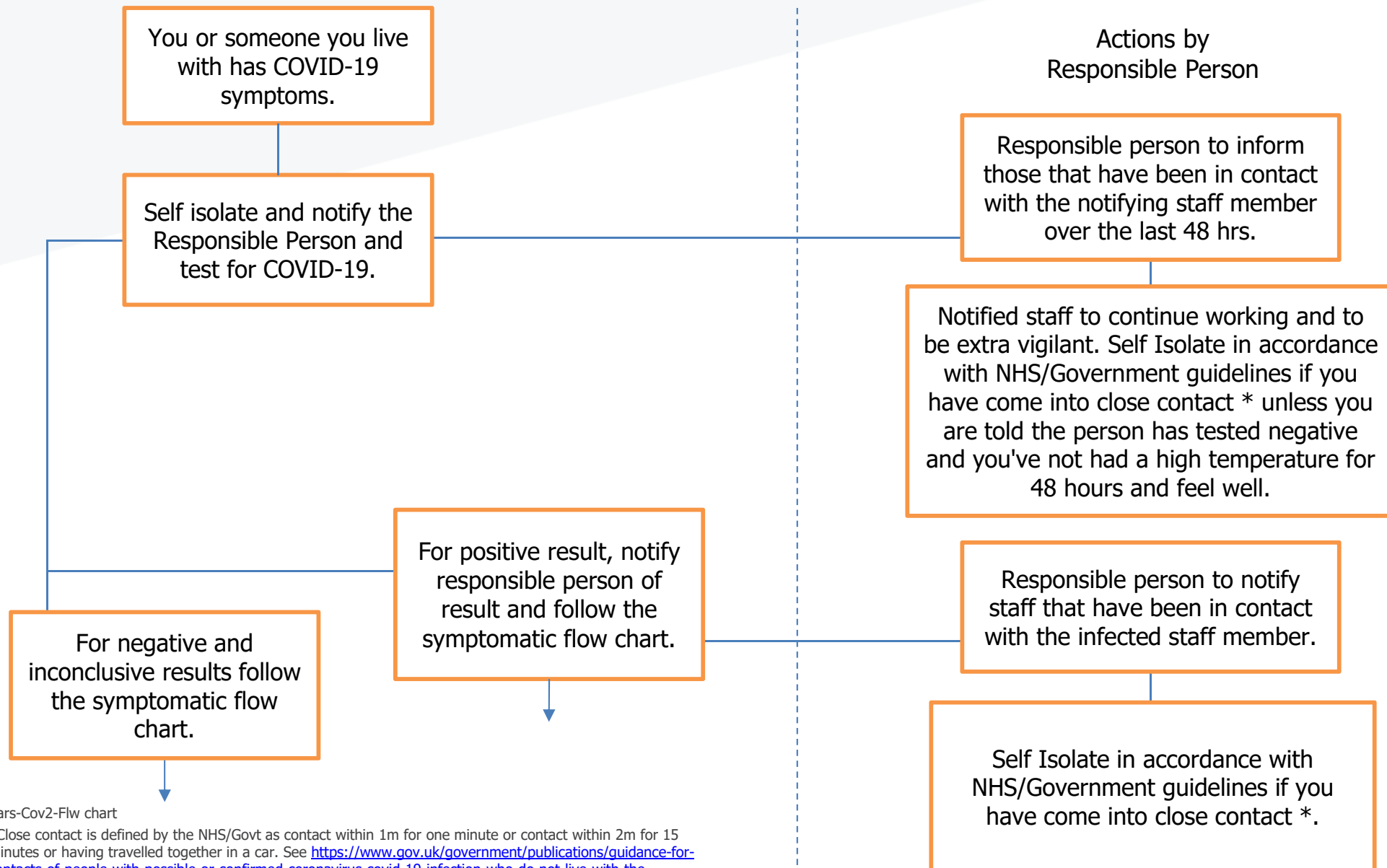
The following actions are required to minimise risk to yourself and others when working in or visiting CampbellReith's Offices:

If you do not understand what is being asked of you, consult your Office Manager or Office Health and Safety Manager. For the purpose of this document the Responsible Person is defined below and if another person is responsible this will be noted on the attendance schedule for the particular office.

- London – Office Manager (Nicholas Stockley); Office Health and Safety Manager (Gregg Acheson); Responsible Person (Jacqui Parker)
- Manchester – Office Manager (Simon Boots); Office Health and Safety Manager (Simon Boots); Responsible Person (Simon Boots)
- Bristol - Office Manager (Jamie Siggers); Health and Safety Manager (Tristan Tucker); Responsible Person (Jamie Siggers)
- Birmingham - Office Manager and Responsible Person (Sivam Somars)
- Redhill - Office Manager (Mike Allen); Health and Safety Manager (Mike Allen); Responsible Person (Jemma Waples)

Nature of Hazard	Action Required	Who is responsible
You have Symptoms or a Positive Result	Do NOT come into the office if you are experiencing COVID-19 symptoms or have had a positive test result– make your line manager aware and self-isolate following government guidelines. See Flowchart.	All staff and visitors
Contact with Infected Person	If you come into confirmed close contact with or are living with someone who has Covid, inform your office manager as soon as possible. Do not attend the office until you have had a negative PCR test. If you receive a negative result, you no longer need to self-isolate if you are exempt from Self Isolation – ie fully vaccinated or exempt from vaccination. Agree a come back to office date with your line manager. During the period of Isolation of the contact person with Covid please carry out twice weekly Lateral Flow Tests. NB refer to Flowchart.	All staff and visitors
Developing COVID-19 symptoms at work	If you start to experience COVID-19 symptoms, go home immediately and follow government guidelines including guidance for being tested. Immediately inform your office manager if you have symptoms and inform them of the results of your test. Also let them know where you have worked and which colleagues you have been in close contact within the last 48 hours. A flow chart explaining the procedure following a COVID-19 event is attached at the end of this document.	All staff and visitors
Entering and leaving the offices	All staff shall thoroughly sanitise or wash their hands following the 20-second guidance directly upon arrival and prior to departure.	All staff and visitors
	Lift – All lifts can be used for entry and exit to the building, observing the maximum number of persons permitted per lift at any one time.	
Cleaning hands and surfaces	Soap, sanitisers, antibacterial wipes, cleaning products and paper towels will be provided around the office. Hands must be sanitised regularly and before and after moving around the office.	All Staff
Ventilation	Where possible, ensure that all windows are open to optimise office ventilation.	All Staff
Workstations / Hot Desks	Staff must not use a workstations or equipment that has been booked to another member of staff. Any keyboards and mice labelled with staff names shall not be used by others. Any equipment that is for general use, such as meeting room keyboards or mice, must be sanitised before and after use.	All staff
Printers	Control pads for all printers and photocopiers must be wiped before and after use.	All staff
	Ensure that hands are thoroughly sanitised or washed in accordance with 20-second guidance before and after replacement of toner and paper. Ensure that the maximum amount of paper is placed in trays to reduce frequency of replacement	Admin staff only

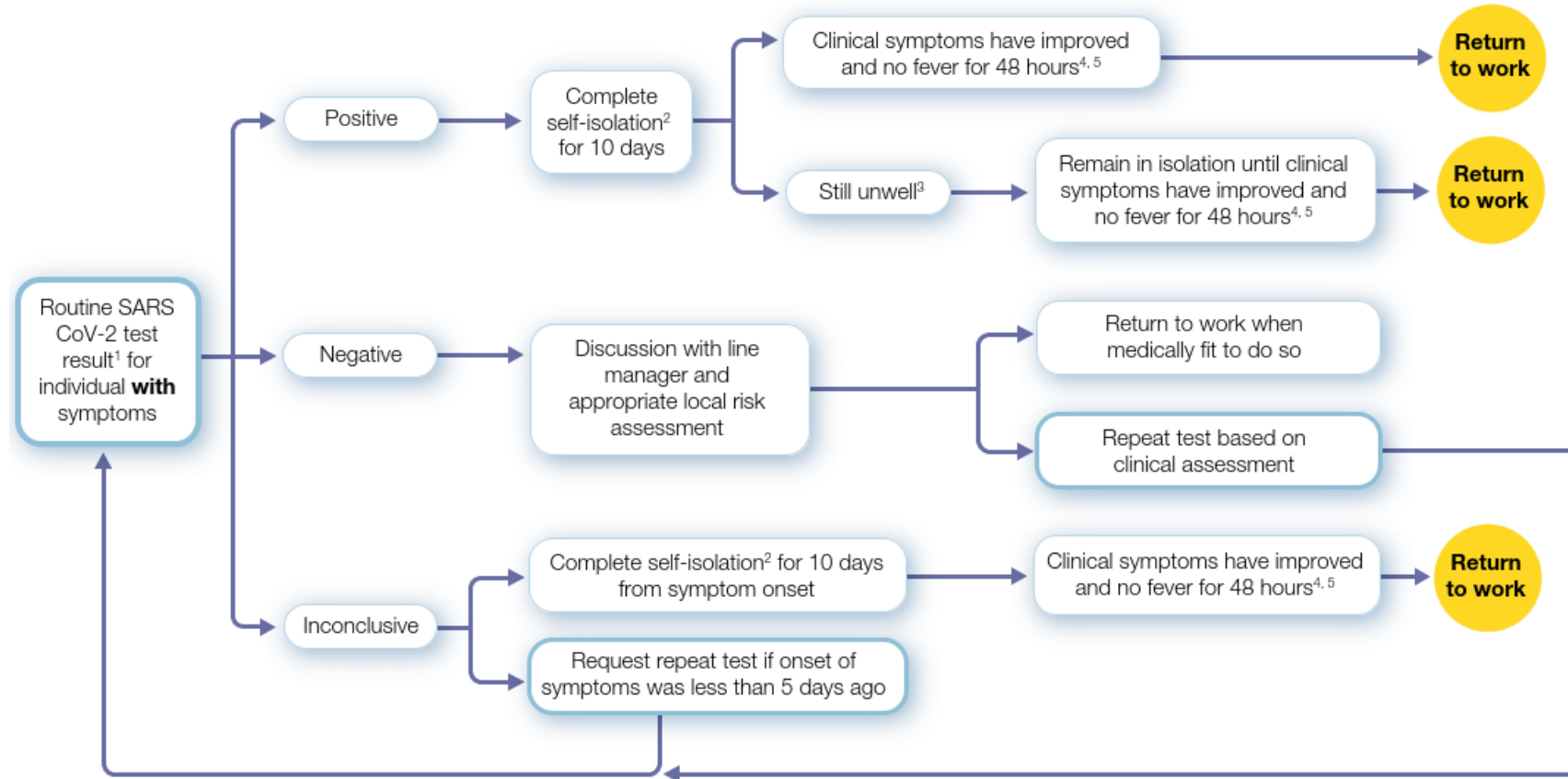
Using meeting rooms	Meeting room tables and chair arms should be wiped down with products provided prior to and following each use. Openable windows and doors should be left open to maintain good ventilation where practicable. Where this is not possible check for room ventilation levels with a CO ₂ monitor.	All staff and visitors
Using toilet facilities	Hands must be sanitised on entry and washed thoroughly following the 20-second guidance when leaving the toilet, and dried using the hand dryers or hand towels.	All staff and visitors
Using the kitchen	Sanitise your hands and/or wash your hands thoroughly following the 20-second guidance immediately after entering and before leaving the kitchen area. All surfaces / equipment touched must be sanitised afterwards using the wipes provided. All crockery, cutlery and utensils must be placed in the dishwasher after use. All items placed in the fridge must be wiped with the sanitising wipes. All items placed in the fridge must be labelled.	All staff
Deliveries to the offices	All deliveries and post will be left at reception. Hand sanitisation shall be undertaken before and after receiving deliveries or post.	Responsible person
	NO personal (non-company) deliveries to the office are permitted.	All staff
Visitors to the offices	Non-authorized and/or short-notice visitors to the offices should be avoided and any visits to the office should be made known to the office secretary. If an unexpected visitor comes to the office, they are to be met outside, observing social distancing rules. Any packages, letters, drawings etc. are to be treated as deliveries above.	All staff and visitors
	Where non-company visitors are unavoidable (e.g. maintenance), this risk assessment and other requirements for office procedures on social distancing and hygiene will be provided in advance by email by the person who is arranging the meeting.	All staff and visitors



Sars-Cov2-Flw chart

*Close contact is defined by the NHS/Govt as contact within 1m for one minute or contact within 2m for 15 minutes or having travelled together in a car. See <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-is-meant-by-a-contact>

Symptomatic worker: flowchart describing return to work following a SARS-CoV-2 test



1 If the testing was done because the individual was identified as a contact via the test and trace system refer to [Test and trace guidance](#)

2 Refer to [Stay at Home Guidance](#)

3 Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999

4 Without medication

5 If a cough or a loss of or change in normal sense of smell (anosmia) or taste is the only persistent symptom, workers can return to work if they are medically fit to return as these symptoms are known to persist for several weeks in some cases