

Engine Group - COVID-19 RISK ASSESSMENT

Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
001	Communication, consultation, management and staff	<p>Staff, visitors, and contractors</p> <p>Lack of knowledge, guidance, consultation, misinformation, inability to make decisions or authorisation</p>	<p>Management Actions</p> <ul style="list-style-type: none"> ▪ Staff health and safety is highest priority ▪ Regular emails from the CEO with clear guidance and support for staff and to allow staff to continue to work from home during pandemic period if possible ▪ COVID-19 Risk assessment carried out as per governments requirements ▪ Adherence to UK government guidelines ▪ Zoom meetings and conference calls encouraged ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines <p>Consultation with and information for staff</p> <ul style="list-style-type: none"> ▪ Consultation with staff through team leaders and managers and the People Team with employee surveys and regular engagement with staff to seek staff opinions ▪ Team leaders and managers encouraged to have regular contact with their teams with keeping in touch practices and team catch ups ▪ Regular communications/ updates for staff from the People Team to minimise confusion and anxiety 	<ul style="list-style-type: none"> ▪ The People Team to arrange staff feedback to be incorporated into the decision making and further control measures ▪ Results of the COVID-19 risk assessment to be made available to staff ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p>Ongoing</p> <p>Done</p> <p>Done</p>

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002	Arriving and leaving the workplace, entrances, exits and reception	Staff, visitors or contractors Transmission or cross contamination	<p>General</p> <ul style="list-style-type: none"> ▪ COVID-19 Risk assessment carried out ▪ Enhanced cleaning protocols in place with Viking Facilities Management (Viking FM) including deep cleaning daily over night ▪ Separate entry and exit points for the building ▪ Non-contact sanitizing dispenser placed at reception ▪ Social distancing, directional and positioning signage throughout the workplace to enable compliance with government guidelines ▪ Keep left in corridors and on stairs where there is two direction traffic <p>Staff members and contractors</p> <ul style="list-style-type: none"> ▪ All staff can continue to work from home during the pandemic period if preferred ▪ Plans for less than 50% of staff working on site during pandemic ▪ Staggered arrival and departure times into and out of the workplace to reduce crowding at reception ▪ Hand sanitising gel and spray placed throughout the workplace ▪ Showers and changing facilities available for staff if required ▪ Regular communications/ updates for staff from the People Team to minimise confusion and anxiety ▪ Casual dress code enables easier washing of possible contaminated clothes ▪ Allocated locker for each member of staff <p>Visitors and contractors</p> <ul style="list-style-type: none"> ▪ Currently no visitors to the premises ▪ Contractors essential work only being carried out and booked in advance ▪ Sweet jars and newspapers removed 	<ul style="list-style-type: none"> ▪ “Staying COVID-19 Secure” signage to be signed and displayed ▪ Provide signage to promote good hand washing and respiratory hygiene techniques ▪ Screen ordered for reception ▪ Process for Suspected or Confirmed COVID-19 Case to be developed ▪ Consider non-contact thermometers for first aiders ▪ Fire doors to be fitted with kick plates where possible ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			All done

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003	Moving around the building, lifts, stairwells	Staff, visitors, contractors and other occupiers of the building Transmission and cross contamination	<ul style="list-style-type: none"> ▪ All staff can continue to work from home during the pandemic period if preferred ▪ Plans for less than 50% of staff to be working on site ▪ Enhanced cleaning protocols in place with Viking FM ▪ COVID-19 Risk assessment carried out ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Non-contact sanitizing dispenser placed at reception ▪ Social distancing, directional and positioning signage throughout the workplace to enable compliance ▪ Staff encouraged to use stairs and lift occupancy reduced to 1 person per lift ▪ Unnecessary movement around the building discouraged ▪ One-way circulation to enter, exit and move around the building ▪ Keep left in corridors and on stairs where there is two direction traffic ▪ Walkways and queue areas marked with tape and signs to ensure social distancing is maintained ▪ Zoom meetings and conference calls encouraged to minimise movement around the building ▪ Hand sanitising gel and spray placed throughout the workplace ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines 	<ul style="list-style-type: none"> ▪ Floor signage to be displayed in lifts ▪ Doors to be propped open and fire doors to be fitted with kick plates where possible ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p>

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
004	Work patterns and activities	Staff, visitors and contractors Transmission or cross contamination	<p>Work patterns</p> <ul style="list-style-type: none"> ▪ All staff can continue to work from home during the pandemic period if preferred ▪ Staggered working hours to avoid peak times for travel ▪ No fixed break times enforced, staff manage their own time ▪ Regular communications/ updates from the People Team for staff to minimise confusion and anxiety ▪ Flexible working arrangements for staff to work around personal circumstances i.e. Childcare, home working environment etc <p>Activities</p> <ul style="list-style-type: none"> ▪ Desk booking in advance and set desk allocated to each worker, no hot desking during pandemic period ▪ Desks, sofas, chairs not in use to be marked with signage or hazard tape ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines ▪ Zoom meetings and conference calls encouraged ▪ Team leaders and managers encouraged to have regular contact with their teams with keeping in touch practices and team catch ups ▪ Activities, social events are currently postponed or cancelled ▪ Face to face meetings only when necessary and meeting room occupancy reduced to half ▪ Condeco meeting room system reduced ▪ Staff allocated individual equipment such as pens, staplers etc to avoid transmission / sharing items ▪ Hand sanitisation stations available in multiple locations throughout the workplace including where items are shared i.e. printers, coffee machines etc 	<ul style="list-style-type: none"> ▪ The People Team to arrange worker engagement to explain and agree any changes in working arrangements ▪ Provide signage to promote good hand washing and respiratory hygiene techniques ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p>Ongoing</p> <p>Done</p> <p>Done</p>

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
005	Personal travel and commuting	Staff Transmission and cross contamination during journey, anxiety	<p>Travel planning to lower risk</p> <ul style="list-style-type: none"> ▪ All staff can continue to work from home during the pandemic period if preferred ▪ Plans for less than 50% of staff to be working on site ▪ Staggered arrival and departure times into and out of the workplace to reduce crowding and avoid peak times on public transport ▪ Staff encouraged to cycle or walk to work if possible ▪ COVID-19 Risk assessment carried out ▪ Travel advisory in place for all personal travel ▪ Social events are currently postponed or cancelled <p>Journey and arrival</p> <ul style="list-style-type: none"> ▪ Hand sanitising gel and spray placed throughout the workplace and on each bank of desks ▪ Showers and changing facilities available for staff if required ▪ Safe storage of bikes currently 60-80 spaces available, with plans to increase this number if necessary 	<ul style="list-style-type: none"> ▪ Issue link to Governments “COVID-19 safer travel guidance for passengers” to staff ▪ Staff to be instructed that wearing a face mask / covering is optional in the workplace but mandatory for public transport ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			All done
006	Overseas and UK Travel	Staff Transmission while travelling overseas on planes, trains, buses, tubes, taxis etc	<ul style="list-style-type: none"> ▪ Business travel, social events are currently postponed or cancelled with full travel suspension for business overseas in place ▪ Zoom meetings and conference calls encouraged wherever possible ▪ Adherence to UK restrictions and guidelines 	<ul style="list-style-type: none"> ▪ Issue link to Governments “COVID-19 safer travel guidance for passengers” to staff ▪ Staff to be instructed that wearing a face mask / covering is optional in the workplace but mandatory for public transport 			All done
007	Office layout and desk configuration	Staff and contractors Transmission & cross contamination at desk between staff and those sitting close by	<ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ Social distancing measures incorporated into desk configuration (back to back or side to side working apart with minimal facing) ▪ Desk booking in advance and set desk allocated to each worker, no hot desking during pandemic period ▪ Walkways and queue areas marked with tape and signs to ensure social distancing is maintained ▪ Enhanced cleaning protocols in place with Viking FM with daily deep cleaning over night ▪ COVID-19 Risk assessment carried out ▪ Hand sanitising gel and spray placed throughout the workplace and on each bank of desks ▪ Zoom meetings and conference calls encouraged ▪ Adherence to government guidelines 	<ul style="list-style-type: none"> ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			Done

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
008	Display screen equipment	Workstation users Eye-strain, upper limb disorders, repetitive strain injury (RSI), fatigue and stress	<ul style="list-style-type: none"> ▪ COVID-19 Risk assessment carried out ▪ Desk booking in advance and set desk allocated to each worker, no hot desking during pandemic period ▪ DSE assessments offered to employees at induction ▪ Team trained to carry out virtual homeworking assessments ▪ Virtual homeworking assessments available for all staff if required, by individual request or notification from the People Team ▪ Staff encouraged to take regular breaks in work pattern ▪ Formal virtual assessment carried out on notification of pregnancy ▪ DSE policy included in H&S Policy ▪ Home and Mobile Working Policy available on the intranet 				
009	Furniture, tables, chairs, cupboards, pedestals, confidential waste bins	Staff and visitors Transmission and cross contamination during use	<ul style="list-style-type: none"> ▪ Enhanced cleaning protocols in place with Viking FM ▪ COVID-19 Risk assessment carried out ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Social distancing, directional and positioning signage throughout the premises to enable compliance with government guidelines ▪ Hand sanitising gel and spray placed throughout the workplace and on each bank of desks ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines 	<ul style="list-style-type: none"> ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			Done

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
010	Cafe, tea points and other high traffic areas	Staff and contractors Transmission or cross contamination during use	<p>General</p> <ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ COVID-19 Risk assessment carried out ▪ Social distancing, directional and positioning signage throughout the premises to enable compliance with government guidelines ▪ Tea point occupancy limited to one person at a time ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Enhanced cleaning protocols in place with Viking FM ▪ Walkways and queue areas marked with tape and signs to ensure social distancing is maintained ▪ Hand sanitisation stations available in multiple locations throughout the workplace ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines <p>Cafe</p> <ul style="list-style-type: none"> ▪ Cafe operations suspended ▪ Staff to provide their own ready to eat food for the day 	<ul style="list-style-type: none"> ▪ Liaison with contractors and suppliers prior to commencement of Catering operations ▪ Catering COVID-19 Risk assessment to be carried out prior to commencement of operations ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW ▪ Signage for Tea Point usage to be displayed 			n/a n/a Done Done
011	Portable appliances, coffee machines, printers etc	Users Transmission or cross contamination during use	<ul style="list-style-type: none"> ▪ Enhanced cleaning protocols in place with Viking FM ▪ Plans for less than 50% of staff working on site ▪ COVID-19 Risk assessment carried out ▪ One person at a time using the printer or accessing the Stationery Cupboard ▪ One person at a time in the Tea Point with signage for the queue to maintain social distancing ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Walkways and queue areas marked with tape and signs to ensure social distancing is maintained ▪ Hand sanitising gel and spray placed throughout the workplace and on each bank of desks ▪ Liaison with contractors and suppliers prior to visit ▪ Portable electrical equipment testing undertaken as necessary and records of testing kept 	<ul style="list-style-type: none"> ▪ Social distancing signage to be placed in key locations throughout the premises ▪ Signage for Tea Point usage to be displayed ▪ Annual Portable electrical equipment testing to be carried when all working from home equipment is returned to the office 	After return to work	TBC after RTW	Done Done

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
012	Sanitation facilities, toilets, showers	Users Transmission or cross contamination during use	<ul style="list-style-type: none"> ▪ Enhanced cleaning protocols in place with Viking FM ▪ COVID-19 Risk assessment carried out ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Towel supply in bike store, shower users to collect towels and return to washing basket in bike store ▪ Paper towels available in the toilets ▪ Social distancing, directional and positioning signage throughout the premises to enable compliance with government guidelines including in toilets and showers ▪ Walkways and queue areas marked with tape and signs to ensure social distancing is maintained ▪ Staff instructed to check through the window of toilet area and shower area before entering ▪ Hand sanitising gel and spray placed throughout the workplace ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines 	<ul style="list-style-type: none"> ▪ Provide signage to promote good hand washing and respiratory hygiene techniques ▪ Signage for shower usage to be displayed ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p>

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
013	Cleaning operations & Control of Substances Hazardous to Health (COSHH)	Staff, visitors and contractors Transmission, cross contamination, chemical burns, respiratory problems etc	<p>General</p> <ul style="list-style-type: none"> ▪ Cleaning carried out by Viking Facilities Management (Viking FM) ▪ Enhanced cleaning protocols in place with Viking FM ▪ COVID-19 Risk assessment carried out ▪ Additional cleaners on duty throughout core hours to carry out enhanced cleaning in key areas: tables, chairs, door handles, lift handrails and push buttons etc with daily deep cleaning over night ▪ Cleaning contractors risk assessments and method statements obtained and held on file ▪ Toilets are cleaned regularly throughout the day ▪ Facilities Dept liaise and monitor cleaning contractors ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines ▪ Viking FM to take waste to bin room and waste is collected by waste contractor On Time Shred. ▪ Viking FM provide COVID-19 training for their staff ▪ Viking FM COVID-19 risk assessments obtained and held on file ▪ Clear desk policy - nothing to be left on desks; everything will be disposed of by night cleaning team <p>Products/chemicals</p> <ul style="list-style-type: none"> ▪ Effective surface cleaning products used ▪ Cleaning Contractors COSHH data sheets available ▪ COSHH assessments carried out by cleaning contractor ▪ Deep cleaning chemicals limited to trained and authorised staff only ▪ Viking FM staff have received COVID-19 COSHH training and PPE provided if necessary (i.e. uniform, masks, gloves etc) 	<ul style="list-style-type: none"> ▪ Return to Work Guidelines for Great Portland Street to instruct staff to keep desks and surfaces clear to ensure cleaners have full access for cleaning 			Done

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014	Catering Operations	Staff Transmission and cross-contamination, staff welfare	<ul style="list-style-type: none"> ▪ Catering operations carried out by external contractor have been suspended ▪ Fridges available in each tea point ▪ 5th Floor closed, staff to eat at their desk to maintain social distancing ▪ Staff to provide their own ready to eat food for the day ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines ▪ Sanitising gel and spray available in tea points for fridges, coffee machine etc 	<ul style="list-style-type: none"> ▪ Catering COVID-19 Risk assessment to be carried out before catering operations reinstated ▪ Social distancing markings to be in place coffee machine area ▪ Signage for Tea Point usage to be displayed 	Catering company	Before RTW	Done Done
015	Building maintenance including office environment	Staff and visitors Malfunction, failure of critical systems or facilities	<ul style="list-style-type: none"> ▪ Liaison with contractors and suppliers prior to visit ▪ All maintenance, checks and other inspections continue during pandemic period ▪ Woodlands Site Services Ltd carry out maintenance, inspections and checks outside core business hours where possible ▪ Air conditioning system maintained by Woodlands ▪ Woodlands to continually monitor the air flow through the BMS system ▪ Woodlands COVID-19 Risk Assessment and Method Statements obtained and held on file ▪ Woodlands to ensure regular checks or adjustments are made to the ventilation systems to ensure optimum capacity and to ensure they do not automatically reduce levels due to lower occupancy ▪ COVID-19 Risk assessment carried out ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines 	<ul style="list-style-type: none"> ▪ Ensure adequate cover during core hours for facility emergencies e.g. lift extraction and flooding etc 			Ongoing

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016	Inbound and Outbound Goods, Despatch and external areas	Staff Transmission or contamination for Staff from packages and close proximity during delivery	<ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ Liaison with contractors and suppliers prior to visit where possible ▪ Despatch will remain closed to staff ▪ Security manage deliveries in despatch ▪ Post & packages to be left in in waiting area and packages to be wiped where possible to avoid transmission during staff collection ▪ Social distancing to be maintained during loading and unloading deliveries ▪ Enhanced cleaning protocols in place with Viking FM with daily deep cleaning over night ▪ COVID-19 Risk assessment carried out ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines ▪ Restriction of personal post and package to reduce deliveries 	<ul style="list-style-type: none"> ▪ COVID-19 Training for despatch to be carried out by contractor ▪ Face masks, gloves, hand sanitiser and spray or wipes to be available for despatch and other goods handling staff ▪ Social distancing to be maintained by smokers outside the building ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p> <p style="text-align: center;">Done</p>
017	Contractors or visitors	Staff, contractors Transmission or cross contamination during visits	<ul style="list-style-type: none"> ▪ No visitors at present and limited in next phase ▪ All visitor access to premises is pre-booked where possible ▪ Visitors and contractors to follow social distancing and any other instructions given by authorised Engine contact ▪ Liaison with contractors and suppliers prior to visit ▪ Visitors to take guest passes straight from the printer to minimise contact at reception ▪ Front of house will log contractors in at reception to eliminate the use of pens ▪ Non-contact sanitising dispenser placed at reception and hand sanitising gel and spray placed throughout the workplace ▪ Social distancing, directional and positioning signage throughout the premises to enable compliance with government guidelines ▪ Enhanced cleaning protocols in place with Viking FM ▪ COVID-19 Risk assessment carried out 	<ul style="list-style-type: none"> ▪ Ensure COVID-19 training for Receptionists / security has been carried out ▪ Ensure Engine Group's host understands their host responsibilities relating to COVID-19 		<p style="text-align: center;">Before visitors are permitted</p> <p style="text-align: center;">Before visitors are permitted</p>	

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018	Individuals with Suspected or confirmed COVID-19 symptoms	Staff, visitors or contractors Transmission from infected staff to first aider or others	<ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ COVID-19 Risk assessment carried out ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines ▪ Staff instructed to remain home and self-isolate if they or a member of their household has any symptoms ▪ Staff receive sick pay or normal pay when required to self-isolate and/or work from home ▪ Company policy requires staff to self-isolate and WFH with even mild COVID-19 or flu like symptoms ▪ Enhanced cleaning protocols in place with Viking FM for suspected or confirmed case ▪ Deep cleaning on notification of suspected case, desk and other locations visited ▪ The People Team monitor staff sickness levels ▪ Team leaders and managers encouraged to have regular contact with their teams with keeping in touch practices and team catch ups 	<ul style="list-style-type: none"> ▪ Consider non-contact thermometers for first aiders ▪ First aiders instructed to wear masks and gloves to prevent transmission during first aid assistance ▪ Process for Suspected or Confirmed COVID-19 Case document issued to key staff ▪ First aiders to receive COVID-19 training and issued with First Aider COVID-19 SWP 			All done
019	Evacuation and Emergencies	Staff, visitors or contractors Transmission during execution of emergency plans Lack of marshals: confusion, entrapment, panic, confusion, anxiety in emergency	<ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ COVID-19 Risk assessment carried out ▪ Fire alarm and emergency lighting testing carried out as normal though pandemic period ▪ Fire risk assessment carried out by UK Safety Compliance and held on file ▪ Fire appliance checks and inspections continue in pandemic period 	<ul style="list-style-type: none"> ▪ RTW Comms for staff to be informed that safe evacuation takes precedence over directional signage and social distancing measures during an emergency ▪ Continually monitor number of fire marshals on site during phases and train more fire marshals if necessary as staff return to work 			Done Ongoing

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020	First aid personnel & equipment	<p>First aider and patient</p> <p>Transmission during first aid assistance or execution of emergency plans, Injured person unattended and untreated</p>	<p>General</p> <ul style="list-style-type: none"> ▪ COVID-19 Risk assessment carried out ▪ Social distancing to be maintained during first aid assistance where possible ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines <p>People</p> <ul style="list-style-type: none"> ▪ Expiring first aid certificates extended for 3 months during pandemic period ▪ Photos and contact details of Engine's team of First Aiders on the intranet <p>Equipment & Supplies</p> <ul style="list-style-type: none"> ▪ First aid box issued to each first aider ▪ First aid box checked and regularly replenished ▪ Hand sanitisation stations with sanitizing gel and spray available in multiple locations throughout the workplace 	<ul style="list-style-type: none"> ▪ First aiders to receive COVID-19 training and issued with First Aider COVID-19 SWP ▪ First aiders to be instructed to wear gloves and face mask when attending a first aid incident ▪ Ensure adequate first aid cover in workplace during working from home period ▪ Gloves and face masks to be issued to first aiders ▪ Consider non-contact thermometers for first aiders 			<p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p>
021	Personal Protective Equipment (PPE) and face coverings	<p>Staff, visitors, contractors</p> <p>Transmission or contamination for users</p>	<ul style="list-style-type: none"> ▪ COVID-19 Risk assessment carried out ▪ Hand sanitisation stations with sanitizing gel and spray available in multiple locations throughout the workplace ▪ Monitor and purchase adequate stocks of hand sanitising gel and spray for staff attending the workplace ▪ Gloves and face masks to be issued to first aiders ▪ Liaison with contractors and suppliers prior to visit 	<ul style="list-style-type: none"> ▪ Staff guidance on types and how to wear face masks / coverings properly ▪ Face masks to be provided for staff at reception ▪ Staff to be instructed that wearing a face mask / covering is optional in the workplace but mandatory for public transport ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			All done

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022	Individuals at higher risk, or with protected characteristic or matters of equality	Clinically vulnerable or extremely vulnerable individuals and those with protected characteristics Transmission or cross contamination, and severity of illness due to enhanced susceptibility	<p>General</p> <ul style="list-style-type: none"> ▪ Plans for less than 50% of staff working on site ▪ Vulnerable or high risk individuals working from home ▪ All staff can continue to work from home during the pandemic period if preferred ▪ COVID-19 Risk assessment carried out ▪ Zoom meetings and conference calls encouraged ▪ Adequate VPN capability to allow all staff including those who are vulnerable to work from home ▪ Zoom meetings and conference calls encouraged ▪ Social distancing measures to be adhered to in non-work activities ▪ Social distancing to be maintained in Well-being / prayer room ▪ Code of conduct and diversity policy available on the intranet ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines <p>Human Resources</p> <ul style="list-style-type: none"> ▪ The People Team monitor staff sickness levels ▪ Virtual pregnancy assessment carried out on notification of pregnancy by individual request or notification from the People Team ▪ People Team procedures in place to support vulnerable individuals ▪ The People Team understand individuals' circumstances and ensure any requirements identified are taken into account or implemented where applicable ▪ Flexible working arrangements for staff to work around personal circumstances i.e. Child care, home working environment etc 	<ul style="list-style-type: none"> ▪ The People Team to liaise appropriately with individuals whose protected characteristics might expose them to a different degree of risk ▪ The People Team to ensure all appropriate measures are in place ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p>Ongoing</p> <p>Ongoing</p> <p>Done</p>

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023	Working from home	Staff Mental and physical health and wellbeing and stress	<p>General</p> <ul style="list-style-type: none"> ▪ COVID-19 Risk assessment carried out ▪ Increased capacity of VPN's ▪ DSE & working from home self-assessment & SWP made available to all staff ▪ Zoom meetings and conference calls encouraged to maintain contact with team leaders and colleagues ▪ Regular communications/ updates for staff from the People Team to minimise confusion and anxiety ▪ Regular Health and Wellbeing Newsletters sent to staff ▪ Regular emails from the CEO with clear guidance and support for staff to decide if they would prefer to work from home during pandemic period ▪ Adequate provision of VPN's for effective homeworking ▪ Home and Mobile Working Policy available on the intranet ▪ Remote working training, e.g. MS Teams, document sharing <p>Additional Support</p> <ul style="list-style-type: none"> ▪ Zoom meetings and conference calls encouraged to maintain contact with team leaders and colleagues including monitoring health and wellbeing and any concerns ▪ Well-being SharePoint site available on the intranet with photos and contact details of Engine's team of 30 trained Well-being First Aiders ▪ Mental health and wellbeing surveys to check on how staff are feeling ▪ The People Team to monitor and report staff sickness levels and trends ▪ Team trained to carry out home working assessments ▪ Virtual home working assessments carried out as necessary or by individual request or notification from the People Team ▪ Virtual assessment carried out on notification of pregnancy ▪ DSE equipment provided where necessary 				

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024	Staff welfare, stress and wellbeing	Staff Psychological effects such as feelings of isolation, loneliness, anxiety and depression.	<p>General</p> <ul style="list-style-type: none"> ▪ Regular emails from the CEO with clear guidance and support for staff to decide if they would prefer to work from home during pandemic period ▪ COVID-19 Risk assessment carried out ▪ Well-being SharePoint site available on the intranet ▪ 24 hour Employee Assistance Programme in place (providing free and confidential counselling to all staff) ▪ Staff who are members of the Vitality Healthcare program have additional access to the Vitality at Home support programme ▪ Staff who can effectively work from home but prefer to not to are allowed to return to the workplace ▪ Regular communications/ updates for staff from the People Team to minimise confusion and anxiety ▪ Zoom meetings and conference calls encouraged wherever possible ▪ Working Safely during COVID-19 Gap Analysis carried out by UK Safety Compliance Ltd for new government guidelines <p>Additional Support</p> <ul style="list-style-type: none"> ▪ Well-being SharePoint site available on the intranet with photos and contact details of Engine's team of 30 trained Well-being First Aiders ▪ Procedures are in place with regard to reporting of sickness, enabling monitoring of absentee levels by the People Team ▪ Virtual home working assessments carried out as necessary or by individual request or notification from the People Team ▪ Home and Mobile Working Policy available on the intranet ▪ Zoom meetings and conference calls encouraged to maintain contact with team leaders and colleagues including monitoring health and wellbeing and any concerns 	<ul style="list-style-type: none"> ▪ The People Team to arrange staff feedback to be sought and incorporated into the decision making and control measures ▪ RTW Comms to share results of the COVID-19 risk assessment with staff ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p>Done</p> <p>Done</p> <p>Done</p>

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Ref No.	What are the Hazards?	Who might be harmed & how?	Our Current Control Measures	Further Control Measures Required	Action by Who	Action by When	Done
025	Return to work – capacity in office	Staff, visitors, contractor Transmission and cross, contamination, anxiety	<ul style="list-style-type: none"> ▪ Staff health and safety is highest priority ▪ All staff can work from home during the pandemic period if preferred ▪ Regular emails from the CEO with clear guidance and support for staff to decide if they would prefer to work from home during pandemic period ▪ COVID-19 Risk assessment carried out as per governments requirements ▪ Adherence to UK government guidelines ▪ Consultation with staff through team leaders and managers and the People Team ▪ Protected individuals to continue to work from home until government guidelines change ▪ Staff who want to return to work for any reason will be allowed from 6th July in line with government guidelines and up to a maximum capacity of 50% while social distancing measures are required in the workplace 	<ul style="list-style-type: none"> ▪ Adherence to UK Government guidelines ▪ Phased approach to be developed by management for staff to RTW ▪ Social distancing measures to be incorporated into seating configuration ▪ Engaging with workers to explain and agree any changes in working arrangements ▪ Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. ▪ Return to Work Guidelines for Great Portland Street issued prior to RTW 			<p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Assessment Carried out by Donna Carr - UK Safety Compliance Ltd			Reviewed by Terry Addy – Facilities, Engine Group Helen Alton – People Team, Engine Group Emily Chappell – People Team, Engine Group Emma Yarwood - Consultant	Date: 19 th June 2020	Next Review Date: Issue of new government guidelines or any significant changes		