



Risk assessment form

Updated: 24 July 2020

Bath
Birmingham
Cambridge
Leeds
London

Planning for return to work post pandemic

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 whom?	Action by when?
Fire safety and electrical systems not functioning following period out of use, electrical testing out of date	SK people Visitors Contractors	<ul style="list-style-type: none"> Weekly fire alarm test has been carried out throughout the pandemic Visual checks of electrical equipment continue to take place by SK people SK people are encouraged to report any visible defects so that they can be addressed 		Business Services	Complete
Water hygiene compromised, hazard from legionella etc.	SK people Visitors Contractors	<ul style="list-style-type: none"> Annual risk assessment has been completed Samples have been taken from all outlets and tested for counts of legionella Flushing and recording of temperature has continued to take place throughout the pandemic 		Business Services	Complete
Statutory Inspections of fire equipment not completed during lockdown.	SK people Visitors Contractors	<ul style="list-style-type: none"> Fire extinguishers and blankets have continued to be checked on a monthly basis throughout the pandemic Any defects are reported and rectified on the monthly checks 		Business Services	Complete
Damage/vandalism to building/workplace whilst empty	SK people Visitors Contractors	<ul style="list-style-type: none"> Core members of the Business Services team have continued to work on site in Bath throughout the pandemic, so regular security checks have continued to take place No visible vandalism to the building Building management have checked across all other sites 		Business Services	Complete
Insurance invalid	SK people Visitors Contractors	<ul style="list-style-type: none"> As keyworkers, our offices remained accessible for SK people (where homeworking is not possible) with approval from the Head of Team/Team Manager We have not made any amendments with our Insurers throughout the pandemic so our existing policy should remain in place 		Risk & Compliance	Complete
Pest infestation	SK people Visitors Contractors	<ul style="list-style-type: none"> H&S walk arounds have continued to take place throughout the pandemic This involves regular checks of the premises to make sure there are no unwanted visitors Recent checks have been carried out, with no evidence to suggest that there is a pest problem 		Business Services	Complete

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Waste management	SK people Visitors Contractors	<ul style="list-style-type: none"> With a core team on site; waste suppliers have continued to collect general waste, recycling, sanitary waste and confidential shredding 		Business Services	Complete
First Aid provisions/equipment	SK people Visitors Contractors	<ul style="list-style-type: none"> First Aid kits are checked and maintained on H&S walk arounds We do not have an EVAC chair as they are not required by any current SK people We do not own defibrillators; but first aiders are made aware of where the nearest located defibrillator is 		Business Services	Ongoing
Vehicle parking/movement	SK people	<ul style="list-style-type: none"> Managed parking is only available at 13 Queen Square If an SK person has parked in the garage then they must inform reception, but refrain from handing their keys over for access Storage for bicycles is available across all sites 		HR	Complete
Post and delivery management biosecurity	SK people Visitors Contractors	<ul style="list-style-type: none"> Post is scanned and electronically distributed to the relevant recipient The Business Services team are advised to wear gloves when handling and distributing/filing hard copy post Social distancing SOP for delivery drivers is in place and has been rolled out to the frontline team 		Business Services	Complete
Keeping vulnerable employees safe and well (from a building/facilities perspective)	SK people	<ul style="list-style-type: none"> PEEP plans are in place for SK people with limited mobility (HR must inform Business Services, in order for a PEEP to be created) There is no access for wheelchair users at 13 Queen Square, but all other buildings can facilitate Lone working risk assessments are carried out with SK people that work in remote areas, such as the strong room When notified by HR, the Business Services team carry out risk assessments and DSEs for pregnant women Young workers (work experience) are provided with a H&S induction on their first day 		Business Services	Ongoing
Keeping visitors and contractors safe and well (from a building/facilities perspective) and protecting staff	Visitors Contractors	<ul style="list-style-type: none"> Visitor information and management Control of contractors The Business Services teams are providing contractors with 'Staying safe when onsite' information sheet with updated information for visitors to reflect virus precautions Specific office guidance is in place, including guidance on 'Physical Meetings' 		Business Services	Complete

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Access and security of employees	SK people Visitors Contractors	<ul style="list-style-type: none"> • Access control • Check and ensure all access fobs are still valid. Delete expired passes from system • Certain doors may be propped open such as the client suite (ahead of any planned client visits) to minimize risk of touchpoints 		Business Services	Complete
Controlling common areas to avoid infection	SK people Visitors Contractors	<ul style="list-style-type: none"> • Deep cleaning of all touchpoints and common areas each evening • Social distancing in reception areas • Sanitizer and wipes in place at various access control points • Reception and public-facing people to have safeguarding screens in place • Standalone sanitizing units have been rolled out at all main entrances 		Business Services	Complete
Managing equipment to reduce risk of infection	SK people	<ul style="list-style-type: none"> • SK people are aware that they must take their laptop home with them or lock away in a drawer or cabinet • SK people to ensure that they are making the cleaners aware of the desks being used so that these can be identified by the cleaners and deep cleaned (signs are available from the reception team) • SK people are encouraged to wipe down any areas prior to commencing work with the wipes provided • Where possible allocate areas of the office/area to individuals • Throughout the day the Business Services team are wiping door handles, banisters, desks, common phones, MFDs etc. • SK people are encouraged to use soap and wash their hands regularly. Soap is better than hand sanitizer • Wherever possible SK people should avoid sharing hard-copy/physical files, but should wear gloves when this is not possible • Clear desk policy is being worked on • Temporary removal of non-essential items, such as sandwich toasters/toasters 		Business Services	Complete
Signs do not consider new work arrangements	SK people Visitors Contractors	<ul style="list-style-type: none"> • Signage for handwashing is displayed in all WCs • SK people to use the signs available from reception, to ensure that they are making the cleaners aware of the desks being used so that these can be identified by the cleaners and deep cleaned • Signage in place on reception to inform clients on the various precautions in place due to the virus • Signage on front door with details of how to contact the firm (appointment only) 		Business Services	Complete

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Emergency and accident/incident management	SK people Visitors Contractors	<ul style="list-style-type: none"> • Fire wardens, accident and incident reporting • Monthly checks to ensure that individuals training and certification is up to date • First Aiders have been sent updates on training reflecting necessary precautions (i.e. based on current guidance) • Arrangements for isolation of symptomatic individuals 	Amend accident and incident reporting regarding reporting virus cases	Risk & Compliance	TBC
Return to work post lockdown – existing and new employees, transferees, employees from other locations	SK people Visitors Contractors	<ul style="list-style-type: none"> • ‘Staying safe when onsite’ document has been issued to all current SK people working on site • Social distancing measures, PPE, sanitizers have been reviewed • ‘Reactivating the Workplace’ Toolbox Talk with a sign-off sheet has been rolled out to all SK people • All guidance, including specific office guidance is readily available on SharePoint • Induction contents have been revised for new starters 		Business Services	Complete
Communications to employees and building users are not clear. Guidance is not accurate	SK people Visitors Contractors	<ul style="list-style-type: none"> • The firm ensures advice and guidance is based on and follows current Government requirements 		Risk & Compliance	Complete
Key/essential workers	SK people Visitors Contractors	<ul style="list-style-type: none"> • Head of Teams/Team Managers have identified people with key roles and have considered alternating work patterns to avoid mass infection of key individuals • Arrangements for isolation of symptomatic individuals 		HR	Complete

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Staff do not understand arrangements to prevent infection	SK people Visitors Contractors	<ul style="list-style-type: none"> • 'Staying safe when onsite' document and 'Reactivating the workplace' Toolbox Talk has been shared with all SK people currently working on site, which highlights best practice to protect health • Social distancing guidelines observed • Storage of coats and bags at desks to avoid cross contamination • Use of PPE (gloves and masks are available) • Hand washing facilities and sanitizers provided • An SOP has been created and is rolled out to any SK person that requests to meet with a client for collection of original documents • Reporting illness • Accident and incident reporting • Personal hygiene message has been reinforced, along with review of the welfare facilities and client meeting guidance in the 'Reactivating the Workplace' toolbox talk 		Business Services	Complete
Employee's new work patterns not appropriate/followed by individuals	SK people	<ul style="list-style-type: none"> • Agile working considered • Home working DSE assessments have been issued • Non-essential travel avoided • The current need for SK people on site is minimal, so a decision has been taken to keep numbers low • The BSM will monitor numbers to ensure a safe capacity is maintained on each site and if necessary approve on a first come, first served basis 		HR	Complete
Potential for infection during business travel and commuting	SK people Visitors Contractors	<ul style="list-style-type: none"> • Assist with commuting where appropriate (parking, cycles, taxis etc.) • Follow guidance from FCO when travelling abroad • Suspend all non-essential and inter-office travel • Arrangements will be in place where travel is unavoidable (e.g. provision of PPE, sanitizer's etc.) 		HR	Complete

Name of Risk Assessor: Rosanna Robinson

Signature: 

Review Date: This risk assessment will be reviewed monthly or sooner if required (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities) and in line with emerging advice from the Government or HSE.

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