

<b>THE OUTSET</b>	<b>Risk Assessment Title</b>	COVID-19	<b>Assessment Date</b>	June 2020
	<b>Location of Works</b>	The Outset, Sankey St, Warrington WA1 1NN	<b>Risk Assessment Approved By</b>	
	<b>Activity covered</b>	General work activities during COVID-19 pandemic		
	<b>Workplace summary</b>	Based in Warrington, The Outset and offers a range of private office suites, serviced offices and co-working space over 5 floors. The Reception Area is manned throughout typical office hours and a range of welfare facilities are provided within the communal areas.		

Identified Hazards	Those at risk	Implemented Controls	Post Control		
			L	S	RR
<p><b>Transference of Virus when entering/exiting and walking around the building</b></p>	All persons in the area	<ul style="list-style-type: none"> <li>Signage has been displayed on the doors leading into the building to advise that if the person entering, or anyone within their household is showing any signs of or has COVID-19 they should not enter the building.</li> <li>The centre has placed hand sanitiser at regular points around the building, including upon entry into the centre. All persons are encouraged to sanitise their hands-on entry which is communicated by signage.</li> <li>Due to the nature of the security in the building, the number pad on the rear door and intercom at the front door must be used to ensure security of the building and its users. As these are common touch points, they will be subject to cleaning at regular points throughout the day and hand sanitiser available at each point which people can use once into the building.</li> <li>Floor stickers and wall signs are utilised to highlight social distancing measures and vigilance for all people navigating around the centre, including stairwells.</li> <li>Doors within the communal spaces have been fitted with floor openers (where the door is fitted with a vision panel) or sound activated door closers to reduce the number of common touch points wherever possible. The first person entering the building will be required to open the doors with the floor closers. This person should ensure that they sanitise their hands before and after the activity.</li> <li>The lift remains operational, however is restricted to one person at a time due to its dimensions which is communicated by signage at each level.</li> <li>Where using the handrail, people are encouraged to wash their hands or use hand sanitiser due to this being a common touch point.</li> </ul>	1	5	5 Low
<b>Pre-Control</b>			L	S	RR
			4	5	20

Identified Hazards				Those at risk	Implemented Controls	Post Control		
						L	S	RR
<b>Transference of Virus when within the Reception space</b>				All persons in the area	<ul style="list-style-type: none"> <li>Chairs have been removed from the reception and café space to allow for social distancing and avoid visitors directly facing others. The café is currently closed in line with Government guidance; therefore, the space has been utilised to extend the reception area.</li> <li>A hanging Perspex screen has been installed at the reception desk to allow a barrier between visitors and the Reception team.</li> <li>Shared stationery has been removed from the reception area (for example a pen for signing in) to prevent shared contact and potential virus transference.</li> <li>The Reception Team will not offer or make any drinks for visitors.</li> </ul>	1	5	5 Low
<b>Transference of virus in communal spaces (stairs, tea points and toilets)</b>				All persons in the area	<ul style="list-style-type: none"> <li>The tea making and toilet facilities are restricted to one person at a time which is communicated by signage at each location. People are advised that if they see another person using the facilities, they must wait (following social distancing) until the facility is free for them to use.</li> <li>The shower facilities will be taken out of use, however the cleaner will ensure that these are flushed through and cleaned daily to prevent a build up of bacteria within the system.</li> <li>The centre employs a cleaner who attends the centre 5 days a week and undertakes cleaning of all communal areas.</li> <li>The centre has arranged for common touch areas to be disinfected regularly either by the cleaner or the Reception Team. In addition, disinfectant wipes will be provided next to all shared facilities. Fabric seating in shared areas and serviced offices will be cleaned with a suitable linen disinfectant spray.</li> <li>The cleaner and Reception Team will undertake regular checks to ensure that provisions are available at all points through the day in communal areas and facilities, such as soap, hand sanitiser etc.</li> <li>The centre will continue to provide communal cups and cutlery. Once used, these should be placed into the dishwasher provided which is communicated by signage at each tea station. The dishwasher will be ran at least once a week, however may be ran more often where need arises.</li> </ul>	1	5	5 Low
<b>Transference of Virus through deliveries</b>				All persons in the area	<ul style="list-style-type: none"> <li>All users of The Outset are asked to avoid having any personal deliveries made to the centre during the pandemic.</li> <li>Delivery persons will be asked to leave all parcels in a safe location by the reception. The intended recipients will be asked to collect their parcels as soon as possible after delivery.</li> <li>The Reception Team will not handle any deliveries, other than those delivered by Royal Mail, for any users and The Outset does not accept any responsibility for any damage or loss.</li> </ul>	1	5	5 Low

Identified Hazards	Those at risk	Implemented Controls	Post Control					
			L	S	RR			
<p><b>Transference of Virus within the co-working space</b></p>	All persons in the area	<ul style="list-style-type: none"> <li>The co-working space has been reviewed and rearranged to allow for social distancing and avoiding face to face working by people using the facilities, this has included taking certain workstations out of use and rearranging seating.</li> <li>The centre has implemented a new booking system for co-working desks to ensure that the space is not overloaded, and that people will have access to cleaned workstations. Each workstation will be given a unique number and visitors will not be allowed to use any alternative workstation unless arranged by the centre team.</li> <li>The centre will ensure that each workstation has been fully cleaned down after use by an individual. Cleaned stations will be clearly identified with a laminated sign saying "Clean" which will be placed by the centre staff following the clean.</li> <li>Where the weather permits, the windows in the co-working space will be opened to allow for a circulation of fresh air into the room. Users of the room will be asked to keep these open wherever possible during their use of the space.</li> <li>The centre will not provide any shared stationery or similar items within this space.</li> <li>The use of desk and floor fans within the space are prohibited and the centre will not provide these.</li> </ul>	1	5	5 Low			
<table border="1"> <tr> <th>Pre-Control</th> <th>L</th> <th>S</th> <th>RR</th> </tr> <tr> <td></td> <td>4</td> <td>5</td> <td>20</td> </tr> </table>						Pre-Control	L	S
Pre-Control	L	S	RR					
	4	5	20					
<p><b>Transference of Virus within the meeting room</b></p>	All persons in the area	<ul style="list-style-type: none"> <li>The meeting room has been reviewed and rearranged to allow for social distancing, which has including reducing the number of chairs available.</li> <li>Use of the meeting room will be controlled by the Reception Team though a booking system. Once a meeting has been completed, the Reception Team will arrange for the table, chairs and similar common touch points are cleaned with disinfectant wipes/spray.</li> <li>Where the weather permits, the windows in the meeting room will be opened to allow for a circulation of fresh air into the room. Users of the room will be asked to keep these open wherever possible during their use of the space.</li> <li>The centre will not provide any shared stationery or similar items within the meeting room.</li> <li>The use of desk and floor fans within the meeting room are prohibited and the centre will not provide these.</li> </ul>	1	5	5 Low			
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Pre-Control	L	S	RR					
	4	5	20					

Identified Hazards	Those at risk	Implemented Controls	Post Control		
			L	S	RR
<p><b>Transference of Virus to those working on behalf of The Outset</b></p>	<p>All persons in the area</p>	<ul style="list-style-type: none"> <li>The Outset has a COVID-19 Isolation Policy which has been provided to all employees with information relating to self-isolating and contacting the NHS helpline immediately in the event of developing any relevant symptoms.</li> <li>Employees are to follow social distancing measures and adopt a high standard of hygiene at all times. Hand sanitiser will be readily available for use for employees at the reception desk.</li> <li>Where it is suitable for employees to work from home, such as where their role for the day includes solely administrative duties, this will be the preferred work method.</li> <li>Each employee has been issued with their own workstation and equipment which should not be shared with any other persons.</li> <li>A hanging Perspex screen has been installed at reception to prevent contact between employees and visitors/space users.</li> <li>All employees and visitors are encouraged to regularly wash their hands with warm soapy water, following the 20 second cleaning rule, especially before consuming food or drink.</li> <li>Employees must only use their own cup and are responsible for ensuring it is washed correctly. Making drinks rounds for others is to be avoided.</li> <li>Plates, cutlery and similar items must be cleaned thoroughly after use, using hot water and the washing up liquid or by using the dishwasher provided. Where an employee is concerned that the items have not been cleaned correctly, they should be rewashed before use.</li> <li>Disinfectant wipes will be provided near common touch items so they can be cleaned before and after use, such as shared printers etc. All used disinfectant wipes should be disposed of immediately.</li> <li>Employees must ensure that they sanitise their hands immediately after handling any Royal Mail deliveries.</li> <li>Employees are responsible for cleaning as they go for their work area and immediately following the use of any communal equipment/area (such as printer, worktops etc.).</li> <li>Wherever possible meetings with other employees or management will be done over video chat software.</li> <li>Where there is a viable reason why a remote meeting is not appropriate/possible, the meeting room will be used. The door will remain open to allow ventilation wherever privacy is not essential and only the minimum required people will be allowed to attend. Seating will be arranged to allow social distancing and placed at an angle to prevent people sitting directly face to face.</li> </ul>	1	5	<p><b>5 Low</b></p>
	4	5	20		

Identified Hazards				Those at risk	Implemented Controls	Post Control		
						L	S	RR
3 <sup>rd</sup> party contractors attending the premises				All persons in the area	<ul style="list-style-type: none"> <li>This risk assessment will be communicated to every 3<sup>rd</sup> party contractor who attends the premises, such as those undertaking maintenance activities.</li> <li>3<sup>rd</sup> parties will be required to follow the measures implemented in this risk assessment, whilst also being able to evidence their own measures for working safely before undertaking any work (such as through their own risk assessment). These measures must include how they will maintain social distance, as well as how they will ensure that the working area is cleaned at the end of the works.</li> <li>Any 3<sup>rd</sup> parties will be booked through the Reception Team. Wherever possible, any works will be booked avoiding peak times and out of hours if practicable/appropriate.</li> <li>The Reception Team will remain the main contact for any 3<sup>rd</sup> party working within the premises. Should any concerns be witnessed by or communicated to the Reception Team, these will be investigated immediately.</li> <li>Any 3<sup>rd</sup> party contractor who is discovered to be failing to work safely and in line with the COVID-19 controls will be verbally warned, and where appropriate removed from the premises.</li> </ul>	1	5	5 <b>Low</b>
	4	5	20					

Risk Rating (RR) Guide (1-6 Low, 7-15 Med, 16-25 High)						Note
Likelihood (L)	1 Highly Unlikely	2 Unlikely	3 Possible	4 Likely	5 Certain	<p>This risk rating guide is to be used with the assessment to identify how the risk rating calculation has been determined.</p> <p>If you have any questions or concerns about this Risk Assessment then speak to the issuer immediately.</p>
Severity (S)						
1. Insignificant	1	2	3	4	5	
2. Minor	2	4	6	8	10	
3. Moderate	3	6	9	12	15	
4. Major	4	8	12	16	20	
5. Catastrophic	5	10	15	20	25	

Risk Assessment Reviewed and Approved by -	Name	Signature	Date

**Important Note** - This risk assessment will be reviewed on a regular basis, including (but not limited to) when receiving feedback from employees and visitors, changes in government advice and where required by incident or investigation. Any updates will be communicated out immediately to all relevant persons.

Risk Assessment Sign Off					
"I confirm that I have read, understand and agree to work to all required controls listed in this assessment"					
Name	Signature	Date	Name	Signature	Date