

| | | | | | |
|------------|---|----------|---|----|----|
| Likelihood | 4 | 4 | 9 | 12 | 16 |
| | 3 | 3 | 6 | 9 | 12 |
| | 2 | 2 | 4 | 6 | 9 |
| | 1 | 1 | 2 | 3 | 4 |
| | | 1 | 2 | 3 | 4 |
| | | Severity | | | |

| COVID-19 Risk Assessment - The Exchange | | | 28/05/2020 | | | Latest Update - 09/07/20 | | | |
|-----------------------------------------|-----------------------------|----------------------------------------------------|-----------------------------------|----------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------|------|
| Item | Where/Who | Hazard | Without Control Measures in Place | | | Control Measure | With Control Measures in Place | | |
| | | | Likelihood | Severity | Risk | | Likelihood | Severity | Risk |
| 1 | All Areas | Contact with symptomatic employee | 4 | 4 | 16 | All individuals with symptoms to self isolate All those living with someone with symptoms to self isolate Meetings restricted to minimal number of people, use Teams/Zoom Regular communications of advice/updates via email, Yammer and Teams Regular handwashing and sanitising Employee with potential symptoms to work from home if possible Wearing of face masks Deep clean of work area if employee has developed symptoms within 24 hours of being on site Reduced headcount, max 2 per pod, those who can work from home to continue to do so | 2 | 2 | 4 |
| 2 | All Areas | Contact with infected surfaces | 4 | 4 | 16 | Employees to clean work stations, keyboards, monitors, desks regularly and at start and end of shift Designate Centrick mugs to each employee to remove sharing of mugs/utensils Increased cleaning of door handles, handrails Increased cleaning of toilets Regular handwashing and sanitising | 2 | 2 | 4 |
| 3 | All Areas | Physical contact with others | 3 | 4 | 12 | Regular handwashing and sanitising Maintain 2m distancing Floor tiles and hazard tape to mark distancing and guidance | 1 | 2 | 2 |
| 4 | All Areas | Contact in communal areas | 4 | 4 | 16 | Garden tables restricted to max 2 persons only with 2m distance Smokers to maintain 2m distance when outside Regular handwashing and sanitiser Communications regarding social distancing to all | 2 | 2 | 4 |
| 5 | Kitchen | Contact with infected surfaces | 3 | 4 | 12 | Allow only 1 employee in at a time Floor tile to mark out 2m distance from entrance Additional cleaning of toaster, microwaves, water machine, dishwashers Suitable & sufficient bins and removal Sanitiser at entrance/exit | 2 | 2 | 4 |
| 6 | Toilets | Contact with infected surfaces | 4 | 4 | 16 | Enhanced cleaning of taps, toilet flushes, seats, showers Promote handwashing on entry and exit Suitable & sufficient bins and removal Restrict numbers of people using facilities | 2 | 2 | 4 |
| 7 | Lifts, equipment & controls | Contact with infected surfaces | 2 | 4 | 8 | Enhanced cleaning of lift controls Regular handwashing Availability of gloves Promote use of stairs for all those who are physically able to use them Restrict access to one person at a time Signage to explain proper usage | 1 | 2 | 2 |
| 8 | Holding handrails | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning of handrails Sanitiser available at top and bottom of stairway Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 9 | Opening doors | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning door push/bulls Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 10 | Leaving Fire doors open | Rapid spread of fire, risk to life | 2 | 4 | 8 | Ensure all fire doors remain closed, Can leave non-fire doors open | 1 | 1 | 1 |
| 11 | Meeting Rooms | Close contact with others | 4 | 4 | 16 | Limit headcount to meeting rooms - notices on doors Stickers to mark out "please sit here" Teams/Zoom where possible | 2 | 2 | 4 |
| 12 | Meeting Rooms | Contact with infected surfaces | 4 | 4 | 16 | Use of sanitiser before and after meetings Teams/Zoom where possible | 1 | 2 | 2 |
| 13 | Contractors | Contact with symptomatic individual | 3 | 4 | 12 | Maintain 2m distancing Contractor Covid-19 requirements issued & acknowledged Regular handwashing and sanitiser | 1 | 2 | 2 |
| 14 | Training | Close contact with others | 4 | 4 | 16 | All non-essential training postponed Operational essential training to be conducted with 2m distancing in place or via Teams/Zoom | 1 | 4 | 4 |
| 24 | Visitors to site | Contact with symptomatic individual | 3 | 4 | 12 | No visitors to site allowed | 1 | 1 | 1 |
| 26 | All areas | Mental Health | 3 | 3 | 9 | Regular Teams calls per department and management/leadership teams Regular 1:1 calls from Line Manager to Employee, particularly where concerns are present Mental Health First Aider available in-house Employee Assistant Programme available to all employees | 2 | 2 | 4 |
| 27 | Vulnerable People | Employees over 70 | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | Pregnant Workers with conditions | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | High Risk health conditions - NHS letters received | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| 28 | Travel | Spread of infection through contact with others | 2 | 4 | 8 | Travel ban to offices unless prior authorisation granted by Ops Board Member Follow FCO guidance for all international travel If returning from abroad self-isolate according to government advice | 1 | 1 | 1 |

| COVID-19 Risk Assessment - Solihull | | | 28/05/2020 | | | Latest Update - 09/07/20 | | | |
|-------------------------------------|-------------------------|----------------------------------------------------|-----------------------------------|----------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------|------|
| Item | Where/Who | Hazard | Without Control Measures in Place | | | Control Measure | With Control Measures in Place | | |
| | | | Likelihood | Severity | Risk | | Likelihood | Severity | Risk |
| 1 | All Areas | Contact with symptomatic employee | 4 | 4 | 16 | All individuals with symptoms to self isolate All those living with someone with symptoms to self isolate Meetings restricted to minimal number of people, use Teams/Zoom Regular communications of advice/updates via email, Yammer and Teams Regular handwashing and sanitising Employee with potential symptoms to work from home if possible Wearing of face masks Deep clean of work area if employee has developed symptoms within 24 hours of being on site Reduced headcount, max 2 in the office, one on front desk one in desk area - possibility of a third working in the back at the far desk 2m from kitchen sink | 2 | 2 | 4 |
| 2 | All Areas | Contact with infected surfaces | 4 | 4 | 16 | Employees to clean work stations, keyboards, monitors, desks regularly and at start and end of shift Designate Centrick mugs to each employee to remove sharing of mugs/utensils Increased cleaning of door handles, handrails Increased cleaning of toilets Regular handwashing and sanitising | 2 | 2 | 4 |
| 3 | All Areas | Physical contact with others | 3 | 4 | 12 | Regular handwashing and sanitising Maintain 2m distancing Floor tiles and hazard tape to mark distancing and guidance | 1 | 2 | 2 |
| 4 | All Areas | Contact in communal areas | 4 | 4 | 16 | Smokers to maintain 2m distance when outside Regular handwashing and sanitiser Communications regarding social distancing to all | 2 | 2 | 4 |
| 5 | Kitchen | Contact with infected surfaces | 3 | 4 | 12 | Allow only 1 employee in at a time - possible to have one person at far desk when someone comes in to kitchen area - must clean after use Floor tile to mark out 2m distance from entrance Additional cleaning dishwasher Suitable & sufficient bins and removal Sanitiser at entrance/exit | 2 | 2 | 4 |
| 6 | Toilets | Contact with infected surfaces | 4 | 4 | 16 | Enhanced cleaning of taps, toilet flush, seat and handle on door to toilet Promote handwashing on entry and exit and cleaning of door handle Suitable & sufficient bins and removal | 2 | 2 | 4 |
| 7 | Entry doors | Contact with infected surfaces | 2 | 4 | 8 | enhanced cleaning of touch points on entry and departure - ie front and back door handles Regular handwashing Availability of gloves Signage to explain proper usage | 1 | 2 | 2 |
| 8 | Holding handrails | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning of handrails Sanitiser available at top and bottom of stairway Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 9 | Opening doors | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning door push/pulls Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 10 | Leaving Fire doors open | Rapid spread of fire, risk to life | 2 | 4 | 8 | Ensure all fire doors remain closed, Can leave non-fire doors open | 0 | 0 | 0 |
| 11 | Meeting Rooms | Close contact with others | 4 | 4 | 16 | N/A N/A Teams/Zoom where possible | 0 | 0 | 0 |
| 12 | Meeting Rooms | Contact with infected surfaces | 4 | 4 | 16 | N/A Teams/Zoom where possible | 0 | 0 | 0 |
| 13 | Contractors | Contact with symptomatic individual | 3 | 4 | 12 | Maintain 2m distancing Contractor Covid-19 requirements issued & acknowledged Regular handwashing and sanitiser | 1 | 2 | 2 |
| 14 | Training | Close contact with others | 4 | 4 | 16 | All non-essential training postponed Operational essential training to be conducted with 2m distancing in place or via Teams/Zoom | 1 | 4 | 4 |
| 24 | Visitors to site | Contact with symptomatic individual | 3 | 4 | 12 | No visitors to site allowed | 1 | 1 | 1 |
| 26 | All areas | Mental Health | 3 | 3 | 9 | Regular Teams calls per department and management/leadership teams Regular 1:1 calls from Line Manager to Employee, particularly where concerns are present Mental Health First Aider available in-house Employee Assistant Programme available to all employees | 2 | 2 | 4 |
| 27 | Vulnerable People | Employees over 70 | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | Pregnant Workers with conditions | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | High Risk health conditions - NHS letters received | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| 28 | Travel | Spread of infection through contact with others | 2 | 4 | 8 | Travel ban to offices unless prior authorisation granted by Ops Board Member Follow FCO guidance for all international travel If returning from abroad self-isolate according to government advice | 1 | 1 | 1 |

| COVID-19 Risk Assessment - Nottingham | | | 28/05/2020 | | | Latest Update - 09/07/20 | | | |
|---------------------------------------|-----------------------------|----------------------------------------------------|-----------------------------------|----------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------|------|
| Item | Where/Who | Hazard | Without Control Measures in Place | | | Control Measure | With Control Measures in Place | | |
| | | | Likelihood | Severity | Risk | | Likelihood | Severity | Risk |
| 1 | All Areas | Contact with symptomatic employee | 4 | 4 | 16 | All individuals with symptoms to self isolate All those living with someone with symptoms to self isolate Meetings restricted to minimal number of people, use Teams/Zoom Regular communications of advice/updates via email, Yammer and Teams Regular handwashing and sanitising Employee with potential symptoms to work from home if possible Wearing of face masks Deep clean of work area if employee has developed symptoms within 24 hours of being on site Reduced headcount, 2 in the office can accommodate a third | 2 | 2 | 4 |
| 2 | All Areas | Contact with infected surfaces | 4 | 4 | 16 | Employees to clean work stations, keyboards, monitors, desks regularly and at start and end of shift Designate Centrick mugs to each employee to remove sharing of mugs/utensils Increased cleaning of door handles, handrails Increased cleaning of toilets Regular handwashing and sanitising | 2 | 2 | 4 |
| 3 | All Areas | Physical contact with others | 3 | 4 | 12 | Regular handwashing and sanitising Maintain 2m distancing Floor tiles and hazard tape to mark distancing and guidance | 1 | 2 | 2 |
| 4 | All Areas | Contact in communal areas | 4 | 4 | 16 | Smokers to maintain 2m distance when outside Regular handwashing and sanitiser Communications regarding social distancing to all | 2 | 2 | 4 |
| 5 | Kitchen | Contact with infected surfaces | 3 | 4 | 12 | Allow only 1 employee in at a time Floor tile to mark out 2m distance from entrance Additional cleaning of toaster, microwaves, dishwasher Suitable & sufficient bins and removal Sanitiser at entrance/exit | 2 | 2 | 4 |
| 6 | Toilet | Contact with infected surfaces | 4 | 4 | 16 | Enhanced cleaning of taps, toilet flushes, seat Promote handwashing on entry and exit Suitable & sufficient bins and removal Restrict numbers of people using facilities | 2 | 2 | 4 |
| 7 | Lifts, equipment & controls | Contact with infected surfaces | 2 | 4 | 8 | N/A | 1 | 2 | 2 |
| 8 | Holding handrails | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning of handrails Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 9 | Opening doors | Contact with infected surfaces | 4 | 4 | 16 | Increased cleaning door push/pulls Regular handwashing Availability of gloves | 2 | 2 | 4 |
| 10 | Leaving Fire doors open | Rapid spread of fire, risk to life | 2 | 4 | 8 | Ensure all fire doors remain closed N/A, Can leave non-fire doors open | 1 | 1 | 1 |
| 11 | Meeting Rooms | Close contact with others | 4 | 4 | 16 | Limit headcount to meeting rooms - notices on doors - 3 max Stickers to mark out "please sit here" Teams/Zoom where possible | 2 | 2 | 4 |
| 12 | Meeting Rooms | Contact with infected surfaces | 4 | 4 | 16 | Use of sanitiser before and after meetings Teams/Zoom where possible | 1 | 2 | 2 |
| 13 | Contractors | Contact with symptomatic individual | 3 | 4 | 12 | Maintain 2m distancing Contractor Covid-19 requirements issued & acknowledged Regular handwashing and sanitiser | 1 | 2 | 2 |
| 14 | Training | Close contact with others | 4 | 4 | 16 | All non-essential training postponed Operational essential training to be conducted with 2m distancing in place or via Teams/Zoom | 1 | 4 | 4 |
| 15 | Visitors to site | Contact with symptomatic individual | 3 | 4 | 12 | No visitors to site allowed | 1 | 1 | 1 |
| 16 | All areas | Mental Health | 3 | 3 | 9 | Regular Teams calls per department and management/leadership teams Regular 1:1 calls from Line Manager to Employee, particularly where concerns are present Mental Health First Aider available in-house Employee Assistant Programme available to all employees | 2 | 2 | 4 |
| 17 | Vulnerable People | Employees over 70 | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | Pregnant Workers with conditions | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| | | High Risk health conditions - NHS letters received | 4 | 4 | 16 | Follow government shielding advice | 1 | 4 | 4 |
| 18 | Travel | Spread of infection through contact with others | 2 | 4 | 8 | Travel ban to offices unless prior authorisation granted by Ops Board Member Follow FCO guidance for all international travel If returning from abroad self-isolate according to government advice | 1 | 1 | 1 |