

COVID-19 RISK ASSESSMENT

September 2020

NAME OF ORGANISATION	Instinctif Partners Holdings Ltd
SITE	1 st Floor 65 Gresham Street
DEPARTMENT	All departments operating in 65 Gresham Street
PURPOSE OF THIS DOCUMENT	<p>This is the COVID19: Risk Assessment It sets out the decisions taken, and measures put in place to prepare for the use of Instinctif Partners office and meeting rooms, and to ensure it continues to operate in a safe way.</p> <p>It is prepared with consideration to measures already taken by the JLL Building Manager.</p> <p>If and when PHE or Government advice changes, we will review this risk assessment. It does not supersede any Government or PHE guidelines or advice.</p>
DATE OF ASSESSMENT	17-09-2020
NAME OF ASSESSOR	J Stone, K Cesenek

HAZARDS	RISKS	WHO COULD BE HARMED AND HOW?	EXISTING CONTROL MEASURES	EXTRA CONTROLS NEEDED?	DATE COMPLETED	PERSON RESPONSIBLE
1. Travelling To & From Work	Person to person contact	Staff	<ul style="list-style-type: none"> More bike racks available for employees cycling to work Washroom facilities reintroduced Staff survey circulated to staff on coming back to work Staff asked to follow Government guidelines using public transport Staff are able to return to the office after confirmation from their line manager, currently we encourage staff to divide their time between work and home if they are able to do so Staggered working hours to avoid heavy commuter travel Agreed flexi working 		24/07/2020 24/07/2020	JLL Building Management
2. Premises Ground Floor Entrances	Person to person contact	Staff Visitors Delivery drivers Contractors	<ul style="list-style-type: none"> Implemented one-way entry and exit routes in both receptions Signage installed to remind everyone of social distancing Hand sanitizers and shield in place Restricted numbers in lifts with floor marking 		24/07/2020	JLL Building Management

			<ul style="list-style-type: none"> Face coverings to be worn in all communal areas Contractors, delivery drivers to use loading bay entrance 			
3. 1ST Floor Reception	Person to person contact	Staff Visitors Contractors	<ul style="list-style-type: none"> One point of entry and 2 for exit from 1st Floor 	<ul style="list-style-type: none"> Infrared door release Floor indicators to control direction of traffic Perspex shields in place on reception desk Temperature control check in place. Anyone showing temperature above 38°C will be isolated in a designated room and we will provide transport home. That room will then be sanitised by day cleaner Social distancing/Sanitisation signage All doors/touch points to have anti-bacterial measures Hand sanitiser dispenser 	24/07/2020 22/07/2020 21/07/2020 Ongoing 24/07/2020	J Stone K Cesenek
4. Meeting Rooms	Person to person and	Staff Visitors	<ul style="list-style-type: none"> Self-managing room booking system in place 	<ul style="list-style-type: none"> Reduced capacity per room, signage to reflect 	24/07/2020	J Stone K Cesenek

	touch point contact	Contractors	<ul style="list-style-type: none"> ▪ All meetings cleaned/cleared after use by Kitchen staff ▪ Evening full clean 	<ul style="list-style-type: none"> ▪ External meetings to be assessed on a day to day basis ▪ Selected meeting rooms to be placed out of use ▪ Perspex shields in all meeting rooms to reduce face to face contact ▪ Reception to manage all room bookings ▪ All doors/touch points to have anti-bacterial measures ▪ Contract cleaner to sanitise after use / enhanced cleaning throughout day ▪ All communal stationery to be removed ▪ Hand sanitiser in each room ▪ Water and glasses to be removed. Persons will use the kitchenette or bring in their own drinks 	<p>Ongoing</p> <p>24/07/2020</p> <p>22/07/2020</p> <p>Ongoing</p> <p>27/07/2020</p> <p>Ongoing</p> <p>27/07/2020</p> <p>24/07/2020</p> <p>27/07/2020</p>	
5 WC's	Person to person contact	Staff Visitors Contractors	<ul style="list-style-type: none"> ▪ Hand soap ▪ Antibacterial hand gel ▪ Hand dryers ▪ Hand towels 	<ul style="list-style-type: none"> ▪ Infrared toilet flushes ▪ Enhanced all day cleaning 	<p>24/07/2020</p> <p>Ongoing</p>	<p>J Stone</p> <p>K Cesenek</p>

			<ul style="list-style-type: none"> Cleaned 3 times daily 	<ul style="list-style-type: none"> Antibacterial seat sanitiser Signage in place to reflect hygiene regulations/ occupancy Every other cubicle closed to reduce capacity, and sinks and urinals closed to help social distancing 3-person max occupancy at any one time 	<p>24/07/2020</p> <p>24/072020</p> <p>27/07/2020</p> <p>Ongoing</p>	
6. Office and Common Areas	Person to person and touch point contact transmission	Staff Contractors	<ul style="list-style-type: none"> Good standard of general housekeeping in place Walkways kept clear Kitchenette cleaned 3 times daily 	<ul style="list-style-type: none"> Social distancing signage No guests allowed to enter the office staff area Hand sanitiser dispensers Enhanced all day cleaning Touch points covered with Anti-bacterial measures Floor indicators to control direction of traffic Perspex shield on every desk WFH (Working From Home) now optional 	<p>24/07/2020</p> <p>16/09/2020</p> <p>22/07/2020</p> <p>Ongoing</p> <p>24/07/2020</p> <p>17/07/2020</p> <p>13/07/2020</p> <p>Ongoing</p>	<p>J Stone</p> <p>K Cesenek</p>

				<ul style="list-style-type: none"> ▪ For staff who sit side by side have the option to move to a Hot desk. ▪ Reduced seating in kitchenette area ▪ Suspend facilities/office amenities available to staff - newspapers, magazines (in the Office, Reception, and Truth areas), and fruit. ▪ Ensure stationery is safe before issue by means of storing for 72 hours before issue, and use of fresh clean gloves by the person issuing it. ▪ Desk cleaning system implemented ▪ All occupied desks to be sanitised after use ▪ No personal deliveries to be sent to office ▪ Improved ventilation system installed by landlords ▪ If staff member reports they are unwell they will be isolated into a designated room and we will provide transport home. The 	<p>Ongoing</p> <p>20/07/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>24/07/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2020</p> <p>Ongoing</p>	<p>JLL Building Management</p>
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				office will then be closed immediately and sanitised cleaned ASAP		
7. Home working DSE	Musculoskeletal injuries	Staff	<ul style="list-style-type: none"> Minimal working hours outside of office 	<ul style="list-style-type: none"> WFH DSE guidance emailed to all staff Self-assessments to be carried out by all staff Data to be assessed by HS officer and findings actioned Workstation equipment provided 	23/07/2020 Ongoing Ongoing Ongoing	J Stone K Cesenek
8. First Aid & Emergency evacuation procedures	Person to person contact		<ul style="list-style-type: none"> First aid procedures in place Emergency evacuation procedure in place 	<ul style="list-style-type: none"> At least one first aider and or appointed person to be in office (no more than 70 people to be expected back) First aider to wear enhanced PPE whilst giving first aid (where practicable) to be kept in the first aid room. In case of evacuation social distance does not need to be followed during dispersal 	Ongoing Ongoing Ongoing	

<p>9. Mental health and wellbeing</p>	<p>Isolation Anxiety Stress</p>	<p>Staff</p>	<ul style="list-style-type: none"> ▪ Regular in touch meetings/emails/calls in place ▪ Mental Health First Aid Champions team in place ▪ Health Assured - 24/7 counselling ▪ Medical information services ▪ Financial and debt information services ▪ Posters in common areas (eg the Employee Assistance Programme) 	<p>Normal practices apply. Email all staff WFH and advise them that all normal practices are still available to them whilst WFH</p>	<p>Ongoing</p>	<p>HR</p>
<p>10. Test and Trace</p>	<p>Person at the Office subsequently tested COVID-19 positive</p>	<p>Others who were at work may be infected.</p>	<ul style="list-style-type: none"> ▪ Main reception record all people entering the building and keep records for 21 days ▪ Contractors entrance receptionists record all people entering the building and keep records for 21 days 	<p>Instinctif reception keep log of all people entering the office</p>	<p>Ongoing</p>	<p>JLL Instinctif Partners</p>
<p>DATE FOR REVIEW OF ASSESSMENT</p>	<p>Dec - 2020</p>					
<p>Assessor's signature</p>	<p>J Stone K Cesenek</p>					