

COVID19 Risk Assessment (Updated November 2021)

Description of activity: Remobilising ABRSM Offices at 4LWP



Likelihood given precautions in place (L)					x	Severity if accident or incident occurs (S)					=	Risk Rating (RR)			
5	4	3	2	1		5	4	3	2	1		Unacceptable	Tolerable	Adequate	Acceptable
Almost Certain	Very Likely	Likely	Unlikely	Remote		Fatality	Severe Injury	Lost time Injury	Minor Injury	No injury		17-25	10-16	5-9	1-4
												STOP implement immediate controls	Look to improve now before next review	Look to improve at next review	Maintain current controls

All individuals required to undertake this activity should take heed of the advice, training and control measure referenced in this risk assessment. Any incident must be reported as soon as possible.

Hazard	Description	Those affected	Initial Risk		Required Control Measures (RCMs)	Residual Risk level when RCMs are implemented			Additional comments
			L	S		L	S	RR	
1. Transmission of COVID19 picked up from commute into work or from juvenile family members	Passing on COVID19 via shared contact points around the building.	All	4	4	<p>Staff have the option to work from home, office is open for those who wish or have to use the office.</p> <p>Sanitiser station at Reception and Loading Bay also 2 stations on each office floor, Exam Suite and L4 Café. Signage reminding people to wash hands thoroughly and keep 2m apart</p> <p>Enhanced cleaning focusing on contact points especially hand rails, door handles and lift buttons</p> <p>Reduced staff presence in 4LWP office, currently restricted to 50%.</p> <p>Covid vaccines now available to anyone aged 12 or older, booster jabs available for over 50s.</p> <p>Access Control and Envoy data used for contact tracing to investigate and contain possible instances. Staff encouraged to report if they test positive for COVID.</p>	2	3	6	

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2. Transmission of COVID19 between staff around office	Passing on COVID19 via shared contact points	Staff	4	4	<p>Reduced desk capacity on each floor to help ensure social distancing. Offset workstations so staff aren't facing each other or directly next to each other. Social distanced comms encouraged.</p> <p>Enhanced desk cleaning at end of each day and provision of antiviral surface cleaner on each floor for staff use.</p> <p>Staff to use own cups & cutlery, and take them home at the end of each day.</p> <p>Staff encouraged not to congregate around kitchenette, walk ways and copiers.</p> <p>Sharing of cake/sweets etc. is discouraged</p> <p>Covid vaccines widely available to anyone aged 12 or older, booster jab program being rolled out to over 50s.</p> <p>Access Control and Envoy data used for contact tracing to investigate and contain possible instances.</p>	1	3	3	

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3. Transmission of COVID19 between staff using meeting rooms and L4 Cafe	Passing on COVID19 via shared contact points	Staff	3	4	<p>Social distancing measures implemented in meeting room layouts, reduced capacities and spacing of chairs. (see appendix 2)</p> <p>Reduced capacity in L4 Café at tables where possible, bench seating removed from use.</p> <p>Provision of sanitiser spray/wipes for wiping down surfaces after use.</p> <p>Social distancing signage reminding staff not to congregate near the coffee machine and microwave ovens.</p> <p>Area around microwave ovens - 1 at a time to access respective microwave, staff wait at tables while food cooks.</p> <p>Enhanced cleaning at end of day</p>	2	3	6	
4. Transmission of COVID19 from incoming post and packages	ABRSM normally receives and processes a significant amount of post and packages as well as daily milk deliveries and food.	Staff	4	4	<p>PPE available for post room staff and teams that handle incoming post.</p> <p>Antibacterial wipes to be available for wiping down surfaces & trollies etc after dealing with post/packages.</p> <p>FM Staff should maintain social distancing when dropping off/collecting deliveries from loading bay.</p>	1	3	3	As and when conferences etc. restart, further consideration will need to be given to compiling and handling of material and equipment being sent out to venues and returned to 4LWP/Blutex.
5. Risk of transmission of COVID19 via shared Toilets	On each office floor there are two male and two female cubicles and a disabled toilet	Staff	3	4	<p>Sanitiser station is provided near WC's + anti-bac soap in WC's</p> <p>Toilet lobbies & passage ways to/from W/C's are single person use, staff not to stop and converse or wait there.</p> <p>L4 toilets for Salters' only except L4 disabled W/C for time being.</p> <p>Enhanced clean (Midday & Evening)</p>	1	3	3	

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6. Risk of transmission of COVID19 via day lockers & Cycle Store	Day lockers used by staff usually who cycle to and from work or do some form of lunchtime exercise.	Staff	3	4	Sanitiser station by Lockers/Cycle Store. Lift use with bike ONLY, use stairs without bike.	1	3	3	
7. Risk of transmission of COVID19 via shared Shower Rooms	Each shower has two cubicles with a small lobby area which includes a bench.	Staff	3	4	Users should rinse down shower cubicles after use Enhanced cleaning, Personal items NOT to be left in shower rooms	1	3	3	
8. Risk of transmission of COVID19 via Piano Keyboards in exam suite	Risk of transmission from various staff using piano keyboards, adjusting	Staff	3	4	99% alcohol spray and paper towels are provided in each exam room piano & L4 upright to wipe down keyboards, lid and stool adjustment knobs.	1	3	3	
9. Risk of transmission of COVID19 via photocopiers/printers	2 copiers are located on each floor in close proximity to each other. L2 also has additional label printers located by the copiers	Staff	3	4	Copiers should only be used by one staff member at a time. Staff have access to nearby sanitiser station before/after use. Staff encouraged not to loiter around the copiers so staff have impinged access to WC's, Stationery cupboards etc.	1	3	3	

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10. Transmission of COVID19 via air conditioning system	Risk of COVID19 particulate being picked up by Air conditioning system and transferred around the building or from replacing filters.	Staff & Contractors	2	4	<p>Advice from HVAC experts is that there is a greater risk of COVID19 being circulated in offices without good air circulation as this helps dilute the amount of COVID19 particulates.</p> <p>While all ABRSM spaces share a common air supply each floor has its own exhaust ducting so the risk of COVID19 being spread from floor to floor via HVAC is negligible.</p> <p>Practical measures for building services operation (REHVA COVID-19 guidance document, April 3, 2020, edited to pertinent points for 4LWP)</p> <ul style="list-style-type: none"> • Secure ventilation of spaces with outdoor air. • Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time. • At nights and weekends, do not switch ventilation off, but keep systems running at lower speed. • Keep toilet ventilation in operation 24/7. • Instruct building occupants to flush toilets with closed lid • Switch air handling units with recirculation to 100% outdoor air. • Run local fan coil units continuously. • Do not change heating, cooling and possible humidification set points. • Do not plan duct cleaning for this period. • Replace central outdoor air and extract air filters as usual, according to maintenance schedule. • Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection 	1	3	3	

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11. Transmission of COVID19 via providing 1st Aid assistance	Risk of mutual transmission of COVID19 via CPR and being in very close proximity to each other.	All	4	4	<p>Rubber gloves & CPR face shields are already provided in 1st aid kits and should be used</p> <p>Compression only CPR & use of Defib is advised if 1st aider isn't comfortable with applying mouth to mouth.</p> <p>Surgical style face masks and nitrile gloves are provided in 1st aid kits.</p> <p>Plastic face guard and disposable aprons available in 1st Aid Room and Post Room</p> <p>Guidance provided to all staff on what to do if someone becomes symptomatic at 4LWP.</p>	2	3	6	
12. Transmission of COVID19 during an emergency evacuation	During an emergency evacuation social distancing measures are suspended in order for a speedy exiting of the building	All	3	4	Once out of the building and at the assembly point staff should observe social distancing as best they can.	2	3	6	
13. Ensuring adequate provision of 1st aiders and Fire Marshalls when office is open	With staff not necessarily obligated to work onsite we need to take steps to ensure we meet our legislative obligations in both of these areas	All	4	5	<p>Implementation of desk booking software since June '21.</p> <p>Identify staff (using Envoy and other means) who are regularly working at 4LWP and who might be suitable Fire Marshalls/First Aiders.</p> <p>Explore viability/necessity of compiling a rota for 1st aiders & Fire Marshalls going forward to help ensure adequate cover for H&S compliance.</p>	3	4	12	

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14. High risk, operationally necessary staff	Staff who might qualify as being at high or significant risk of infection or adverse outcome but in order to carry out their jobs are required onsite at 4LWP either daily or periodically.	Select staff	4	5	<p>Staff who qualify as being medically high risk were amongst the first tranche to be offered the vaccine. Vaccine efficacy is proven to reduce over time, booster jabs are being rolled out.</p> <p>Identify who these individuals might be, and how often they might be needed onsite.</p> <p>Ascertain if they've received medical guidance to remain isolated or not. If not determine suitable adjustments that can be made at 4LWP and regarding travel arrangements/PPE to ensure their safety as far as is reasonably practicable.</p> <p>HR to advise Line Manager as to appropriate actions to take.</p>	2	3	6	
15. Risk of COVID19 being passed onto staff or other examinees attending 4LWP examinations	Increased through flow of external attendees to 4LWP for exams increases risk for bring Covid into 4LWP, putting building users at risk	Staff Building Security Exam staff Examinees and Family Other building users	4	4	<p>Social distancing is in place around the Exam suite</p> <p>Numbers of people waiting in Exam reception kept to a minimum</p> <p>A sanitiser station is available for use in the exam reception</p> <p>Examinees and Examiners are sent guidance for being Covid safe during the exam</p> <p>PPE made available for examiners and stewards as needed</p> <p>Appropriate materials provided for sanitising pianos and touch points during and between exams as needed.</p>	2	3	6	

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Names of those who are responsible to ensure control measures are implemented:

Name and Job Title of person undertaking assessment:

Signature

Date: *Tom Harrington* 8 November 2021

Name and Job Title of manager (if relevant): Helen Coleman, Chief Operating Officer

Signature

Date: *Helen Coleman* 8 November 2021