

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
		<p><u>Cleaning</u></p> <p>Deep clean carried out on all areas before employees return to the office.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches, reception area, printers.</p> <p>Sanitizing wipes, anti-bacterial sprays and disposable gloves available for employees use.</p>	<p>be put in the bin immediately. Tissues will be made available throughout the workplace.</p> <p>Avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Circulate COVID secure policies and safety procedures to all staff and managers.</p> <p>To help reduce the spread of Coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials are on display in common areas and in each room.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Antibacterial wipes will be situated near items of high use.</p> <p>Provide additional waste removal facilities in each room</p>	<p>All Employees Managers Cleaners</p>		

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		<p>Please use your desk labels to alert the cleaners which desks require deep cleaning at the end of each day.</p> <p>Thorough cleaning of the office will take place every week.</p> <p><u>Social Distancing</u></p> <p>Social distancing – reducing the number of persons in any work area to comply with the 2m rule as recommended by UK Government.</p> <p>Seating plans have been reviewed to ensure 2m social distancing is in place. Employees should not work face to face and should not share desks. Own equipment to be used and not shared.</p> <p>Employees to be allocated a desk for their use only.</p> <p>No hot desking permitted</p> <p>Conference calls to be used instead of face-to-face meetings wherever possible.</p> <p>Only necessary participants should share meeting rooms and should maintain a 2m separation throughout. Pens, etc. should not be shared. Any equipment used should be wiped down after use.</p> <p>Any unnecessary travel should be avoided and only one person to use the pool car at any one time. The car to be cleaned in between uses.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Homeworking should take place unless there is a real business need which requires you to attend the office</p> <p>Homeworking policies to be reviewed to ensure support is provided for homeworkers</p>	<p>All Employees Managers</p>		

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		<p>Workers should remain onsite and when not possible maintain social distancing.</p> <p>Lift should only be used for deliveries.</p> <p>Picnic tables are not available for use in outside space.</p> <p>Drivers should leave an empty car parking space between their car and another employees car, wherever possible.</p> <p>iPad to be removed from reception area.</p> <p>Employees should use their forearm to open doors whenever possible and wash hands after touching bannisters.</p> <p>There are to be NO personal packages delivered to the office until further notice. Packaging from any other deliveries should be discarded promptly in the outside bins and hand washing carried out afterwards.</p> <p><u>Kitchen, Breakout Areas, Toilets</u></p> <p>Kitchens are closed. Do not use fridges, kettles, or any other shared items.</p> <p>Kitchen sinks may be used for hand washing. Soap and paper towels will be provided.</p>	<p>Remove all kitchenware from areas.</p>	<p>All Employees</p>		

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		<p>Microwaves will be out of use until further notice.</p> <p>Dishwasher not to be used.</p> <p>Employees should bring in their own lunch. Nothing to be stored in fridges.</p> <p>Water dispensers are now hands-free machines.</p> <p>Toilet and sink, door handle and lock to be cleaned after each use. Spray and wipes will be made available in each toilet.</p> <p><u>Visitors</u></p> <p>Visitors/contractors will be discouraged from visiting the office. However, where they do need to attend, they should be asked to sign an OEC disclaimer. These disclaimer forms will be kept securely by HR at BGC.</p> <p><u>Temperature Checks</u></p> <p>All employees should take their temperature prior to coming back to the office, these temperatures should be recorded on a template sent to them by HR.</p> <p>Employee's should take their temperature at home each morning before for leaving for work. If they have a high temperature, they SHOULD NOT attend the office and request a COVID 19 test – details below.</p>	<p>Thermometers will be available in each room (bubble) to check employees' temperatures each morning. Temperatures will be recorded.</p>	<p>Visitors All Employees</p> <p>All Employees</p>		

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		<p><u>Symptoms of Covid-19</u></p> <p>If anyone has symptoms of COVID-19 they should not attend the workplace and should arrange for a test to be carried out.</p> <p>They should self isolate for a minimum of 7 days, or until symptoms disappear.</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> • high temperature • New continuous cough • Loss or change to sense of smell/taste <p>If anyone becomes unwell with a symptoms of COVID-19 within the workplace, they will be sent home, advised to get a test carried out, and should follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p><u>Foreign Travel</u></p> <p>Employees must not travel abroad unless they have a legally permitted reason to do so.</p> <p>Employees must quarantine for 10 days on return to the UK and will need to take a Coronavirus (COVID-19) test on day 2 and day 8. They must book a travel test package prior to travelling.</p> <p>From the 15th February 2021, anyone who is allowed to enter the UK who has visited or passed through a country were travel to the UK is banned must:</p> <ul style="list-style-type: none"> - Quarantine for 10 days in a 	<p>Line managers will offer support to staff who are affected by Coronavirus or have family members affected.</p>	<p>Office Administrator</p>		

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		<p>managed hotel.</p> <ul style="list-style-type: none"> - Take a Coronavirus (COVID-19) test on or before day 2 and on or after day 8 of quarantining. These tests are included in the hotel package. <p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p><u>Emergencies</u></p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands. First Aiders should administer first aid from a safe distance if possible. If not, then PPE should be worn. CPR should be given VIA chest compressions and rescue breaths to be given with a CPR protection mask, towel, cloth or piece of clothing.</p> <p>In any cases where the fire alarm goes off continuously, all staff on site must exit the building via the nearest fire exit even if it conflicts with any social distancing measures.</p> <p><u>Vulnerable and Extremely Vulnerable</u></p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>Managers Office Administrator HR</p>		

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		<p><u>Staff</u> Vulnerable – Moderate Risk</p> <ul style="list-style-type: none"> • Over 70 • Pregnant • Existing Lung Conditions <ul style="list-style-type: none"> ○ Asthma ○ COPD ○ Emphysema ○ Bronchitis • Heart Disease • Diabetes • Kidney Disease • Liver Disease • Taking medicine that can affect the immune system • Obese <p><u>Extremely Vulnerable – High Risk</u></p> <ul style="list-style-type: none"> • Have had an organ transplant • Having Chemotherapy • Having Radiotherapy • Severe Lung Condition • Taking medicine that makes them more prone to infections • Serious heart condition 	<p>Identify and be aware of staff who fall into these categories so adequate support and protection can be given</p> <p>No one in the extremely vulnerable category should be expected to come into the workplace during the lockdown</p> <p>Vulnerable staff should be considered on a case by case basis, wherever possible be supported to work from home</p>	<p>Management</p> <p>First Aiders Fire Marshalls</p>		