

Cairn Capital Group Limited

62 Buckingham Gate, SW1E 6AJ

Date of Assessment: 1<sup>st</sup> June 2021

Assessed by: Samantha Bartlett

Date of Next Review: 30<sup>th</sup> June 2021

This is a COVID-19 Risk Assessment which assesses the specific risk of the spread of Coronavirus at Cairn Capital Group Limited, 62 Buckingham Gate detailed above. The results of this assessment will be shared with all who work here.

This risk assessment will be reviewed if it is no longer valid, the government issue new guidance or at the time set in the review date above.

Hazard	Who Can be Harmed and How	Control Measures
<b>COVID-19 (Coronavirus)</b>	Employees attending the workplace and spreading the virus to anyone in the workplace.	<ul style="list-style-type: none"><li>- In line with Government guidance staff who can work from home should do so. However, the office will re-open from 6<sup>th</sup> April for those that need to use it. Occupancy on any given day will be limited to 50% of headcount. Staff may only attend the office on the day(s) that they have been allocated unless agreed otherwise.</li><li>- Those that attend will follow all measures in this assessment.</li><li>- Employees who wish to wear face coverings will be supported and given guidance on using them safely.</li></ul>
<b>COVID-19 (Coronavirus)</b>	Employees attending the workplace at the same time leading to an increased risk of virus spread.	<ul style="list-style-type: none"><li>- Flexible start and finish times will be discussed with employees by their managers.</li><li>- Lifts will only be used following landlord guidance and rules on max capacity etc. And face coverings <b>MUST</b> be worn.</li><li>- There is a thermal Scanner by the door by the lifts. Staff should stop so that their temperature can be taken before they enter. It will flag if a person's temperature is over 37.5c or if they are not wearing a mask. No personal data will be collected.</li><li>- Face masks <b>MUST</b> be worn when employees are not at their desks and in all communal areas (such as kitchen, reception, toilets and corridors)</li><li>- Hand sanitiser is provided at the entrance / exit to the workplace.</li><li>- Bike racks are available so employees can cycle to work.</li></ul>
<b>COVID-19 (Coronavirus)</b>	Employees catching the virus because the layout of the workplace / furniture does not allow for 2m separation.	<p><b>Corridors / Walkways / Access Routes</b></p> <ul style="list-style-type: none"><li>- A one-way system will be in operation around the workplace and will be clearly marked where possible.</li></ul> <p><b>Workstations</b></p> <ul style="list-style-type: none"><li>- Hot desking will be avoided.</li></ul>

		<ul style="list-style-type: none"> <li>- We are implementing according to Group directive a chess board desk allocation to maintain 2m social distance between people</li> <li>- Workstations that do not allow for 2m separation will be:             <ol style="list-style-type: none"> <li>1. Moved further apart.</li> <li>2. If not possible - re-arranged so they are back-to-back.</li> <li>3. If not possible - re-arranged so they are side-to-side.</li> </ol> </li> <li><b>Meeting Rooms</b></li> <li>- Internal meetings should be kept to a minimum. Where meeting rooms are used staff should ensure that they sit 2m apart.</li> </ul>
<p style="text-align: center;"><b>COVID-19 (Coronavirus)</b></p>	<p>Visitors, contractors, members of the public or any non-employee attending the workplace and potentially spreading the virus.</p>	<p><b>Planned Visitors</b></p> <ul style="list-style-type: none"> <li>- Only essential visitors will be permitted to attend the workplace. None are anticipated at this time.</li> <li>- Discussions will be had with contractors to determine if works can be undertaken outside of normal hours.</li> <li>- The time visitors are on site will be limited to only what is necessary.</li> <li>- Any non-employee visiting site will recorded in the visitors log with contact details in case contacts of a virus victim need to be traced.</li> <li>- All visitors will be given a specific briefing on the measures they are expected to follow.</li> <li>- Hosts of visitors will be made aware of their new COVID-19 specific responsibilities.</li> </ul> <p><b>Deliveries</b></p> <ul style="list-style-type: none"> <li>- Where possible deliveries will be scheduled so that multiple deliveries are not happening at the same time.</li> <li>- Personal delivery are banned until further notice.</li> <li>- Larger orders will be placed for routine items to reduce the number of deliveries.</li> </ul>
<p style="text-align: center;"><b>COVID-19 (Coronavirus)</b></p>	<p>Employees coming into work with symptoms of Coronavirus potentially spreading the virus to anyone on site.</p>	<ul style="list-style-type: none"> <li>- <b>Employees are advised not to come in and to self-isolate where they or someone in their household have symptoms of Coronavirus as advised by UK government.</b></li> <li>- <b>Managers to ensure that they remain up to date on government guidelines and business updates as the guidance may change.</b></li> <li>- Managers to send anyone home who is showing symptoms to self-isolate.</li> <li>- The workstation of that individual will be immediately and thoroughly cleaned ensuring the minimum personal protective equipment (PPE) is worn – disposable gloves and apron. Waste associated with the cleaning will be secured and marked until it is confirmed if the employee has a confirmed case.</li> <li>- Areas where a symptomatic person has passed through will be cleaned as normal.</li> </ul>

<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of Coronavirus to anyone in the workplace due to the virus being left on surfaces potentially spreading the virus.</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>- Contracted cleaning is in place with extra general cleaning undertaken.</li> </ul> <p>Specific cleaning will be undertaken on:</p> <ul style="list-style-type: none"> <li>• Surfaces that are touched regularly such as doors, desks, keyboards, printers.</li> <li>• Busy areas – bathrooms, break out area.</li> </ul> <ul style="list-style-type: none"> <li>- More waste facilities will be provided, and waste will be disposed of more frequently in the normal manner.</li> <li>- PPE bin will be placed at reception (with yellow bin) that is only place where to dispose PPE material according to building new policy.</li> </ul> <p><b>General Measures</b></p> <ul style="list-style-type: none"> <li>- Posters will be displayed to give guidance on hand washing.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Employees who are clinically vulnerable, clinically extremely vulnerable, expectant mothers, or have a protected characteristic.</p>	<ul style="list-style-type: none"> <li>- Managers will have discussions with everyone in their team who is clinically extremely vulnerable, clinically vulnerable, expectant mothers, or who has a protected characteristic.</li> </ul> <p>Anyone in these categories will continue to work from home.</p> <ul style="list-style-type: none"> <li>- If working from home is not possible then a specific assessment will be undertaken for that individual and measures implemented.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of the virus to anyone in the workplace due to poor hygiene facilities.</p>	<ul style="list-style-type: none"> <li>- Handwashing facilities will be available including water, soap, paper towels or hand dryers.</li> <li>- Extra stocks will be held to ensure an uninterrupted supply.</li> <li>- Hand sanitiser will be placed in multiple locations throughout the workplace.</li> </ul>

<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of the virus to anyone in the workplace due to food preparation and taking breaks.</p>	<p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>- Employees are encouraged to bring in their own pre-prepared food into the workplace.</li> </ul> <p><b>Breaks</b></p> <ul style="list-style-type: none"> <li>- Employees will be encouraged to take breaks on site and if they are to go off site to maintain social distancing.</li> <li>- A reminder will be given to employees to respect social distancing when on breaks</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Employees not following measures as they are unaware of what is required.</p>	<ul style="list-style-type: none"> <li>- The findings of this risk assessment will be published on the website.</li> <li>- Managers will brief their teams both before re-occupation and on the first day back.</li> <li>- Signage will be displayed in the following areas as a reminder of the measures in place: <ul style="list-style-type: none"> <li>• Entrance / exit to the workplace.</li> <li>• Toilet facilities.</li> <li>• Corridors.</li> <li>• Kitchen /break out areas.</li> </ul> </li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Work related travel including use of vehicles can increase the risk of virus spread.</p>	<ul style="list-style-type: none"> <li>- All non-essential business travel will be avoided</li> <li>- Where travel is essential the numbers of employees in one vehicle will be minimised</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>First Aiders risk contracting the virus when administering first aid.</p>	<ul style="list-style-type: none"> <li>- First Aiders will ensure they are aware of the risks to themselves and others.</li> <li>- First Aiders will wash their hands or use alcohol gel, before and after treating a casualty.</li> <li>- First Aider – appointed person will be nominated if a first aider is unavailable to contact 999 in case of an emergency.</li> <li>- First Aiders will have PPE available (facemask, nitrile gloves) and will use it when treating a casualty.</li> </ul>
<p><b>Mental Health and Wellbeing</b></p>	<p>Employees may be anxious in returning to work due to the increased risk of contracting coronavirus.</p>	<ul style="list-style-type: none"> <li>- Clear, consistent, and regular communication will be given to employees to ensure they understand the measures in place to protect them.</li> <li>- Employees will be consulted with on measures that affect their health and safety.</li> <li>- Employees will be reminded of the employee assistance programme / occupational health.</li> </ul>
<p><b>Mental Health and Wellbeing</b></p>	<p>Employees dealing with challenging domestic situations leading to an increase in stress levels.</p>	<ul style="list-style-type: none"> <li>- Managers will have discussions with their teams before re-occupation to understand the challenges some employees may face and determine what measures can be put into place to give support, and report these measures to HR.</li> </ul>

<p><b>Fire</b></p>	<p>Increased fire risk to those in the workplace due to measure in place to manage COVID-19.</p>	<p>Leaving internal doors open will reduce contact points but may affect the fire safety of the workplace, this should be reviewed under point one</p> <ul style="list-style-type: none"> <li>- The fire risk assessment and emergency procedures will be reviewed as part of this process with a competent person.</li> <li>- All planned fire evacuations will be coordinated with the landlord.</li> <li>- Genuine fire evacuations will be completed as usual with social distancing maintained as best as possible.</li> <li>- Those required to provide assistance to others must ensure they wash hands immediately afterwards.</li> </ul>
<p><b>Legionella</b></p>	<p>Increased risk if employees are exposed to COVID-19 and legionella bacteria from water systems.</p>	<ul style="list-style-type: none"> <li>- Legionella risk assessment and management plan will be reviewed prior to re-occupying the workplace.</li> </ul>

### Action Plan

Control Measure to be implemented	Who is Responsible for implementing	Date Completed

### Completion Poster

[Upon completion of this risk assessment and implementing controls you should display this post at the entrance to the workplace to confirm to employees, visitors etc that you have management of COVID-19 under control]



Completion  
Poster.pdf