

# COVID-19 RISK ASSESSMENT

March 2021

<b>NAME OF ORGANISATION</b>	Instinctif Partners Holdings Ltd
<b>SITE</b>	1 <sup>st</sup> Floor 65 Gresham Street
<b>DEPARTMENT</b>	All departments operating in 65 Gresham Street
<b>PURPOSE OF THIS DOCUMENT</b>	<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>
<b>DATE OF ASSESSMENT</b>	08-03-2021
<b>NAME OF ASSESSOR</b>	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"> <li>More bike racks available for employees cycling to office</li> <li>Washroom facilities reintroduced</li> <li>Staff survey circulated to staff on coming back to office</li> <li>Staff asked to follow Government guidelines using public transport</li> <li>Staff must confirm with Reception Team days they wish to work in the office after confirmation they may attend</li> <li>Currently we encourage staff to divide their time between the office and home if they are able to do so</li> <li>Staggered working hours to avoid heavy commuter travel</li> <li>Agreed flexi working</li> </ul>	Staff passes will be activated for those staff attending the office on the day.	08/03/2021	JLL Building Management J Stone K Cesenek
2. Premises Ground Floor Entrances	Person to person contact	Staff Visitors Delivery drivers Contractors	<ul style="list-style-type: none"> <li>Implemented one-way entry and exit routes in both receptions</li> <li>Signage installed to remind everyone of social distancing</li> <li>Hand sanitizers and shields in place</li> <li>Restricted numbers in lifts with floor marking</li> </ul>	Gresham Street is currently closed	08/03/2021	JLL Building Management J Stone K Cesenek

			<ul style="list-style-type: none"> <li>Face coverings to be worn in all communal areas</li> <li>Contractors, delivery drivers to use loading bay entrance</li> </ul>			
3. 1 <sup>ST</sup> Floor Reception	Person to person contact	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>One point of entry/exit via Aldermanbury lift lobby from 1st Floor</li> <li>Infrared door release</li> <li>Floor indicators to control direction of traffic</li> <li>Perspex shields in place on reception desk</li> <li>Social distancing/Sanitisation signage</li> <li>All doors/touch points have anti-viral measures</li> <li>Hand sanitiser dispenser in place</li> </ul>	Face masks must be worn at all times unless seated	08/03/2021	J Stone K Cesenek
				Instinctif reception not manned	08/03/2021	
4. Meeting Rooms	Person to person and touch point contact	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Self-managed room booking system</li> <li>Evening full clean</li> <li>Reduced capacity per room, signage in place to reflect</li> <li>Selected meeting rooms placed out of use</li> <li>Perspex shields in all meeting rooms to reduce face to face contact</li> </ul>	No external guest until further notice	Ongoing	J Stone K Cesenek

			<ul style="list-style-type: none"> <li>All doors/touch points have anti-viral measures</li> <li>Contract cleaner to sanitise after use / enhanced cleaning throughout day</li> <li>All communal stationery removed</li> <li>Hand sanitiser in each room</li> <li>Water glasses removed. Persons will use the kitchenette or bring in their own drinks</li> </ul>	Rooms to be used at staff discretion	Ongoing	
<b>5 WC's</b>	Person to person contact	Staff Visitors Contractors	<ul style="list-style-type: none"> <li>Hand soap</li> <li>Antiviral hand gel</li> <li>Hand dryers</li> <li>Hand towels</li> <li>Infrared toilet flushes</li> <li>Enhanced all day cleaning</li> <li>Antiviral seat sanitiser</li> <li>Signage in place to reflect hygiene regulations/ occupancy</li> <li>Every other cubicle closed to reduce capacity, and sinks and urinals closed to help social distancing</li> <li>3-person max occupancy at any one time</li> </ul>	Face Masks must be worn at all times unless seated	Ongoing	J Stone K Cesenek
<b>6. Office and Common Areas</b>	Person to person and touch point contact transmission	Staff Contractors	<ul style="list-style-type: none"> <li>Good standard of general housekeeping in place</li> <li>Walkways kept clear</li> </ul>	Face masks must be worn at all times unless seated	Ongoing	J Stone K Cesenek

- Kitchenette enhanced daily cleaning
- No guests allowed to enter the office staff area
- Hand sanitiser dispensers available
- Enhanced all day cleaning
- Touch points covered with Anti-viral measures
- Floor indicators to control direction of traffic
- Perspex shield on every desk
- WFH (Working From Home) optional
- Hot Desking available
- Reduced seating in kitchenette area
- Facilities/office amenities available to staff - newspapers, magazines (in the Office, Reception, and Truth areas), and fruit suspended
- 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 sanitised after use
- No personal deliveries sent to office

			<ul style="list-style-type: none"> <li>Improved ventilation system installed by landlords</li> <li>If staff member reports they are unwell they will be isolated into a designated room and we will provide transport home. The office will then be closed immediately and sanitised cleaned ASAP</li> </ul>			JLL Building Management
<b>7. Home working DSE</b>	Musculoskeletal injuries	Staff	<ul style="list-style-type: none"> <li>Minimal working hours outside of office</li> <li>WFH DSE guidance emailed to all staff</li> <li>Self-assessments carried out by all staff</li> <li>Data to be assessed by HS officer and findings actioned</li> <li>Workstation equipment provided</li> </ul>		Ongoing Ongoing Ongoing	J Stone K Cesenek

<p><b>8. First Aid &amp; Emergency evacuation procedures</b></p>	<p>Person to person contact</p>		<ul style="list-style-type: none"> <li>▪ First aid procedures in place</li> <li>▪ Emergency evacuation procedure in place</li> <li>▪ At least one first aider and or appointed person to be in office</li> <li>▪ First aider to wear enhanced PPE whilst giving first aid (where practicable) and kept in the first aid room.</li> <li>▪ In case of evacuation social distance does not need to be followed during dispersal</li> </ul>			<p>J Stone K Cesenek</p>
<p><b>9. Mental health and wellbeing</b></p>	<p>Isolation Anxiety Stress</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>▪ Regular in touch meetings/emails/calls in place</li> <li>▪ Mental Health First Aid Champions team in place</li> <li>▪ Health Assured - 24/7 counselling</li> <li>▪ Medical information services</li> <li>▪ Financial and debt information services</li> <li>▪ Posters in common areas (eg the Employee Assistance Programme)</li> <li>▪ Normal practices apply.</li> <li>▪ Email all staff WFH and advise them that all normal practices are still available to them whilst WFH</li> </ul>			<p>HR</p>

<b>10. Test and Trace</b>	Person at the Office subsequently tested COVID-19 positive	Others who were at work may be infected.	<ul style="list-style-type: none"> <li>Main reception record all people entering the building and keep records for 21 days</li> <li>Contractors to be recorded by Facilities entering the building/ Office and keep records for 21 days</li> </ul>	<p>Instinctif access control keeps track of staff entering the office</p> <p>All staff to check in using NHS App</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>JLL</p> <p>Instinctif Partners</p>
<b>DATE FOR REVIEW OF ASSESSMENT</b>	March 2021					
<b>Assessor's signature</b>	J Stone K Cesenek					