

<b>Reference:</b> BMB-TPLEEDS3 (rev0) COVID-19  <b>Subject:</b> Transmission COVID-19 at Leeds Thorpe Park office  <b>Location:</b> Leeds Thorpe Park		<b>RISK ASSESSMENT RECORD SHEET</b>  <b>HAZARD IDENTIFICATION/CONSIDERATION OF RISK</b>		<b>Sheet 1 of 11</b>  <b>Assessment by:</b> Grainne Kelly Authorised by: Paul Thompson <b>Assessment Date:</b> 25/06/2021 Reviewed:	
Hazard Description	Severity	Comments/Current controls	Likely-hood	Risk	Recommendations

<b>Exposure to Chemical/Substance (COVID-19)</b> Higher rate of COVID-19 in Leeds area resulting in local lockdown	Very High	<ul style="list-style-type: none"> <li>Government authorities will announce local restrictions</li> <li>Baird Group will comply with local restrictions</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> 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"> <li>Line Manager will ensure that employees follow UK Government guidelines for self-isolation</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> More than one confirmed case of COVID-19 associated with Thorpe Park office	Very High	<ul style="list-style-type: none"> <li>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</li> <li>Baird Group maintain records of who attends site and at which times for 21 days</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Unwell workers coming to site	Very High	<ul style="list-style-type: none"> <li>Baird Group follows Government guidelines to “work from home” where practicable</li> <li>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</li> <li>Government COVID-19 risk assessment declaration displayed at office entrance</li> </ul>	Not likely	Medium	

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		<ul style="list-style-type: none"> <li>Symptom posters displayed in offices</li> <li>Employees encouraged to participate in UK Government's test and trace system and self-isolate as part of the process</li> <li>Baird Group has registered for free lateral flow tests for employees – encouraged to complete and register test results twice per week</li> <li>Signage displayed by landlord in building entrance indicating anyone with COVID symptoms should not enter building</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Employees coming to site when workload/nature of work does not require it	Very high	<ul style="list-style-type: none"> <li>Baird Group follows Government guidelines for home working or furloughing employees where appropriate</li> <li>Permission to work in Thorpe Park office given by Chief Executive or HR Director</li> <li>Regular e-mail contact with furloughed workers</li> <li>Access to mental health app provided to all employees</li> <li>Homeworking risk assessment implemented</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst travelling to/for work	Very High	<ul style="list-style-type: none"> <li>Baird Group follows UK Government "work from home" policy where practicable</li> <li>Baird Group encourage workers to follow UK Government guidance on travelling to work e.g.             <ul style="list-style-type: none"> <li>workers are encouraged to travel by car only with people they live with</li> <li>workers are discouraged from using public transport</li> </ul> </li> <li>Flexi-time/Hybrid working reduces risk lots of people with cars using car park at the same time</li> </ul>	Not likely	Medium	

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		<ul style="list-style-type: none"> <li>Relevant Director gives written permission for employees to travel for work (e.g. to sites other than Leeds)</li> <li>Visits to Hartlepool warehouse can only be authorised by the Global Supply Chain Director</li> <li>Social distancing requirements covered in Baird Office protocols</li> <li>Authorisation for business travel covered in Baird office COVID protocol</li> <li>Landlord rules are that face coverings required in common areas</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces using shared facilities e.g. reception, security access system	Very High	<ul style="list-style-type: none"> <li>UK Government “work from home” policy where practicable</li> <li>Hand sanitizer provided at Baird Group office kitchen</li> <li>Posters displayed to reinforce social distancing</li> <li>Posters displayed to indicate hand sanitization required on entry to Baird offices</li> <li>Posters displayed indicating anyone accessing or leaving offices should use left hand side of entrance corridor</li> <li>Site cleaning regime includes door handles and other shared contact surfaces (such as security swipe system)</li> <li>No sharing of computers, laptops, or phones required</li> <li>All shared surfaces to be cleaned after each use e.g. kitchen and toilets</li> <li>Hand sanitizer provided on each group of desks</li> <li>Sanitizer wipes provided in toilet and kitchen</li> </ul>	Not likely	Medium	

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		areas with suitable bin for wipe disposal			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people using stairs and lift	Very high	<ul style="list-style-type: none"> <li>Baird offices located on ground floor of building – no need for any employee to use stairs of lift</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces using shared toilet facilities	Very high	<ul style="list-style-type: none"> <li>Toilets shared with other tenant in building</li> <li>Hand sanitizer provided at entrance to Baird offices – employees encouraged to use this every time they enter offices</li> <li>Flexi time/Hybrid working staggers arrival and leaving times</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst attending meetings	Very High	<ul style="list-style-type: none"> <li>Office-type ‘face-to-face’ meetings avoided, with alternative telephone ‘conference calls’, Microsoft Teams/Zoom conference calls, or other means of technology used</li> <li>Face-2-face meetings kept short, where necessary with sharing material avoided i.e. drawings, laptops, sample products, etc.</li> <li>Face-to-face meetings/inductions conducted in locations which allow social distancing</li> <li>Use of seating in meeting rooms covered in Baird office protocol</li> <li>Hand sanitizer provided in meeting rooms</li> <li>Signs displayed on each meeting room to indicate maximum occupation</li> <li>Portable CO2 alarms made available for use in meeting rooms to indicate when ventilation in room insufficient</li> </ul>	Not Likely	Medium	

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<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc when business visitors/contractors work on site	Very high	<ul style="list-style-type: none"> <li>• Business visitors/contractors allowed on site only with permission of Chief Executive or HR Director</li> <li>• Visitors only allowed in to Baird office if Baird allow access through security system</li> <li>• All business visitors/contractors have to sign health self-declaration before being allowed on site</li> <li>• Only scheduled visitors to be allowed on site</li> <li>• All visitors to follow site COVID-19 rules while on site (e.g. social distancing)</li> <li>• Visitor signing in suspended during pandemic – but logging in system in place with information kept for 21 days</li> <li>• Sanitiser provided at office entrance</li> <li>• Instructions for minimizing/authorising/hosting business visitors covered in Baird office COVID protocol</li> <li>• Office access door furniture included on cleaning checklist</li> <li>• 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</li> </ul>	Possible	High	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst using kitchen	Very High	<b>Toilets</b> <ul style="list-style-type: none"> <li>• Toilets available on ground floor shared with other tenants/users of building</li> <li>• Hot water, soap for handwashing and air drier provided in toilets</li> <li>• Toilet cleaning/sanitising responsibility of</li> </ul>	Not likely	Medium	

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		landlord <ul style="list-style-type: none"> <li>• Anyone entering Baird office must sanitise hands</li> <li>• Landlord employs cleaner who is on site for 3 hours per day and is responsible for cleaning common areas (including toilet)</li> </ul> <b>Kitchens</b> <ul style="list-style-type: none"> <li>• Sign displayed on kitchen access doors indicating maximum number of people allowed in area</li> <li>• Vision panels in access door allow people to see how many others are in area</li> <li>• Baird Group employees provide their own cups/mugs/cutlery/plates and keep them at their desk</li> <li>• Each worker must make their own drinks and wash up their own utensils/plates/mugs</li> <li>• Disposable cups provided for visitor's drinks</li> <li>• Kitchen equipment e.g. fridge, kettle to be wiped down with sanitiser wipes by user after use and wipes disposed of</li> <li>• Kitchen area included in cleaning/sanitising regime</li> <li>• Hand sanitiser provided at kitchen door</li> <li>• Ban on storing shared cups/mugs/cutlery/plates in kitchen covered in Baird office COVID protocol</li> <li>• Use of disposable cups for visitor drinks covered in Baird office COVID protocol</li> <li>• Baird office COVID protocol clarifies that each worker must make their own drinks, wash up</li> </ul>			
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		their own kitchen equipment and keep equipment at their desk <ul style="list-style-type: none"> <li>• Sanitizing wipes provided in kitchens</li> <li>• 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)</li> <li>• Cleaning log covers kitchen contact points (e.g. include kettle, fridge door etc) and cleaners sign it off after each site attendance</li> </ul> <b>Smoking Areas</b> <ul style="list-style-type: none"> <li>• Smoking area provided by landlord outside building</li> <li>• Car park provides sufficient space for workers to comply with social distancing rules while smoking</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, whilst working in an office	Very High	<ul style="list-style-type: none"> <li>• Government “work from home” policy where practicable</li> <li>• Employees only authorised to come to office only by Chief Executive or HR Director</li> <li>• Cleaning regime implemented</li> <li>• No hot desking</li> <li>• Number coming to Thorpe Park office on any single day limited to 40</li> <li>• Space in open plan offices means desks have to be adjacent &amp; opposite each other (within 2m)</li> <li>• Offices marked with wayfaring signage indicating one-way route</li> <li>• Desks marked with signage indicating those that can be used while maintaining social</li> </ul>	Not likely	Medium	

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		distancing <ul style="list-style-type: none"> <li>Sanitiser wipes provided for shared equipment e.g. photocopiers, printers</li> <li>Baird Office protocols includes instructions to wipe down shared equipment after each use</li> <li>All desks to be left as paperwork free as possible and desks that have been used identified to ensure cleaned – covered in Baird Office protocols</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Close working	Very high	<ul style="list-style-type: none"> <li>Some activities may require people to work less than 2m apart</li> <li>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"> <li>Activity kept as short as possible</li> <li>Hand washing frequency increased</li> <li>Face covering to be worn</li> </ul> </li> <li>Close working limited to activities authorised by managers</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Delivery of clothing samples from warehouse/suppliers/shops	Very high	<ul style="list-style-type: none"> <li>Gloves available</li> <li>Quarantine area provided – returned good remain in area for 48 hours before being used</li> <li>Specific authorisation required from line manager for lone working</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Use of face coverings	Very high	<ul style="list-style-type: none"> <li>Face coverings not mandatory at work but supplied if workers choose to wear them</li> <li>Posters displayed demonstrating how to wear a face covering safely and how to remove them safely</li> </ul>	Not likely	Medium	



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		<ul style="list-style-type: none"> <li>Sufficient bins available for disposing of potentially contaminated PPE and cleaning materials</li> <li>Face coverings available on request</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> Airborne exposure to COVID-19 due to need for those present to raise their voices when communicating	Very high	<ul style="list-style-type: none"> <li>No use of background music in Leeds office</li> </ul>	Not likely	Medium	
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, whilst working with delivery/collection drivers, including postal workers	Very High	<ul style="list-style-type: none"> <li>Delivery/collection drivers deliver items to outside building - couriers follows social distancing guidelines</li> <li>Delivery drivers have to request access to car park, Baird employee will collect deliveries from outside main building entrance door</li> <li>Courier deliveries/collection paperwork free</li> <li>No couriers/collection drivers on site longer than delivery required</li> <li>Hand sanitizer located in entrance to office</li> <li>Disposable plastic gloves available on request</li> <li>All packages delivered to site to be opened in post room by workers wearing gloves</li> <li>Poster demonstrating best way to remove disposable gloves displayed in post room</li> <li>Quarantine area provided in storage room</li> <li>Delivery procedure to minimise exposure covered in office protocol</li> </ul>	Not likely	Medium	

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<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc whilst cleaning	Very High	<ul style="list-style-type: none"> <li>• Daily cleaning done by contractors</li> <li>• Regular cleaning arrangements and regular checks in place to maintain good standards of cleanliness in the site</li> <li>• Cleaners to pay attention to high contact areas, such as door handles, light switches, work tops, kitchen appliances, etc.</li> <li>• Waste bins in office, rest room, toilets, etc. to be emptied daily</li> <li>• Contractors to supply cleaning products</li> <li>• Cleaning schedule created for cleaners</li> <li>• COVID-19 risk assessment provided by cleaners</li> <li>• Cleaners provide daily confirmation of cleaning completed – in contract</li> <li>• Workers encouraged to report any cleanliness concerns</li> </ul>	Not likely	Medium	
<b>Legionella</b> Exposure to legionella when starting work at Thorpe Park office	Very high	<ul style="list-style-type: none"> <li>• Landlord responsible for managing legionella risks</li> <li>• Landlord employs service company to carry out monthly checks on water supplies</li> </ul>	Not likely	Medium	•
<b>Exposure to Chemical/Substance (COVID-19)</b> Exposure to infected people and/or surfaces, etc during an incident that requires first aid	Very High	<ul style="list-style-type: none"> <li>• Office work low risk</li> <li>• 1<sup>st</sup> aid assessment complete</li> <li>• First aider and injured person to wear face covering while first aid given</li> <li>• Avoid person to person contact where possible, if not then sanitize hands before and after giving first aid</li> <li>• Clean and disinfect/sterilise all equipment after use</li> <li>• 1<sup>st</sup> aid kits allocated to 1<sup>st</sup> aiders to limit access</li> </ul>	Not likely	Medium	

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		to contents and include face coverings and disposable gloves <ul style="list-style-type: none"> <li>• 1<sup>st</sup> aiders consulted about providing 1<sup>st</sup> aid during pandemic</li> </ul>			
<b>Exposure to Chemical/Substance (COVID-19)</b> During building evacuation in the event of a fire	Very High	<ul style="list-style-type: none"> <li>• Three exit routes available from office to minimise the number of people sharing emergency escape routes</li> <li>• Workers would only breach the 2m social distancing guidelines for short time while using emergency escape routes</li> <li>• Adequate space in car park at assembly point</li> <li>• Social distancing covered in Baird office COVID protocol</li> </ul>	Not likely	Medium	
<b>Chemical/Substance (COVID-19)</b>	Very High	<ul style="list-style-type: none"> <li>• Information about COVID-19 continually being updated</li> <li>• Government guidance on managing COVID-19 risks changing regularly</li> <li>• HR Director responsible for keeping COVID-19 risk assessments and risk assessment summaries up to date for Leeds office</li> <li>• Regular formal reviews of control measures to be completed</li> <li>• Baird Group workers encouraged to raise any concerns about COVID-19 transmission with HR Director</li> </ul>	Not Likely	Medium	