

# COVID-19 RISK ASSESSMENT

October 2021

<b>NAME OF ORGANISATION</b>	Instinctif Partners Holdings Ltd
<b>SITE</b>	1 <sup>st</sup> Floor. 65 Gresham Street, London
<b>DEPARTMENT</b>	All departments operating in 65 Gresham Street
<b>PURPOSE OF THIS DOCUMENT</b>	<p>This is the COVID-19 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>	15 October 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 asked to follow Government guidelines using public transport</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>	Lateral Flow Test are mandatory; access will be denied unless a negative result produced	08/03/2021	JLL Building Management J Stone K Cesenek
					26/04/2021	
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> <li>Face coverings to be worn in all communal areas</li> <li>Contractors, delivery drivers to use loading bay entrance</li> </ul>			JLL Building Management J Stone K Cesenek

<p><b>3. 1<sup>ST</sup> floor Reception</b></p>	<p>Person to person contact</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>▪ Infrared door release</li> <li>▪ Floor indicators to control direction of traffic</li> <li>▪ All doors/touch points have anti-viral measures</li> <li>▪ Hand sanitiser dispenser in place</li> </ul>		<p>08/03/2021</p>	<p>J Stone K Cesenek</p>
<p><b>4. Meeting Rooms</b></p>	<p>Person to person and touch point contact</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>▪ Reception to manage meeting room bookings</li> <li>▪ Evening full clean</li> <li>▪ Reduced capacity per room</li> <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> </ul>	<p>External visitors to complete access form and complete LFT</p> <p>Rooms to be used at staff discretion</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>J Stone K Cesenek</p>
<p><b>5 WCs</b></p>	<p>Person to person contact</p>	<p>Staff Visitors Contractors</p>	<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> </ul>			<p>J Stone K Cesenek</p>



<b>7. Home working DSE</b>	Musculoskeletal injuries	Staff	<ul style="list-style-type: none"> <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>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>J Stone</p> <p>K Cesenek</p>
<b>8. First Aid &amp; Emergency evacuation procedures</b>	Person to person contact		<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</p> <p>K Cesenek</p>
<b>9. Mental health and wellbeing</b>	Isolation Anxiety Stress	Staff	<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> </ul>			<p>HR</p>

			<ul style="list-style-type: none"> <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>			
<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>Contractors to be recorded by Facilities entering the building/ office and keep records for 21 days</li> </ul>	Instinctif access control keeps track of staff entering the office  All staff to check in using NHS App	Ongoing  Ongoing	JLL Instinctif Partners
<b>DATE FOR REVIEW OF ASSESSMENT</b>	Ongoing					
<b>Assessor's signature</b>	J Stone K Cesenek					