

Reference: BMB-LEEDS2 (rev4) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 1 of 14 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20, 06/07/20, 18/09/20, 01/04/21	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

Exposure to Chemical/Substance (COVID-19) Higher rate of COVID-19 in Leeds area resulting in local lockdown	Very High	<ul style="list-style-type: none"> Government authorities will announce local restrictions Baird Group will comply with local restrictions 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Employees who live in an area under local lockdown or who have returned from a country that is not listed by the UK Government as in the travel corridor	Very high	<ul style="list-style-type: none"> Line Manager will ensure that employees follow UK Government guidelines for self-isolation 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) More than one confirmed case of COVID-19 associated with Leeds office	Very High	<ul style="list-style-type: none"> HR Director is Single Point of Contact (SPOC) for any Baird Group COVID-19 outbreak and will coordinate action with Public Health England in the event of an outbreak Baird Group maintain records of who attends site and at which times for 21 days 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Unwell workers coming to site	Very High	<ul style="list-style-type: none"> Baird Group follows Government guidelines to “work from home” where practicable Baird Group encourages employees to follow Government guidelines for self-isolation where worker has symptoms of COVID-19 or have tested positive for COVID-19 Government COVID-19 risk assessment declaration displayed at site entrances (c) 	Not likely	Medium	

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		<ul style="list-style-type: none"> • Symptoms posters displayed around site (c) • Employees encouraged to participate in UK Government's test and trace system and self-isolate as part of the process • Baird Group has registered for free lateral flow tests for employees (c) 			
Exposure to Chemical/Substance (COVID-19) Employees coming to site when workload/nature of work does not require it	Very high	<ul style="list-style-type: none"> • Baird Group follows Government guidelines for home working or furloughing employees where appropriate • Permission to work in Leeds office given by Chief Executive or HR Director • Regular e-mail contact with furloughed workers (c) • Mental health app provided to all employees (c) • Homeworking risk assessment use coordinated through Leeds head office (c) 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst travelling to/for work	Very High	<ul style="list-style-type: none"> • Baird Group follows UK Government "work from home" policy where practicable • Baird Group encourage workers to follow UK Government guidance on travelling to work e.g. <ul style="list-style-type: none"> ○ workers are encouraged to travel by car only with people they live with ○ workers are discouraged from using public transport • Flexi-time reduces risk lots of people with cars using car park at the same time • Relevant Director gives written permission for employees to travel for work (e.g. to sites other than Leeds) • Visits to Hartlepool warehouses can only be 	Not likely	Medium	

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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

		authorised by the Global Supply Chain Director <ul style="list-style-type: none"> • Social distancing requirements covered in video briefing • Authorisation for business travel covered in Baird office COVID protocol (c) 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces using shared facilities e.g. reception, security access system	Very High	<ul style="list-style-type: none"> • UK Government “work from home” policy where practicable • Hand sanitizer provided at building entrance, offices, kitchen/drink making areas • Posters displayed to reinforce social distancing • Posters displayed to indicate hand sanitization required on entry to reception • One way system implemented through reception (revolving door used for entry, fire exit door used for egress) • Site cleaning regime includes door handles and other shared contact surfaces • No sharing of computers, laptops, or phones required • All shared surfaces to be cleaned after each use e.g. kitchen and toilets • Security devices included on cleaning checklist • Briefing video includes instruction to sanitize hands when leaving building • Social distancing and use of sanitiser included in video briefing (c) • Hand sanitizer provided on each group of desks (c) • Sanitizer wipes provided in toilet and kitchen areas with suitable bin for wipe disposal (c) 	Not likely	Medium	

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Exposure to Chemical/Substance (COVID-19) Exposure to infected people using stairs and lift	Very high	<ul style="list-style-type: none"> • Consideration given to creating one-way system – up using central staircase and down using lift, but impractical in terms of numbers (c) • Consideration given to using fire escape routes in one-way system, but considered not practicable and likely to lead to fire doors being propped open (c) • Occupancy of building on initial return to be limited to 50 people • Arrows provided on floor to indicate positioning while using staircase (keep left) (c) • Signs displayed on stairs to indicate no passing allowed and that person walking up has priority (c) • Signs displayed on stairs to remind people of social distancing • Fire doors from offices into central stairway fitted with Dorgards and to be propped open to improve ventilation in central stairway • Lift access restricted – signs displayed at each entry to lift indicating permission required before use (c) • Sanitizing station provided on each floor (c) • Leeds office has implemented periodic “purging” of common areas and office by supervised opening fire exit door in reception, office entry doors on each floor, fire doors to fire escape routes at corners of building and fire exit doors (c) 	Not likely	Medium	
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Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces using rotating access door	Very high	<ul style="list-style-type: none"> • Hand sanitizer provided at reception • Employees instructed to sanitize hands immediately after arriving at work and when returning to the building if they leave it during breaks • One-way system implemented through reception (revolving door used for entry, fire exit door used for egress) • Considered replacing revolving door to minimise contact surfaces but not possible (c) • Flexi time staggers arrival and leaving times 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst attending meetings	Very High	<ul style="list-style-type: none"> • Office-type 'face-to-face' meetings avoided, with alternative telephone 'conference calls', Microsoft Teams/Zoom conference calls, or other means of technology used • Face-2-face meetings kept short, where necessary with sharing material avoided i.e. drawings, laptops, sample products, etc. • Face-to-face meetings/inductions conducted in locations which allow social distancing • Video provided to employees outlining COVID-19 requirements on site including social distancing (c) • Use of seating in meeting rooms covered in Baird office protocol (c) • Hand sanitizer provided in meeting rooms (c) • Where meeting rooms have openable windows, rule implemented for opening windows when they are in use and after use to purge area (c) 	Not Likely	Medium	

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		<ul style="list-style-type: none"> Where meeting rooms do not have openable windows, rules implemented to prop door(s) open during meeting, with fans operating to increase ventilation. Where these are fire doors, a person in meeting will be accountable fro removing props in the event of the fire alarm activating and/or at the end of the meeting (c) Portable CO2 alarms made available for use in meeting rooms to indicate when ventilation in room insufficient (c) 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc when business visitors/contractors work on site	Very high	<ul style="list-style-type: none"> Business visitors/contractors allowed on site only with permission of Chief Executive or HR Director Rotating reception door locked if no employee on reception Visitors/contractors communicated with through door before being allowed on site All business visitors/contractors have to sign health self-declaration before being allowed on site Only scheduled visitors to be allowed on site Reception made aware of any visitors on a daily basis All visitors to follow site COVID-19 rules while on site (e.g. social distancing) Visitor signing in suspended during pandemic – but logging in system in place with information kept for 21 days Notice displayed on reception door stating people should wait to be called I by receptionist 	Possible	High	

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		(c) <ul style="list-style-type: none"> • Sanitiser provided at reception (c) • Poster displayed on reception entry door stating hand sanitization required on entry (c) • Visitor health self-declaration system implemented (c) • Instructions for minimizing/authorising/hosting business visitors covered in Baird office COVID protocol (c) • Reception included on cleaning checklist (c) • Visitor pre-site instruction includes comment that if they choose to wear face coverings they must be willing to remove them for identification if requested (c) 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst using welfare facilities	Very High	<ul style="list-style-type: none"> • Baird Group will not allow socialising of groups of greater than 6 people within its premises • Rules for shared welfare facilities use provided in video briefing (c) Toilets <ul style="list-style-type: none"> • Toilets available on every floor • Hot water, soap for handwashing and air drier provided in toilets • Toilets included in cleaning schedule • All shared surfaces to be wiped with sanitiser wipes every time toilet used by user (e.g. taps, door handles) • Disposable towels and hand dryers available in toilet (with bin for disposing of towels) • Each toilet entrance door displays a sign 	Not likely	Medium	

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		indicating only one person can use toilet at a time (c) <ul style="list-style-type: none"> • Cones provided outside toilet – to be used to indicate when someone is in toilet (c) • Hand sanitiser provided outside each toilet/kitchen door (c) • Toilets included on cleaning checklist (c) • Sanitiser wipes provided in toilets and bin to dispose of them outside toilets (c) • Notice displayed on each toilet indicating wipe down procedure after use (c) • Handwashing procedure displayed on sanitising stations on each floor (c) • Lights to be left on in toilets to ensure ventilation fans working at all times (c) Kitchens <ul style="list-style-type: none"> • Kitchen doors fitted with Dorgards so doors can be propped open even though categorised as fire doors • Baird Group employees provide their own cups/mugs/cutlery/plates and keep them at their desk • Each worker must make their own drinks and wash up their own utensils/plates/mugs • Disposable cups provided for visitor's drinks • Kitchen equipment e.g. fridge, kettle to be wiped down with sanitiser wipes by user after use and wipes disposed of • Limited number of people on site to use kitchen at any time 			
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		<ul style="list-style-type: none"> • Kitchen area included in cleaning regime • Hand sanitiser provided outside each toilet/kitchen door (c) • Ban on storing shared cups/mugs/cutlery/ plates in kitchens covered in Baird office COVID protocol (c) • Use of disposable cups for visitor drinks covered in Baird office COVID protocol (c) • Notice displayed on kitchen doors identifying only one person is allowed to use the area at any one time (c) • Baird office COVID protocol clarifies that each worker must make their own drinks, wash up their own kitchen equipment and keep equipment at their desk (c) • Sanitizing wipes provided in kitchens (c) • Workers instructed in Baird office COVID protocol they must wipe down surfaces they have touched when using kitchens (e.g. kettle handle, drinks m/c buttons/fridge handle, taps) (c) • Cleaning log Covers kitchen contact points (e.g. include kettle, fridge door etc) and cleaners sign it off after each site attendance (c) • Manually activated fans to be left on in kitchens to encourage ventilation (c) <p>Canteen</p> <ul style="list-style-type: none"> • Canteen closed – clear signage displayed on access door <p>Smoking Areas</p> <ul style="list-style-type: none"> • Smoking area outside building 			
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		<ul style="list-style-type: none"> Car park provides sufficient space for workers to comply with social distancing rules while smoking Café <ul style="list-style-type: none"> Café closed – clear signage displayed on access door 			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, whilst working in an office	Very High	<ul style="list-style-type: none"> Government “work from home” policy where practicable Employees only authorised to come to office only by Chief Executive or HR Director Cleaning regime No hot desking Number coming to Leeds office on any single day limited to 50 Space in open plan offices means desks have to be adjacent & opposite each other (within 2m) Offices marked with wayfaring signage indicating one-way route Desks marked with signage indicating those that can be used while maintaining social distancing (c) Sanitiser wipes provided for shared equipment (c) Briefing video includes instructions to wipe down shared equipment after each use (c) All desks to be left as paperwork free as possible and desks that have been used identified to ensure cleaned – covered in briefing video (c) 	Not likely	Medium	
Exposure to	Very high	<ul style="list-style-type: none"> Some activities may require people to work less 	Not likely	Medium	

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Chemical/Substance (COVID-19) Close working		than 2m apart <ul style="list-style-type: none"> • Where 2m social distancing rules cannot be followed, employees are allowed to work within 1m with the following risk controls in place:- <ul style="list-style-type: none"> ○ Activity kept as short as possible ○ Hand washing frequency increased ○ Face shield or face covering to be worn • Close working limited to activities authorised by managers (c) 			
Exposure to Chemical/Substance (COVID-19) Delivery of clothing samples from warehouse/suppliers/shops	Very high	<ul style="list-style-type: none"> • Gloves available • Quarantine area provided – returned good remain in area for 48 hours before being used • Specific authorisation required from line manager for lone working 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Use of face coverings	Very high	<ul style="list-style-type: none"> • Face coverings not mandatory at work but supplied if workers choose to wear them • Posters displayed demonstrating how to wear a face covering safely and how to remove them safely • Sufficient bins available for disposing of potentially contaminated PPE and cleaning materials • Face coverings available at reception 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Airborne exposure to COVID-19 due to need for those present in	Very high	<ul style="list-style-type: none"> • If background music played too loudly people encouraged to raise/project their voices – this increases the risk of aerosol transmission • Limited use of background music in Leeds office 	Not likely	Medium	

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store to raise their voices when communicating					
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, whilst working with delivery/collection drivers, including postal workers	Very High	<ul style="list-style-type: none"> • Delivery/collection drivers deliver items to post room - couriers follows social distancing guidelines • Courier deliveries/collection paperwork free • No couriers/collection drivers on site longer than delivery required • Hand sanitizer located by main reception • Hand sanitizer provided in post room (c) • Disposable plastic gloves provided in post room (c) • All packages delivered to site to be opened in post room by workers wearing gloves (c) • Poster demonstrating best way to remove disposable gloves provided (c) • Quarantine area provided in post room (c) • Delivery procedure to minimise exposure covered in office protocol (c) 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc whilst cleaning	Very High	<ul style="list-style-type: none"> • Daily cleaning done by contractors • Regular cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the site • Cleaners to pay attention to high contact areas, such as door handles, light switches, work tops, kitchen appliances, etc. • Waste bins in office, rest room, toilets, etc. to be emptied daily • Contractors to supply cleaning products 	Not likely	Medium	

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		<ul style="list-style-type: none"> • Cleaning contract reviewed to ensure all contact surfaces covered (c) • Cleaning schedule created for cleaners (c) • COVID-19 risk assessment provided by cleaners (c) • Cleaners provide daily confirmation of cleaning completed – in contract (c) • Workers encouraged to report any cleanliness concerns (c) 			
Legionella Exposure to legionella during initial return to Leeds office	Very high	<ul style="list-style-type: none"> • Only low risk sources on site e.g. hand wash basins, kitchen sink, toilets, urinals • Urinals/Toilets fed from water storage tank located in roof • Water to urinals has been allowed to disperse through urinals regularly during lockdown • Building water tank inlet isolated to allow water in tank to be emptied through toilet system, after which allow tank to fill before workers returned to building (c) 	Not likely	Medium	
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, etc during an incident that requires first aid	Very High	<ul style="list-style-type: none"> • Office work low risk • 1st aid assessment complete • First aider and injured person to wear face covering while first aid given • Avoid person to person contact where possible, if not then sanitize hands before and after giving first aid • Clean and disinfect/sterilise all equipment after use • 1st aid kits allocated to 1st aiders to limit access to contents and include face coverings and disposable gloves (c) 	Not likely	Medium	

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Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

		<ul style="list-style-type: none"> 1st aiders consulted about providing 1st aid during pandemic (c) 			
Exposure to Chemical/Substance (COVID-19) During building evacuation in the event of a fire	Very High	<ul style="list-style-type: none"> Three exit routes available on every floor to minimise the number of people sharing emergency escape routes Workers would only breach the 2m social distancing guidelines for short time while using emergency escape routes Limited amount of space in car park at assembly point Members of public use BMB car park as through route Social distancing covered in Baird office COVID protocol (c) 	Not likely	Medium	
Chemical/Substance (COVID-19)	Very High	<ul style="list-style-type: none"> Information about COVID-19 continually being updated Government guidance on managing COVID-19 risks changing regularly HR Director responsible for keeping COVID-19 risk assessments and risk assessment summaries up to date for Leeds office Regular formal reviews of control measures to be completed Baird Group workers encouraged to raise any concerns about COVID-19 transmission with HR Director Risk assessment updated 07/20, 09/20, 04/21 following updated UK Government Guidance following lockdowns and start of return to office 	Not Likely	Medium	