



RISK ASSESSMENT – MANAGEMENT OF COVID-19

Title:	Working safely during coronavirus (COVID-19)				
Company:	TLT LLP	Buildings:	Bristol, Belfast, Edinburgh, Glasgow, London, Manchester	Number of staff:	1,131
Name of assessor:	Emily Nicholls	Position:	Health & Safety Manager	Date of assessment:	25 August 2021

1. Purpose

This risk assessment responds to the management of having adequate controls in place to minimise the transmission of COVID-19. The table below identifies the controls we have in place, or are working towards, to minimise the transmission of COVID-19 in our workplaces.

2. Status

This document has been written in line with the guidance released by the UK Government and devolved administrations. Health and safety advice and legislation will be monitored to ensure current requirements are met. Managers must ensure all staff have access to this document and are consulted on its contents. Staff and contractors will receive appropriate induction and training to allow them to support the implementation of control measures.

3. Hazards and control measures

There are important actions that employers and staff can take during the coronavirus outbreak to help prevent the spread of the virus. These are based on a hierarchy of controls that when implemented reduce the risk of infection:

- Instruct employees and visitors who feel unwell to stay at home and not attend any business premises.
- Increase the frequency of handwashing and surface cleaning.
- Where it is a requirement to do so, enable working from home as a first option. Where it is not a requirement, non-essential workers may work from home if they wish to do so. Where working from home is not possible, comply with the physical distancing guidelines set out by the government, where they remain in place.
- If physical distancing guidelines cannot be followed consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between people on site.
- In the assessment we will also consider whether the people doing the work are especially vulnerable to COVID-19.

4. A dynamic picture

Updates on risk management are issued regularly and this risk assessment will be reviewed weekly to take account of the latest information.

Identified risks relating to CV19	What is being done to alleviate risk?	Further actions required
1. Preparation for reoccupation	<ul style="list-style-type: none"> • TLT has in place a contract for statutory compliance and Planned and Preventative Maintenance (PPM) undertaken by Ideal M&E Services Limited for all locations. The work of this contract has continued throughout the pandemic. • Routine facilities management checks and inspections are maintained. • Risk assessment for water systems have been carried in advance of wider opening and recommended actions (which may include chlorination and additional flushing) have been completed. • TLT has sought advice from competent engineers on risk relating to the heating, ventilation and air conditioning systems, and will keep this under review and in accordance with guidance from HSE. Air quality sampling completed for all sites May 2021. • Fire risk assessment and procedures reviewed ahead of full reoccupation to take account of changes in the workplace (including assembly points, fire doors, availability of fire wardens and fire exits). Risks associated with the storage of flammable alcohol hand sanitiser supplies have been assessed. 	
2. Shared premises	<ul style="list-style-type: none"> • Facilities liaise with landlords building management teams to agree the COVID-19 control measures for each site. These are kept under review and updated. Site-specific information is communicated to staff. 	
3. Physical distancing	<ul style="list-style-type: none"> • As the restriction for staff who can work from home should do so eases, but guidance is to remain cautious, TLT does not require non-essential staff to return to the office and will continue its flexible working approach. • As restrictions ease on physical distancing, but guidance is to remain cautious (and remains 1m in NI), TLT encourages employees to take personal responsibility. TLT desk layout allows for 1.9m spacing under normal circumstances. 	
4. Cleaning	<ul style="list-style-type: none"> • Cleaning procedures are reviewed by Facilities and changes to frequency/type are considered to address the risks of COVID-19. • Checks in place to ensure cleaning contractor COVID-19 risk assessments are suitable and sufficient. • Cleaning contractors briefed by Facilities on site rules. 	

	<ul style="list-style-type: none"> • Staff to 'clean as you go' throughout the day including clearing spills and wiping down surfaces, as required. Additional cleaning supply stations provided in each service area and meeting rooms. • The Office Managers Group actively monitor occupancy levels for all TLT premises and will act to increase cleaning in-line with changes in occupancy. 	
5. Hand and respiratory hygiene	<ul style="list-style-type: none"> • Staff are encouraged to hand wash/sanitise as they come into work and regularly throughout the day. Hand sanitiser is made widely available for use. • Signage in kitchen and toilet areas is displayed to highlight the importance of hand washing and the correct method. 	
6. Contractors on site	<ul style="list-style-type: none"> • Contractor risk assessments are checked to ensure they are suitable and sufficient, and give consideration to COVID-19. • Contractors briefed on site rules and emergency procedures on arrival at site and are provided with a copy of the 'Contractor's handbook' which contains COVID-19 guidance. 	
7. Wellbeing and consultation/communications with staff	<ul style="list-style-type: none"> • HR to oversee consultation with staff of COVID-19 risk management. Staff are kept up to date via ongoing communications. • Site induction for returning staff is completed including e-learning and office guides. Any changes to operating procedures (for example fire safety, first aid) are clearly communicated to staff on arrival at site. • Wellbeing support for staff includes individual discussions with line managers, with HR and access to the employee assistance programme (EAP) and mental health & wellbeing hub on Atlas. • TLT will continue to support its people who suffer from long-term health effects from COVID-19 infection, as with any other health condition. • HR actively monitor changes in guidance for vulnerable people or those at higher risk and acts to reduce risk where appropriate. • Guidance provided for line managers on how to review wellbeing through consultation prior to return to office. 	
8. Strategic leadership	<ul style="list-style-type: none"> • TLT Executive and Operations Boards meets frequently to discuss the risk management strategy for COVID-19 and communicates directly with all staff via email and Atlas on the latest developments and support available. 	

<p>9. Building key staff requirements</p>	<ul style="list-style-type: none"> • Facilities ensure staff on occupied TLT sites include sufficient numbers to fulfil essential roles including fire wardens, first aiders and facilities support. • Electronic roll-call system introduced in Bristol office to support evacuation process. 	<p>Facilities to arrange training of additional fire wardens to cover when there is increased occupancy.</p> <p>Recruitment drive for additional fire wardens and first aiders' underway.</p>
<p>10. Visitor reception</p>	<ul style="list-style-type: none"> • TLT communicates its Visitor and Client Policy to relevant stakeholders. • Ground floor building receptions are managed by landlords building management teams and they ensure building is compliant and in line with current guidance. • TLT continues to support online/telephone contact with clients where appropriate. • Deliveries are taken only at the TLT Facilities team reception point where acrylic screens are in place, PPE (disposable gloves) and hand sanitiser is available to staff. • Hand sanitiser is available at main building reception, lift lobbies, TLT reception point and throughout the TLT demise. • All TLT reception points including for client suites have acrylic screens installed to create a physical barrier. • • Additional time is allowed between conference meeting room bookings to enable cleaning of surfaces and equipment. • Door signage is displayed to confirm that room has been cleaned and is ready or not. • Location QR code displayed in support of NHS Test and Trace app. 	
<p>11. Use of Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • The following specific activities require PPE which is provided by TLT: <ul style="list-style-type: none"> ○ First aid ○ In-house cleaning e.g. for spillages and client meeting rooms ○ Handling of post and deliveries ○ Meet and greet reception activities. • TLT is following the government guidance on the use of PPE including use of face masks and face coverings. Where the use of face coverings is mandated for employees, clients and visitors attending any TLT office; they are to be worn at all times when a person moves away from their assigned work or meeting space. 	

	Where face coverings are no longer mandatory, TLT will continue to encourage the use of face masks in common or confined areas by displaying relevant signage.	
12. First aid	<ul style="list-style-type: none"> • First aid needs for each site assessed based on changed working practices. • First aid kits include additional PPE – disposable face masks, nitrile gloves, safety goggles or face visor and disposable apron. • First aiders provided with information about first aid administration during COVID-19 including action to take when physical distancing is not possible and dealing with bodily fluids. • First aider is on site at all times of occupation. Any tissues, disposable cloths, disposable mops etc., that have been used to deal with bodily fluids are double bagged and put into a closed bin. This is stored in the bin area for 72 hours and then disposed of as normal waste. 	
13. Emergency evacuation	<ul style="list-style-type: none"> • As described at (1) above, a review of fire safety procedures and assembly point location is completed prior to wider opening of each office. This is briefed to staff, visitors and contractors on arrival at site. • Measures necessary for additional ventilation of the building have been considered and assessed, this will not compromise fire safety or site security arrangements. • A review of fire risk assessments was carried out in all TLT premises in 2020. A further review will be undertaken, based on changes in building occupancy, in 2021. 	
14. Managing toilet areas	<ul style="list-style-type: none"> • Building arrangements for toilets are agreed with the building management team for each site including occupancy level and cleaning requirements. • Sufficient amount of anti-bacterial hand soap and hand towel supplies are available. • Disposable paper towels are used in preference to hand dryers. • Automatic taps are in place to reduce high volume touch points. • NHS guidelines on how to wash your hands are displayed in all sink areas. 	
15. Corridors, stairways and walkways	<ul style="list-style-type: none"> • Fire doors in corridors remain closed if not on an automatic holdback device. 	
16. Workplace inspections	<ul style="list-style-type: none"> • Facilities complete a programme of regular walk-around workplace health and safety inspections. 	
17. Break/lunch times	<ul style="list-style-type: none"> • There are 'clean as you go' arrangements in any areas used for eating. 	

18. Work materials including stationery	<ul style="list-style-type: none"> The management of office materials, including documents and stationery ensures that staff do not share materials. 	
19. Work equipment	<ul style="list-style-type: none"> Facilities ensures all work equipment is maintained in a safe condition. Where possible work equipment is allocated to individual use. Where equipment is shared it is cleaned between users. 	
20. Work activities	<ul style="list-style-type: none"> All work activities to be undertaken at home are reviewed by line managers as part of the homeworking risk assessment process to ensure safe working practices. All work activities in an office environment must be completed subject to the policies produced in support of a safe working environment. Line managers review the need for a task to be performed in the office with an individual to ensure it can be performed safely. Senior managers review the policies, procedures and guidance on a regular basis and monitor compliance. 	
21. Manual handling	<ul style="list-style-type: none"> Where manual handling tasks require more than one person, facemasks/gloves will remain available for user comfort. 	
22. Homeworking	<ul style="list-style-type: none"> The TLT Homeworking policy is followed and a DSE assessment is completed of the home workstation. Additional equipment may be authorised by the user's line manager. 	
23. Lone working	<ul style="list-style-type: none"> Lone working risks are assessed before staff work alone in the office in accordance with the firm's Lone Working Policy. 	
24. Travel and Transport	<ul style="list-style-type: none"> Staff attending the office are encouraged to walk, cycle and drive to work where possible and when using public transport to observe mandatory controls such as the wearing of face coverings. Staff intending to travel to other TLT offices should note that travelling within the Common Travel Area (the UK, the Republic of Ireland and the Channel Islands) is permitted, however, you should adhere to any restrictions in place where you intend to travel to and from and you should check before making arrangements to travel. These restrictions are detailed on Gov.uk website and are subject to change. Guidance in devolved administrations on the use of public transport may vary and should be checked when planning a journey. Work hours are flexed to enable staff to avoid the busiest times and routes. 	

	<ul style="list-style-type: none"> • Staff required to visit non-TLT workplaces as part of their work must use their discretion in assessing the risks in advance of the visit and ensure they are comfortable adequate COVID-19 control measures are in place for their journey and the location they are visiting. They should discuss any concerns with their line manager. • International travel for work is booked for essential business purposes only and subject to pre-travel risk assessment. Staff travelling to overseas locations must follow relevant government guidance and where they are required to quarantine or self-isolate on their return to the UK, must inform HR. Updated international travel restrictions are listed in Appendix 1. 	
25. Use of IT equipment, key pads and touch screen devices	<ul style="list-style-type: none"> • Each employee has access to their own identified keyboard / mouse / device. • Disposable wipes are provided for cleaning office telephones and IT equipment and are to be cleaned by individuals before and after use. • All touch screen or keypad devices should be for individual use only. Where they have to be shared users should wash hands or apply hand sanitiser before and after each use. • Devices should be regularly wiped down with a disposable wipe or antibacterial product. 	
26. Staff/visitor/contractor has COVID-19 symptoms while on site	<ul style="list-style-type: none"> • If staff, visitors or contractors start to present COVID-19 symptoms while on site, they must follow site procedures including notifying HR and Facilities and return home by the quickest and safest means possible. 	
27. Test & Trace and local alerts	<ul style="list-style-type: none"> • If a member of staff who has recently attended site tests positive for COVID-19, this must be reported to HR and NHS Test and Trace (or devolved administration equivalent); who notify staff who may have been in close contact with the infected person in the workplace and provide advice. Staff guidance and process flowchart published. • The Facilities team actively monitor any change in restrictions, testing and alert levels across the UK. • Display Test and Trace QR codes in client receptions to enable clients/visitors to “check in” via the NHS Test and Trace app. • HR and Facilities to monitor variant case rates and take action at specified offices if required. 	
28. Work wear and uniform	<ul style="list-style-type: none"> • Disposable plastic aprons and gloves are provided for Meeting Room Assistants in addition to their work wear. 	
29. Data protection	<ul style="list-style-type: none"> • Staff to adhere to TLT data protection and information security policies in the workplace and whilst homeworking. Additional information security training and awareness for staff specifically around home working is in place. 	

30. RIDDOR reporting	<ul style="list-style-type: none"> • TLT will follow the published HSE guidance on RIDDOR reporting of COVID-19 occurrences. 	
31. Devolved administrations variations	<ul style="list-style-type: none"> • See Appendix 1 for details. 	
32. Inbound and outbound goods	<ul style="list-style-type: none"> • Procedures for pick-up and collection have been revised to minimise contact between delivery personnel and site staff. Where required, delivery personnel are enabled to access site welfare facilities. 	

APPENDIX 1 - DEVOLVED ADMINISTRATION VARIATIONS

Topic	England	Wales	Northern Ireland	Scotland
Current Status	Roadmap Step 4	Alert Level 0	Some restrictions remain.	No longer in the Levels system.
Social/Physical Distancing (workplace)	No social distancing requirements.	No social distancing requirements.	Legal limit around social distancing for workplaces remains at least 1m.	No social distancing requirements.
Working from home	No longer necessary to work from home.	Work from home wherever possible.	Continue to work from home where you can.	Guidance is work from home or a mixture of home and office.
Face coverings in the workplace	Face coverings no longer mandatory. Recommended that people wear face coverings in crowded areas such as public transport.	Face coverings remain a legal requirement indoors, with the exception of hospitality premises. Premises not open to public are recommended to continue wearing face coverings where social distancing cannot be maintained.	Mandatory in all indoor settings accessible to the public. Not mandatory in business if able to maintain social distancing.	Face coverings still required in most indoor public places (including workplaces based on risk assessment) and public transport.
Shielding	Continue to consider the risks of close contact with others, particularly clinically extremely vulnerable.	Shielding paused for clinically extremely vulnerable people	People who are clinically extremely vulnerable are advised to stringently follow the general rules for society as a whole.	Now categorised as those on the 'highest risk list'. Same advice as the wider population.
Travel (‘Common Travel Area (CTA)’ is the UK, Republic of Ireland, Jersey, Guernsey and the Isle of Man)	Travel within CTA permitted subject to the restrictions of those nations. Traffic light system for international travel. Border quarantine will remain for those arriving from red list countries and self-isolation for those people not fully vaccinated arriving from amber list countries.	Travel within CTA permitted subject to the restrictions of those nations. Traffic light system for international travel. Can only enter Wales from a red list country via a designated port of entry in England or Scotland following quarantine rules. Self-isolation will remain for those not fully vaccinated arriving from amber list countries.	Travel within CTA permitted subject to the restrictions of those nations. Traffic light system for international travel. Border quarantine will remain for those arriving from red list countries and self-isolation for those people not fully vaccinated arriving from amber list countries.	Travel within CTA permitted subject to the restrictions of those nations. Traffic light system for international travel. Border quarantine will remain for those arriving from red list countries and self-isolation for those people not fully vaccinated arriving from amber list countries.
Business Events & Meetings	No limits on numbers meeting indoors and outdoors.	No limits on numbers meeting indoors and outdoors.	You can meet other people indoors where it is necessary for your work.	No limits on numbers meeting indoors and outdoors.
Workplace Testing	Free lateral flow test kits available to the public in England. Fully-vaccinated adults (more than 14 days since second dose) will not have to self-isolate if they are a close contact of a positive case. Advised to	Lateral flow tests available free to people who cannot work from home. Fully-vaccinated adults (more than 14 days since second dose) will not have to self-isolate if they are a close contact of a positive case. Anyone	Workforce testing now available for any business sector with more than 50 employees who cannot work from home. Fully-vaccinated adults (more than 14 days since second dose) will not	Lateral flow tests available to all businesses with over 10 employees. Fully-vaccinated adults (more than 14 days since second dose) who are close contacts must get a PCR test and can end isolation if a negative

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	get a PCR test. Anyone with symptoms or who tests positive will have to self-isolate.	with symptoms or who tests positive will have to self-isolate. Advised to get a PCR test on day 2 and 8.	have to self-isolate if they are a close contact of a positive case. Anyone with symptoms or who tests positive will have to self-isolate. Advised to get a PCR test on day 2 and 8.	test result received. Anyone with symptoms or who tests positive will have to self-isolate.

Latest weekly review completed:

Date	Reviewer	Changes	Version
25 August 2021	Cath Smith, Head of Facilities Management Emily Nicholls, Health and Safety Manager	Appendix 1 updated with current data and changes.	Version 59