

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 1 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

Exposure to Chemical/Substance (COVID-19) Unwell or vulnerable workers coming to site	Very High	<ul style="list-style-type: none"> • Baird Group follows UK Government guidelines to “work from home” • Baird Group follows UK Government guidelines for quarantine where worker has symptoms of COVID-19 or is a shielded worker • UK Government COVID-19 risk assessment declaration displayed at site entrances • Regular e-mail contact with furloughed workers • Mental health app provided to all employees • Homeworking risk assessment circulated and use coordinated through Leeds head office • Currently all employees working from home or furloughed • Employees must have permission from Chief Executive or HR Director before visiting site 	Possible	High	<ul style="list-style-type: none"> • Display ‘symptoms’ poster at site entrance • Implement schedule to change posters regularly to maintain awareness • Include isolation procedure instructions in briefing provided by e-mail • Complete and display UK Government’s COVID-19 risk assessment declaration in reception • Employees to be encouraged to use UK Government test and trace App
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 • Homeworking risk assessment completed by relevant employees • Baird Group workers are instructed to travel by car only with people they live with • Baird Group workers 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 Goole/Hartlepool warehouses can only be authorised by the Global Supply Chain 	Possible	High	<ul style="list-style-type: none"> • Include travel policy in risk assessment summary • Consider increasing staggered start/finish times to reduce the risk employees will break social distancing rules while using car park • Cover use of car park and social distancing in briefing • Cover authorisation for business travel in briefing

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 2 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

		Director			
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces using shared facilities e.g. security access system, doors, stair handrails	Very High	<ul style="list-style-type: none"> UK Government “work from home” policy Hand sanitizer provided at building entrance, offices, kitchen/drink making areas Posters displayed to reinforce social distancing 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 	Possible	High	<ul style="list-style-type: none"> Include social distancing, computer equipment cleaning and hand cleaning awareness in briefing Provide hand sanitizer on each group of /single desk Provide sanitizer wipes for toilet and kitchen area with suitable bin for wipe disposal
Exposure to Chemical/Substance (COVID-19) Exposure to infected people using stairs and lift		<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% Lift use to be limited to one person at a time (c) Fire doors from offices into ventral stairway fitted with Dorgards and to be propped open to improve ventilation in central stairway 			<ul style="list-style-type: none"> Put signs on lift call points on each floor identifying maximum number of users Sanitizing station to be provided at each floor landing Implement rule on staircase to keep left while using stairs to give maximum distance between people s they pass
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces using rotating access	Very high	<ul style="list-style-type: none"> Hand sanitizer provided at reception Employees instructed to wash hands immediately after arriving at work and when returning to the building if they leave it during breaks 	Possible	High	<ul style="list-style-type: none"> Consider using emergency exit door in reception for access and keeping one door open to increase ventilation in building Review whether revolving door can be replaced

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 3 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

door		<ul style="list-style-type: none"> Flexi time spreads arrival and leaving times 			
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 	Not Likely	Medium	<ul style="list-style-type: none"> Include instructions on social distancing in briefing Identify seats in meeting room that can be used while maintaining social distancing Display signs on doors of meeting rooms indicating the maximum number of people that can use room Provide hand sanitizer in meeting rooms
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 	Possible	High	<ul style="list-style-type: none"> Implement visitor health self-declaration to be completed on day before any visit to site Include instructions for authorising/hosting business visitors in briefing Display notice on reception door indicating business visitors to wait outside building and ring so that they can be met at entrance Include regular thorough cleaning of reception on cleaning checklist
Exposure to Chemical/Substance (COVID-19) Exposure to infected	Very High	Toilets <ul style="list-style-type: none"> Toilets available on every floor Hot water, soap for handwashing and air drier provided in toilets 	Possible	High	<ul style="list-style-type: none"> Cover rules for the use of shared facilities e.g. toilets, kitchens, canteen in briefing Identify high risk contact areas in shared facilities and include on cleaning checklist

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 4 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

people and/or surfaces, etc whilst using welfare facilities		<ul style="list-style-type: none"> • 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) <p>Kitchens</p> <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 • Food preparation equipment e.g. microwave, 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 • Kitchen area included in cleaning regime <p>Canteen</p> <ul style="list-style-type: none"> • No current controls <p>Smoking Areas</p> <ul style="list-style-type: none"> • Smoking area outside building • Car park provides sufficient space for workers to comply with social distancing rules while smoking <p>Café</p> <ul style="list-style-type: none"> • Café closed 			<ul style="list-style-type: none"> • Identify the toilets that need to remain open for the number of people working on site and the maximum number of people that can use each toilet at a time and follow social distancing rules • Secure/identify the toilets that should not be used • Display notice identifying maximum number of people that can use toilet on each toilet entrance door • Identify a system for demonstrating whether someone is in the toilet (if toilet use limited to one person) • Display handwashing posters by toilet wash basins • Provide disposable towels in toilet and bin for disposing of them • Isolate air dryers • Provide sanitiser wipes in toilets and bin to dispose of them outside toilets • Display notice on each toilet indicating wipe down procedure after use • Remove all shared cups/mugs/cutlery/plates from kitchens • Provide disposable cups for visitor drinks • Display notice on kitchen doors identifying only one person is allowed to use at any one time • Clarify in e-mail briefing/guidelines that each worker must make their own drinks,
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Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 5 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

					wash up their own equipment and keep equipment at their desk <ul style="list-style-type: none"> • Provide hand sanitizer in each kitchen • Provide sanitizing wipes in kitchen • Instruct workers they must wipe down surfaces they have touched when using kitchen (e.g. kettle handle, drinks m/c buttons/fridge handle, taps) • Consider fitting DorGards to two doors that can be used to access canteen and make one entrance and one exit (one-way system) • Identify maximum amount of people that can use canteen while social distancing, rearrange furniture to reinforce this and display sign on entrance door indicating maximum number of people allowed in area • Stagger breaks to allow people to use kitchens/canteen while complying with social distancing • Reinforce rules for use of toilets/kitchens/ canteen and smoking area in briefing • Develop cleaning log and instruct cleaners to sign it off after each site attendance e.g. include kettle, fridge door etc
Exposure to Chemical/Substance (COVID-19) Exposure to infected people and/or surfaces, whilst working in an	Very High	<ul style="list-style-type: none"> • Government “work from home” policy • Employees only authorised to come to office only by Chief Executive or HR Director • Cleaning regime • No hot desking 	Possible	High	<ul style="list-style-type: none"> • If employees with adjacent desks have to come into office at the same time, fit partitioning between desks • Include shared office equipment cleaning in site cleaning regime e.g. printers • Instruct employees to sanitise shared

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK			Sheet 6 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations	

office		<ul style="list-style-type: none"> During June/July very few workers coming to site Space in open plan offices means desks have to be adjacent & opposite each other (within 2m) 			<ul style="list-style-type: none"> office equipment after using it in briefing Consider applying cleaning system for desks – all desks to be left as paperwork free as possible and desks that have been used identified to ensure cleaned
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 	Possible	High	<ul style="list-style-type: none"> Provide hand sanitizer in post room Provide quarantine area for delivery in post room Provide disposable plastic gloves in post room Arrange for post room employees to open all packages and dispose of outer packaging while wearing disposable gloves Display poster on how to remove disposable glove without contaminating hands in post room Include details of how deliveries will be handles in briefing
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 	Possible	High	<ul style="list-style-type: none"> Review cleaning contract and ensure robust e.g. covers door handles/push plates, stair handrails, common surfaces Create cleaning schedule for cleaners Obtain COVID-19 risk assessment from cleaners Ask cleaners to provide daily confirmation that all agreed cleaning completed Encourage workers to report cleanliness issues in briefing
Legionella Exposure to legionella	Very high	<ul style="list-style-type: none"> Only low risk sources on site e.g. hand wash basins, kitchen sink, toilets, urinals 	Not likely	Medium	<ul style="list-style-type: none"> Before return to office, water tank inlet to be isolated to allow water in tank to be

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 7 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

during initial return to Leeds office		<ul style="list-style-type: none"> • Urinals/Toilets fed from water storage tank located in roof • Water to urinals has been allowed to disperse through urinals regularly during lockdown • Baird Guidelines for retail stores includes instruction to leave taps running for 1 minute with toilet door and stock room fire exit door(s) open, then to turn off tap and flush toilet twice with toilet lid down (c) 			emptied through toilet system, after which allow tank to fill
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 	Possible	High	<ul style="list-style-type: none"> • Allocate first aid kits to first aiders to minimise people with access to contents • First aid kit to include face coverings for both appointed person and injured person • Check disposable gloves available in 1st aid kit • Consult 1st aiders about giving 1st aid during pandemic and check they are happy to continue as 1st aiders
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 	Not Likely	Medium	

Reference: BMB-LEEDS2 (rev1) COVID-19 Subject: Transmission COVID-19 at Leeds office Location: Leeds Office		RISK ASSESSMENT RECORD SHEET HAZARD IDENTIFICATION/CONSIDERATION OF RISK		Sheet 8 of 8 Assessment by: Grainne Kelly Authorised by: Paul Thompson Assessment Date: 28/05/2020 Reviewed: 19/06/20	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations