

# Risk Assessment – Working Safely During Covid-19

Following relevant government guidance as laid out in this Risk Assessment and on consultation with the appropriate TOG Staff this Risk Assessment outlays all practical measures TOG are performing to help control workplace risk during this pandemic.

<b>Assessment date:</b>	14/05/2020
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Hazards Identified	Controls
<b>Coming To and Leaving TOG Buildings</b>	The Office Group has implemented staggered arrival and departure times at work for the building teams. This is to reduce crowding in and out of The Office Group buildings - we would encourage members to consider this option also.
	The majority of TOG buildings have bike storage available for members to use & we would encourage cycling as a commuting option where possible.
	Where possible TOG have limited access and egress to separate entrances. This is to reduce congestion & aid free continuous flow of foot traffic.
	All buildings are equipped with locker provisions for personal items. Use of these to be organised by individual building teams.
	One-way flow in operation where possible throughout all TOG buildings. These include floor markings and signage.
	TOG has invested in the installation of wall mounted sanitizers through all common areas & have made a provision for members to purchase additional sanitizer for their office spaces.
	TOG invested in signage to encourage social distancing government guidelines to be followed at all times. More info can be found guidelines on the GOV.UK website.
	TOG has created a common area and frequently touched cleaning team who will have a presence in all our buildings. All cleaning supplies have been increased to a medical grade. Data sheets and COSHH assessment available upon request.

<b>Coming To and Leaving TOG Buildings</b>	TOG will be undertaking temperature checks for all employees. We would encourage members to explore similar options for their staff if possible.
	Any member who has recently returned from abroad must follow all government guidelines before re-entering a TOG space and make their building team aware.
<b>Moving Around TOG Buildings/ Worksites</b>	TOG will be allocating fixed desks for our current Co-working and Lounge Members at a local building level.
	TOG have ceased selling any forms of co-working until further notice to allow extra space in these areas.
	All TOG Field based teams are to work from one TOG building per day where possible.
	TOG have utilised signage, including directional arrows to help improve the free flow of people movement.
	The Office Group will utilise signage to encourage conscious use of lifts and to take the stairs wherever possible. Increased cleaning frequency to lifts throughout the day. TOG will prioritise people with assisted access requirements for lift usage.
<b>Meetings</b>	TOG has invested in additional remote technology like Zoom, to enable further social distancing availability for all internal and external meetings.
	Free upgrades to larger meeting rooms will be given where available to aid the following of social distancing guidelines.
	Meeting room coordinators will ensure that meeting rooms are sanitised during meeting room turnarounds which have increased in length.
	TOG will be removing shared stationary from the meeting rooms. These will be made available upon request.
	There will be a provision of hand sanitiser in all meeting rooms for client use.
<b>Commons Areas</b>	The Office Group have been working collaboratively with landlords and other tenants in multi-tenanted sites to ensure consistency across common areas. We have adapted these processes across the estate for consistency. However, some buildings may have additional site-specific requirements. This will be communicated to members at a local building level.
	TOG has adopted a policy of staggered breacktimes for their employees which will be managed by the relevant building manager. We would encourage members to adopt a similar process where possible.
	Cafés within the TOG buildings will be closed until further notice.
	Weather permitting, TOG would encourage the use of outside areas to be utilised for fresh air and breaks. Whilst maintaining social distancing.

<b>Commons Areas</b>	TOG staff will be encouraged to bring their own for food for lunch/snacks. We would advise limiting trips to shops and restaurants where possible to limit a risk of exposure.
	Seating and tables to be reconfigured for improved social distancing in all common areas.
	TOG staff to remain on-site during their shift and will be limiting off site activities in an effort to reduce risk of exposure and we would encourage members to follow suit.
	TOG manned and Manor gyms to remain closed until further government advice has been issued.
	TOG would encourage the storage of employee and members personal items to be stored away in spaces such as lockers or pedestals during working hours where available.
<b>Accidents/ Incidents &amp; Fire Safety</b>	In an emergency preservation of life always takes priority. For example, in the event of fire - social distancing guidelines need not apply if unsafe to do so.
	Whilst social distancing guidelines are in place. The Office Group will be adjusting its fire evacuation procedures to implement a dispersal order in the event of an evacuation from a building. Site specific information will be provided to all members.
	People involved in the provision of assistance to others should pay particular attention to personal sanitation measures immediately afterwards.
	All accidents and incidents to be reported using TOG's existing incident reporting process and specific COVID-19 questionnaire. This will be available to all clients from their building team.
<b>Workplace Activities</b>	We would all encourage all members to follow government advice on working from office spaces. This can be found on the GOV.UK website.
	The Office Group will be installing perspex screens across all food counters.
	TOG reception will no longer be able to print documented for members. All documents should be collected from the print room where possible.
	TOG will be allocating fixed desks for our current Co-working and Lounge Members at a local building level.
	TOG have ceased selling any forms of co-working until further notice to allow extra space in these areas.
	TOG has invested in floor mounted signage to encourage social distancing to improve the flow of traffic throughout our buildings.
<b>Managing Clients &amp; Visitors</b>	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.

<b>Managing Clients &amp; Visitors</b>	TOG recommends that you limit guests coming to TOG locations where possible.
	Guests will only be permitted to TOG buildings between the hours of 9am-5pm Monday to Friday.
	TOG employees will not facilitate or allow food deliveries past reception. Members must collect directly from the driver.
	All employees have been provided guidelines for the safe handling of post or parcels. This will be carried out using PPE.
	Guest/Visitor guidelines to be made available to all members before returning to work.
<b>Managing Contractors</b>	All TOG contractors have been provided a specific Covid-19 RA for working in our buildings. TOG will maintain our robust contractor working on site rules procedures.
	The Office Group has created a contractor risk assessment to manage our third-party providers.
<b>Cleaning</b>	TOG has created a common area and frequently touched area cleaning team who will have a presence in all our buildings. All cleaning supplies have been increased to a medical grade. Data sheets and COSHH assessment available upon request.
	We would encourage members to adopt a clean desk policy to assist us with our out of hours cleaning process.
	Frequent cleaning of objects and surfaces across our buildings will be covered by our increased cleaning regime.
	Adequate disposal arrangements for waste is in place via our cleaning contractor.
	The chemical fogging of all common areas across our estate will be introduced on a periodic regime.
<b>Hygiene – handwashing, sanitation facilities and toilets</b>	TOG actively encourages our members to follow government guidance on personal hygiene, particularly the regular washing of hands throughout the day.
	TOG has invested in installation of wall mounted hand sanitiser throughout TOG common areas.
	Client services offering available for hygiene consumables at each building. These include: <ul style="list-style-type: none"> <li>• Anti-bacterial wipes</li> <li>• Disposable face masks</li> <li>• Disposable gloves</li> <li>• 500 ml</li> <li>• Sanitiser</li> <li>• Tissues</li> </ul>

<b>Hygiene – handwashing, sanitation facilities and toilets</b>	Where possible we will encourage the opening of windows and doors frequently to improve ventilation.
	Our third-party cleaning contractor is revising their waste strategy to follow government guidelines.
	TOG has increased our maintenance regime on all air handling equipment and have upgraded air filtration filters where possible to improve indoor air quality
<b>Changing Rooms &amp; Showers</b>	Showers, lockers and changing rooms to be kept clean and clear of personal items.
	We would encourage members to bring their own flipflops/sliders when using the showers.
	TOG will be managing these spaces at a higher frequency and any items left will be removed by the cleaning contractors
	Social distancing guidelines to remain in place.
	An enhanced cleaning regime is in place for these spaces.
<b>PPE (Personal Protective Equipment)</b>	<p>Client services offering available for hygiene consumables at each building. These include:</p> <ul style="list-style-type: none"> <li>• Anti-bacterial wipes</li> <li>• Disposable face masks</li> <li>• Disposable gloves</li> <li>• 500 ml</li> <li>• Sanitiser</li> <li>• Tissues</li> </ul>
	Employees working in more high-risk environments such as the maintenance teams will be provided additional PPE.
	<p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>

<b>Inbound and Outbound Goods</b>	All budget owners and building teams to consolidate ordering where possible to reduce frequency of deliveries.
	All TOG budget owners and building teams have been asked to consolidate ordering where possible to reduce frequency of deliveries.
	Anti-bacterial wipes and disposable gloves will be provided to all building teams for the handling of goods delivered to site.
	TOG would ask all members to limit deliveries to business critical only and all personal items to be delivered to non-TOG sites where possible.
<b>Providing Guidance</b>	Clear guidance on social distancing and hygiene will be provided to people on arrival via signage or visual aids and before arrival or by the TOG website and email where possible.
	All members will be provided with return to work information
	TOG will continue to work collaboratively with landlords and multi tenanted sites ensure members are kept up to date with any changes.
<b>Social &amp; Internal Events</b>	A communication to be created on all new guidelines on socialising, all team gatherings or large groups to be discouraged.
<b>Wellbeing</b>	TOG is looking to expand Virtual events for all members.