

## MPL Wealth Management Limited Risk Assessment of reopening company premises (45 Doughty Street, London WC1N 2LR) post COVID-19 lockdown

This risk assessment is carried out with a sole focus of reducing the spread of COVID-19 which is the primary hazard on all scenarios and considerations below.

Completed By: Mark Kitson

Last review date: 29th October 2021

Next Review Due: 30th January 2021 (with updates prior to this according to any changes in government guidance)

Ref.	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.0</b>	<b>INFECTION, PREVENTION, CLEANING &amp; STAFF SAFETY : As the business rebuilds after lockdown and staff return to work, the organisation must ensure their safety by making premises "COVID" secure – unsafe workplace premises raise the risks of virus transmission. There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</b>					
1.1	Virus moves from person-to-person in droplets from the nose or mouth, spread when a person with the virus coughs or exhales	<ul style="list-style-type: none"> <li>- Key government health messages are reiterated</li> <li>- Encourage effective use of tissues when sneezing or coughing and providing sufficient supply of tissue boxes around the office</li> <li>- Staff are not required to wear face coverings while at work but may do so if they wish. Twice weekly minimum lateral flow testing is encouraged.</li> </ul>	<ul style="list-style-type: none"> <li>- Produce updated briefing document on returning to the office re necessary behaviours and precautions</li> <li>- Catch it, Bin it, Kill it posters around the office</li> </ul>	Mark Kitson	31st January 2022	
1.2	The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.	<ul style="list-style-type: none"> <li>- Deep cleaning of surfaces &amp; provision of anti-bacterial gel.</li> <li>- Continue nightly deep clean from cleaning contractors.</li> <li>- In addition to anti-bac gel, provide spray &amp; wipes for people to self clean</li> <li>- Staff encouraged to carry out twice weekly lateral flow test</li> </ul>	Continue to encourage good practice	Cathy Tennant	Ongoing	
<b>2.0</b>	<b>HOT-DESKING AND EQUIPMENT SHARING : Staff working together in workplace premises inevitably raises the risk of virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</b>					
2.1	Desk set ups present risk of virus transmission, through potentially shared desks, seats & IT equipment.	<ul style="list-style-type: none"> <li>- Limits on capacity to reduce sharing</li> <li>- Clear desk policy in place to facilitate nightly deep clean</li> <li>- Cleaning provisions around the office space</li> <li>- Staff encouraged to carry out lateral flow test twice weekly</li> </ul>	There are fixed desk spaces currently but will minimise desk sharing across the day through: <ul style="list-style-type: none"> <li>- Encouraging teams to think about which space best suits their need for the day and then sticking to that space as far as is possible. This way we can both support the vision / model as well as being as covid-secure as possible.</li> <li>- Continue to encourage good practices re clear desk policy.</li> </ul>	Mark and Cathy	Confirm message re minimising desk sharing by 31st January. All other actions are ongoing.	
2.2	Meeting rooms/collaboration space	<ul style="list-style-type: none"> <li>- Social distancing in the meeting spaces and ensuring good ventilation through open windows and / or doors.</li> <li>- No shared resources are left behind, i.e. paper, pens etc.</li> <li>- Cleaning goods are provided in each meeting space.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be encouraged to use hand sanitiser before entering a communal space</li> <li>- Existing practices to be encouraged ongoingly</li> </ul>	Mark and Cathy	Confirm message re sanitising by 31st January. All other actions are ongoing.	
<b>3.0</b>	<b>MINIMISING SOCIAL CONTACT: Social distancing is no longer mandatory but all are encouraged to minimise contact with others</b>					
3.1	Reduce the risk of spreading COVID-19 by reducing the number of people workers come into contact with.	<ul style="list-style-type: none"> <li>- Limiting capacity in the office space.</li> <li>- Staff are also encouraged to avoid physical contact (e.g. hugs, handshakes etc)</li> <li>- Staff encouraged to carry out lateral flow test twice weekly</li> </ul>	Continue to remind on good practice	Cathy	Ongoing	
3.2		<ul style="list-style-type: none"> <li>- Limiting capacity in the office space.</li> <li>- Visitors to the office are minimised.</li> <li>- Personal deliveries to staff are not permitted.</li> <li>- Essential meetings are held in well ventilated rooms and hand sanitiser and cleaning supplies are available within each room.</li> </ul>	Continue to remind on good practice	Cathy with Mark	Ongoing	

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Completed By: Mark Kitson

Last review date: 2nd August 2020

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<b>4.0 HIGHER RISK AREAS OF THE WORKPLACE : Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets and kitchen.</b>						
4.1	Heavily used areas of the workplace are more likely to present an infection transmission risk. Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination. Increased risk of people coughing and touching door handles, taps and toilet flush buttons.	<p>High traffic areas of the workplace are made COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>- Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>- Ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels.</li> <li>- Placing 60% minimum alcohol hand gels at convenient places around the workplace with instructions for use</li> <li>- Increasing environmental cleaning especially in and around toilets, kitchen and meeting rooms; with special attention paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</li> <li>- Ensuring checks of stock of soap/toilet paper, etc</li> <li>- Staff encouraged to carry out lateral flow test twice weekly</li> </ul>	<ul style="list-style-type: none"> <li>- Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>- Continue to encourage good practice</li> </ul>	Mark	31st January	In progress
4.2		<ul style="list-style-type: none"> <li>- Limiting capacity in office space.</li> <li>- Personal food is not kept in the fridge overnight.</li> <li>- Cleaning provisions are made available.</li> </ul>	Continue to remind on good practice	Cathy	Ongoing	
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<b>5.0 VULNERABLE AND EXTREMELY VULNERABLE STAFF : Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</b>						
5.1	Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories.	<ul style="list-style-type: none"> <li>- HR have identified and are aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.</li> <li>- Taking individualised approach to return to office. Gradual, staggered return with encouragement to speak to Cathy if any concerns.</li> <li>- At least twice weekly lateral flow testing encouraged.</li> <li>- HR refers to existing policies regarding new and expectant mothers to avoid these workers being put at any disadvantage</li> </ul>	<ul style="list-style-type: none"> <li>- Reasonable adjustments will be made as required to avoid disabled workers being put at any disadvantage</li> <li>- Continue to monitor situation for staff</li> </ul>	Cathy with Sharon	Ongoing	

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<b>6.0 STAFF HEALTH AND STAFFING LEVELS : Low staffing hazards due to high rates of staff sickness or staff having to self-isolate at home</b>						
6.1	Staff may get sick with coronavirus infection. People with symptoms must stay at home and self-isolate immediately for 10 full days (inclusive of first day of symptoms). Staff who test positive for COVID must self-isolate for a full 10 days. If staff have no symptoms but then develop them during self isolation, they must then restart their 10 days of self isolation from the date from which they develop. Self isolating workers who have tested negative for COVID may be able to return to work - see guidance. Any staff who are contacts of individuals that test positive for COVID must also self-isolate for 10 days. Self isolating workers should immediately book a PCR test - If your PCR test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms. You should not arrange to have another PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID 19. It is possible for PCR tests to remain positive for some time after COVID-19 infection. You can stop isolating as long as: - you are well - you have not been advised to self-isolate by NHS Test and Trace	- Supportive of staff needing to self isolate. - Staff who are considered extremely vulnerable or high-risk are not expected to attend for work in the workplace. Where possible or appropriate they will be supported to work from home - Staff are not expected to come to work if they are self isolating or if they have COVID-19 symptoms or if they feel unwell - Staff are encouraged to take lateral flow test before travelling into office	- Staff who are sick or self-isolating should phone immediately and inform Sharon or Cathy – on no account should they work at the office - Staff should immediately have a PCR test - Remind staff that they should not come to work if they are self isolating or if they have COVID-19 symptoms or if they feel unwell - Business should consider temporary operational adjustments if staffing is reduced to unsafe levels	All	Ongoing	
6.2	Staff who have received an alert (been 'pinged') via the NHS app telling them they have been in close contact with someone who has tested positive for coronavirus must follow the directions given by the NHS app and self isolate following that contact if directed to do so. If, within the isolation period staff develop symptoms, they must use the symptom checker in the NHS COVID-19 app to find out if it could be coronavirus. If the app confirms that they may have coronavirus it will take them to a website where they can book a test. If staff develop symptoms they, and anyone in their household or support bubble will have to stay at home until they have been tested, received their result and advice on what to do next. Those that do not develop symptoms during the 10 days can stop self-isolating.	Supportive of staff needing to isolate	Reiterate message via staff briefing doc	All	Ongoing	
6.3	Level of exposure of potentially not having sufficient first aiders or fire wardens in the office. 1 first aider required per 50 people in office, 2 fire marshalls per 50 people in the office (1 per floor).	Employee worker capacity booking system to be implemented.	- Ensure employee worker capacity booking system covers all staff roles.	Cathy with Sharon	Ongoing	
<b>7.0 PREMISES ACCESS &amp; TRAVEL - Staff attending the office must be given safe access to the workplace</b>						
7.1	Travel to and from work may lead to greater risk of virus transmission. Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry. Risks may be increased for disabled visitors who may have reduced options for access.	- one way system in place at Doughty street to minimise crowding on stairs. - Hand sanitiser provided at entry / exit to building.	The following safety arrangements should apply to workplace access and travel arrangements: - Remind staff not to congregate at entrances and exits - Review disabled access policies and arrangements to ensure safe entrance or exit for disabled visitors - If travelling via public transport, staff to research their routes to consider how to avoid the busiest times and routes. - Staff to make use of core office hours to avoid travelling at peak times. - Where staff use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc	Cathy	Ongoing	

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<b>8.0 CASES OF POSSIBLE INFECTION ON-SITE: People becoming unwell while on-site or a symptomatic person using a site</b>						
8.1	High risk of transmission	Supportive of staff needing to self isolate	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate. The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>- All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>- Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>- Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</li> </ul>	Cathy with ECMS Limited (Outsourced cleaners)	31st January 2022	
8.2	Remaining onsite employees who may have come into contact with staff who develop symptoms or test positive for COVID-19.	Supportive of staff needing to self isolate. Office booking system in place to support Test and Trace.	<p>In order to limit exposure to other office based staff when an employee test positive for COVID-19, the following steps will be implemented:</p> <ul style="list-style-type: none"> <li>- All staff to sign in on office booking sheet in order to assist with passing necessary information to the NHS Test and Trace service.</li> <li>- All visitors or sub-contractors to the office who spend more than 15 minutes in the office are also encouraged to leave their details so we are able to support Test and Trace.</li> <li>- Those employees that have been in the office in the 48 hours prior to a colleague reporting symptoms will be alerted, along with any visitors or subcontractors. They will be allowed to return to the office if do not develop symptoms themselves, but should take additional precautions.</li> <li>- Where an employee is contacted by the Test and Trace service, they should alert HR and their line manager and following the self-isolation guidance provided by the Test and Trace service.</li> </ul>	Cathy	Ongoing	