

BiP Solutions

COVID 19 Risk Assessment

Return to the Office Environment

This Risk Assessment has been created in direct response to the COVID-19 pandemic and in preparation for the planned phased return of employees to the office environment in both our Glasgow and Manchester locations.

This is a fluid document which will be constantly reviewed and in line with official government guidelines and will consider the advice of both the UK and Scottish Government. All updates will be recorded in this document and communicated to all employees.

This document will be published on the company website but will also be made available to view in both the Glasgow and Manchester office.

Version 1

12th June 2020

Activity and the Hazards	Who might be harmed and how?	What are you already doing?	Current Risk	Do you need to do anything else to control this risk?	Risk Rating	Action by Who?	Completion Date
Spread of COVID-19 Hygiene	Employees and families of employees Could become unwell with symptoms of COVID-19	<p>Hand washing facilities are in place throughout all communal areas and each bathroom. Importance of hand washing visually presented through appropriate signage throughout the offices</p> <p>Sanitiser gel available throughout office and every employee to keep personal bottle at their respective work station</p> <p>Appropriate Personal Protection Equipment (PPE) in the form of face masks and disposable gloves have been ordered and will be available to be distributed prior to the opening of both offices</p> <p>Deep clean of the offices has been organised and will commence prior to commencement of Phase 1 return in both offices. Additional cleaning will also take place to ensure a clean environment</p>		<ul style="list-style-type: none"> - Wash hands upon arrival to the office - Wash hands regularly throughout the days following appropriate guidelines on washing with soap and water for 20 seconds and dry with provided paper towels / use of hand dryer - Regularly using the hand sanitisers provided in the communal areas and the personal hand sanitiser made available to all employees - Cover your mouth when sneezing with a tissue or into your elbow, then wash your hands immediately after - Face masks and disposable gloves will be to all employees - Employees to use their own cutlery and plates only; no shared cutlery or plates will be available 		All All All All Management Team All	Ongoing Ongoing Ongoing Ongoing Upon return to the office

<p>Spread of COVID-19</p> <p>Social Distancing</p>	<p>Employees and families of employees of employees Could become unwell with symptoms of COVID-19</p>	<p>2m social distancing to be observed by all employees throughout the office space and the adjacent outside spaces ie car park</p> <p>Signage promoting social distancing ordered and is visible throughout the offices</p> <p>Floor markings promoting social distance are now in place throughout the Manchester office.</p> <p>No visitors are to be allowed to the office, with the exception of approved cleaning contractors</p> <p>No personal packages are to be delivered to the office</p>		<ul style="list-style-type: none"> - Social distancing to be observed by all employees - Determined maximum capacity of office space in use and adhered to, which will increase through each phase and in line with government guidelines at that time - Floor markings to promote social distance to be actioned within Glasgow office - Employees to work exclusively from a designated work station and not able to use the break out to work from - Maximum of 2 employees in the kitchen areas at any one time - Lifts only in use for employees who require assistance and restricted at all times to one person - Break out areas reconfigured to ensure social distancing; with associated signage visible to promote this - Smaller meeting rooms will not be in use. Larger meeting rooms will be reconfigured to ensure social 		<p>All</p> <p>Management Team</p> <p>TBC</p> <p>All</p> <p>All</p> <p>All</p> <p>Management Team</p> <p>Management Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>TBC – but prior to Phase 1 return</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Prior to office opening</p>
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				<p>distancing can be observed. Face -to face meetings would only take place if essential</p> <ul style="list-style-type: none"> - Range of shift patterns to be available to reduce congestion at start / end of the working day - Break times to be staggered to prevent congestion and ensure social distancing - Employees are empowered to politely challenge their colleagues to ensure social distancing and if appropriate, can escalate to line manager if there are concerns - External smoking areas to be restricted to a max of 4 people at any one time 		<p>Management Team</p> <p>Management Team</p> <p>All</p> <p>All</p>	<p>Prior to office opening</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Spread of COVID-19</p> <p>Facilities / Amenities</p>	<p>Employees and families of employees</p> <p>Could become unwell with symptoms of COVID-19</p>	<p>Any office facilities / amenities which are not 'in use' during this period have been identified and clearly marked as such within the Manchester office</p> <p>The Glasgow office will be completed prior to the return of employees identified for Phase 1</p> <p>Air conditioning units in both Glasgow and Manchester offices have recently been serviced</p>		<ul style="list-style-type: none"> - Ongoing review of the air conditioning facilities to ensure adherence to guidelines. Commitment to engage and discuss best practice options with our suppliers - All vending machines will be temporarily out of use 		<p>Management Team</p> <p>All</p> <p>All</p>	<p>Ongoing but reviewed in line with guidance</p> <p>Ongoing</p> <p>Ongoing</p>

				<ul style="list-style-type: none"> - Only food for that day has to be stored in the kitchen fridges and must be clearly marked with the employees' name - No communal milk, juice, fruit etc will be available during this period 		
<p>Spread of COVID-19</p> <p>Health</p>	<p>Employees and families of employees</p> <p>Could become unwell with symptoms of COVID-19</p>	<p>Employees with symptoms have not to come to work and are follow appropriate official guidelines to self-isolate</p>		<ul style="list-style-type: none"> - Temperature screening will be in place every day for employees upon their arrival to the office. Employees daily temperature will not be recorded or stored - Employees recording a high temperature of 38 degrees or above will not be able to work in the office and instead, return home and where appropriate seek medical advice - Employees feeling unwell whilst in the office and demonstrating symptoms of COVID should report these immediately to their line manager and should return home and follow the medical guidelines available - Qualified First Aiders will be visually presented throughout the office. There is a requirement to identify and train more Manchester based 	<p>TBC</p> <p>All</p> <p>All</p> <p>Management Team</p>	<p>Everyday</p> <p>Ongoing</p> <p>Ongoing</p> <p>ASAP</p>

				colleagues to become First Aiders. To mitigate this risk in the first instance, currently exploring online training options available		
Spread of COVID-19 Mental Wellbeing	Employees and families of employees	Employees made aware of external support available through our health partner, SimplyHealth		<ul style="list-style-type: none"> - Investment to be made in training identified members of the management team in 'wellbeing management' with online courses currently being sourced - Consider how best to ensure wellbeing reintegration of employees into the office environment 		Management Team Management Team Pre-return to the office