

COVID-19 RISK ASSESSMENT & RECOMMENDATIONS

All Offices	WHO	Risk	Solution	Action/Equipment Required
Home Working – Staff Welfare	All	Risk of isolation issues / mental health concerns – this applies to both those who are keen to return to the office and those who have concerns about returning to the office.	Regular communication should be continued with staff ensuring that they have access to media channels to speak to other staff/partners. This applies to those who are on furlough and who are working. Communication of our risk assessments and new processes to all staff to be circulated. Assurances that we as a business are taking all precautions and adhering to H&S guidelines and requirements. Link on the website available for Suppliers / Clients to access Risk Assessment.	Continual Weekly Review of Risk Assessments
High/Moderate Risk Groups	High/ Moderate Risk Staff	Those who are placed in the High & Moderate Risk Groups per the government guidelines	Members of Staff who are deemed to be in the High or Moderate (clinically vulnerable) Risk Groups as per the government guidance are not permitted to the Sheen Stickland Offices in accordance with the regulations and this risk assessment.	Members of Staff in these groups have been contacted and are aware of the current advice. Will continue to monitor guidance.
Home Working – Security / GDPR Risks	ALL	Increased risk of a security breach of data whilst staff are working from home.	A Data Security checklist and agreement to be completed by all staff who carry out some form of working from home. The basic checklist has been created by the ICO and will be the basis of the checklist and agreement. There may be the requirement to implement further security measures than those that are currently in place i.e – 2FA for signing onto Hosted, implementing email rules to check for external sending addresses	ICO Checklist and Agreement to be circulated. IT Home set-up to be reviewed for all staff. i.e – own equipment or company owned.
Pre-Return All Offices – Preparation for Transition to work	All	Hygiene in all office areas	Pre-Transition deep clean	Arrange for Electrostatic wrapping and deep clean in all offices to eliminate any hygiene issues. In line with government recommendations. Should be at a time when no employees in the office. Office must be tidy and areas and surfaces clear as much as possible before deep clean undertaken.

Pre-Return - All Offices – Signage, PPE & Sanitisation Equipment	All	To eliminate the risks listed below and on office plans	See Office Plans for identification of Signage locations and additional sanitisation / PPE	Admin Staff to follow the office map for geographical placing.
Cleaning Schedules	All	Hygiene in all office areas	Daily cleaning to take place – this is undertaken by external cleaners	Confirm Cleaning Schedules with suppliers.
Workspaces	All	Workspace Hygiene	Clear Desk Policy to be enforced to enable office cleaners to clean efficiently daily using the appropriate anti-bac sprays/wipes.	Email Policy to be circulated
Office Visitors	All / Clients / Suppliers	Visitors to Offices to adhere to policies put in place regarding social distancing to protect the staff on site and themselves	Signs to be displayed in Reception areas. No Clients/Visitors to be allowed further than reception unless special permission or pre-arranged. Visitors should not enter if they have any Covid-19 Symptoms or are self-isolating under any government guidance such as Track & Trace.	Signage to be displayed in Reception areas to clearly offer guidance of our policies. Mats on the floor in the reception areas. Signage to be added to the Internal Doors. Internal Door at Alton/P/Field and External Door at Chichester to be always kept locked to enable staff to allow permitted entry by visitors and ensure that they adhere to the policies.
Client Records	All / Clients	Risk of contamination from Client Records being dropped off or returned. It will not be possible in most cases to wipe down the records / paper	Plastic Boxes on a 2-day rotation to allow for the 48Hrs to be adhered to before being handled. In absolute exceptional circumstances then items can be scanned or looked at by staff wearing gloves. But the document must not leave the entrance area.	4 x Plastic Boxes per Office – 2 Drop Off's / 2 Collections. Staff to be made aware of policy to allow enough time between drop beginning and drop off. Signs on Boxes to advise Clients of process. Gloves to be provided to staff (kept in reception areas)

Post In – Paper and Cardboard packaging	All	Low Risk of contamination from post received	<p>Staff should either wash hands before and after handling the post, and/or have been provided with gloves when handling the post. As majority of staff still working from home post should then be scanned to the appropriate member of staff where possible. Document to then be kept in a box for 48hrs before being handled again for filing or processing.</p> <p>Official guidance from WHO - The most important thing to know about coronavirus on surfaces is that they can easily be cleaned with common household disinfectants that will kill the virus. Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard.</p> <p>As, always clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.</p>	<p>Can be added to the same Box as the Client Records received on that day until the 48Hrs have passed.</p> <p>Gloves to be provided to staff opening gloves.</p> <p>Documents to be scanned on the large scanners to staff WFH.</p> <p>Hand sanitiser to be provided</p>
PPE / Hand Sanitisation	All	Risk from use of equipment, documents, and shared areas.	All Staff to be provided with personal Hand Sanitiser, disposable masks, and gloves.	<p>Hand Sanitiser</p> <p>Disposable Masks</p> <p>Disposable Gloves</p>
Shared Areas	All	Risk of Shared Areas being used and contamination of equipment and airborne virus. In some areas there is a lack of ability to maintain social distancing.	<p>All Staff to be advised that they should only leave their workstation areas when necessary. Meetings should still where possible take place over media channels even when staff members both in the same building.</p> <p>Staff to be encouraged not to exit the building and return in same work shift.</p> <p>Signs advising of social distancing and one-way areas to be placed.</p> <p>1 Member of staff to be tasked with additional wiping of shared areas every 1.5Hrs during the day. Shared areas to be wiped down with antibacterial wipes after each use.</p> <p>Facemasks encouraged when outside of individuals assigned workspace area.</p>	<p>Social Distancing Signs</p> <p>Social Distancing One</p> <p>Social Distancing Tape</p> <p>Hygiene Signs</p> <p>Wipes/Spray every 1.5Hrs</p> <p>Disposable Face masks (Staff are permitted to provide their own)</p>
Shared Areas – Filing	All	Risk of Shared Areas and footfall around the buildings.	<p>Where possible Staff should request files from a member of Admin in advance of their requirement to reduce the footfall around the building.</p> <p>This should also be the case where staff need to collect or return files for home working.</p>	Email to staff advising of procedure to access / return files.

Staff Contracting Covid-19	All	Risk of contamination from Staff testing positive from Covid-19 after working in office	<p>There is a possibility that a member of staff will contract Covid-19 and have been working as part of the office skeleton staff on premise or may have had contact with other staff or clients.</p> <p>Normal sickness policy to be adhered to.</p> <p>In addition, the office where the staff member worked should immediately be closed and deep cleaning process initiated.</p> <p>Staff who had any contact with the member of staff testing positive should be alerted and advised to follow government self-isolating guidance. Clients should also be contacted and advised to follow government self-isolating guidance.</p>	<p>Sheen Stickland sickness policy & procedures to be referenced.</p> <p>Temporary Closure of Office</p> <p>Deep Cleaning</p> <p>Internal Contact Tracing initiated by FOD/Partners.</p>
Staff Contacted by Track & Trace	All	Covid-19 Risk posed by any one being contacted by Track & Trace – Staff Clients Suppliers	<p>Staff should contact a Partner as soon as possible to advise that they have been contacted by Track & Trace.</p> <p>Risk will then be identified as to what procedure is put in place i.e – if there has been no contact or visit in the offices then risk is low to premises. If there has been visits to the office then risk will be evaluated per circumstance and internal track and trace initiated along with any appropriate cleaning measures.</p> <p>Suppliers & Clients should follow the same procedure if they have been to visit a Sheen Stickland premise.</p>	Risk assessed based on circumstances

Alton	WHO	Risk	Solution	Action/Equipment Required
FOD Office	FOD	No Risk in Office Space Printer in Office	Use only by individual Door Pinned back – Hygiene and increased ventilation Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Finance Office	Finance	This is also a walkway distancing will be difficult to achieve consistently	Move individual to an alternative workspace Recommendation that workspace should not be used	Signs on Workspace to advise it should not be used. Move individual to an alternative workspace.
Audit Partner Office	Audit Partner	No Risk in Office Space Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Reception	Admin Staff	High Risk as in shared area and first point of contact to visitors Social distancing cannot be maintained in parts of the area.	Workstation is shared therefore the entire area and equipment should be wiped down at the start and end of each work shift. Screens to be placed as protection from visitors and staff. Where possible the reception workstation should be the last to be manned i.e – once all staff have entered the building for the day, minimising the number of staff passing through initially. There will be a social distancing mat used to demonstrate the 2m guideline rule.	Reception Screens ‘Sneeze Screens’ Social Distancing Signage for visitors Social Distance Mat Anti-bac Wipes / Spray
Farm Office	Agri & OMB Staff	Shared area risk Social distancing possible due to size of space if numbers are limited.	Office space should only be used by two members of staff at any one time. This will be at diagonal desks. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Anti-bac wipes to be provided on the end desk for the filing cabinets. Door should always be pinned open to reduce the risk on the door handles and to aid ventilation. Staff in this office should minimise where possible the number of trips to the shared printer. i.e. – collection of batches of prints.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets Anti-Bac wipes/spray
Payroll Office	Payroll Staff	Shared area risk Printer in Office	Office space should only be used by one member of staff at any one time. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Anti-bac wipes to be provided on the end desk for the filing cabinets. Door should always be pinned open to reduce the risk on the door handles.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets & printers. Anti-Bac wipes/spray

Accounts Office	Accounts Staff	Shared area risk Social distancing possible due to size of space if numbers are limited.	Office space should only be used by one member of staff at any one time. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Anti-bac wipes to be provided on the end desk for the filing cabinets. Recommendation that one member of staff is initially relocated to alternative desk. Door should always be pinned open to reduce the risk on the door handles. Staff in this office should minimise where possible the number of trips to the shared printer. i.e – collection of batches of prints.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets & printers. Anti-Bac wipes/spray
OMB Manager	OMB Staff	No Risk in Office Space	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Tax Manager 1 Office	Tax Staff	No Risk in Office Space Currently has Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Tax Manager 2 Office	Tax Staff	No Risk in Office Space Currently has Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
OMB Partner Office	OMB Partner	No Risk in Office Space	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Tax Partner Office	Tax Partner	No Risk in Office Space Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Tax Office	Tax Staff	Shared area risk Narrow space where social distancing is not possible.	Office space should only be used by one member of staff at any one time. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Anti-bac wipes to be provided on the end desk for the filing cabinets. Recommendation that 1 staff member is relocated to alternative desk to reduce the shared numbers. Door should always be pinned open to reduce the risk on the door handles. Due to the vicinity of the office it is recommended that this office has its own small Printer. Larger prints could be sent in batches to the large scanner. This reduces the use of the ‘tax corridor’	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets & printers. Anti-Bac wipes/spray Small Printer to be installed (spare in KH Office)

Audit Office	Audit Staff	Shared area risk Printer in Office Social distancing possible due to size of space if numbers are limited.	Office space should only be used by two members of staff at any one time. Due to shared printer the desks used should both be at the back of the room. A screen should be placed between the desks even though it is most likely that there is a 2m distance between users. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Anti-bac wipes to be provided on the end desk for the filing cabinets and the shared printer. Door should always be pinned open to reduce the risk on the door handles.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets and printer. Screens between desks at back of room Anti-Bac wipes/spray
Agri Partner Office	Agri Partner	No Risk in Office Space Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Attic Office	Admin Staff	Shared area risk Social distancing possible due to size of space if numbers are limited.	Workspace area should only be used by one member of staff. Signs should be placed around the work area and tape used to clearly display the 2m ruling and indicating that this should be for the individual only. Notice to be placed on the Attic Door that only 2 persons are allowed in the area at any one time – 1 person at the workspace and 1 at the files area. Attic door to be pinned back. Wipes & Spray to be provided for the shared file area	Sign for Door – Only 2-person area. Tape on Floor – 2 Metre from Desk Wipes / Spray provided
Alton Board Room	All	Risk Shared Area Social distancing possible due to size of space if numbers are limited.	Area used by Staff / Clients to attend meetings. Social distancing is easily achievable, and doors can be opened to provide additional ventilation going forward. Signs should be visible giving guidance to distances and procedures – such as no shaking hands, 2 metre rules. Areas should be wiped down and sanitised after each use. Facemasks should be used during meetings.	Signage on guidance for meeting safely. Hand Sanitiser for room Wipes / Spray provided Facemasks to be provided (Staff are permitted to provide their own)
Meeting Room 1	All	Risk Shared Area Narrow space where social distancing is not possible.	There is no room to allow more than one person to use this room. It should be used for internal personnel only. It therefore carries a shared area risk which can be reduced using wipes / spray.	Internal Personnel – 1 Person Only Sign Wipes / Spray and Hand Sanitiser to be provided.

Stationary Cupboard	All	Risk Shared Area Narrow space where social distancing is not possible.	Where possible only 1 nominated member of staff should enter the room. This should be a nominated staff member from Admin. Signs to be provided to indicate authorised personnel only. Door should be pinned open. This will significantly reduce the risk of this area. Staff should be encouraged to email all their stationary requirements as and when needed. The Admin will then deliver the stationary to their office. This also reduces the risk further in other areas of the offices shared areas.	Sign on Door – Authorised Personnel. Sign will give details of current procedure along with an email to be sent round to Alton Staff. Wipes / Spray to be provided within the area.
Cellar (Filing Area)	All	Risk Shared Area Narrow space where social distancing is not possible.	Where possible the files should only be retrieved and returned by one authorised member of staff. Signage to be put up to advise of process to retrieve files. Wipes to be provided in the filing area. Staff will not be permitted to enter unless authorised to minimise number of staff in area.	Signage Guidance of 1 Staff Member Only. Tape on floor Wipes / Spray
Entrance Area	All	Risk Shared Area Some social distancing can be adhered to but there are also narrow areas.	The risk in this area is linked to the reception desk (see previous risk area assessment). Signs to be placed on the internal door to give visitors guidance on expectations and social distancing requirements. Internal Door to be always locked to prevent visitors from entering without authorised personnel being present. Stand Alone Hand Sanitiser Station to be placed in the entrance area along with an entrance mat indicating the 2m rule. There is also the risk of staff arriving / leaving the building. Where possible we should encourage staff to try to remain within the building once, they arrive and bring with them supplies for lunch/refreshments. Also, we should actively promote some scheduling of arrivals / departures to ensure we aim to keep the volume in this area is limited to 1 at any time	Signage for Visitors giving details on social distancing and H&S policies Entrance Mat Hand Sanitiser Station Staffing Rota / Stagger Entrance – Leave Times Email to Staff regarding policy of movements when in the office.

Post/Copier Room	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>There is a high level of footfall in this area due to proximity to reception route to the toilets.</p> <p>We should put up clear signage indicating that only 1 person in the area at any one time, this includes the corridor area due to there not being enough room to safely have a 2m gap.</p> <p>There are also several shared pieces of equipment in this room. The Franking Machine and the Copier being the majority of these (as well as laminator & binder).</p> <p>Surfaces should be kept clear around the equipment and signs indicating that equipment should be wiped after use.</p> <p>There are then the post trays that staff put post in.</p> <p>In Post Trays should be moved from this location. All post will be delivered by Admin, and overflow can be kept on the desk that is currently in Finance Office.</p> <p>All out-going post should be handled with gloves by the admin user as it is franked. The post will still need to be taken to the post box to reduce further visits to the office for collection from Royal Mail.</p>	<p>Signage indicating people capacity</p> <p>Shared Equipment Signage</p> <p>Gloves for outgoing Post</p> <p>Wipes / Spray – Hand Sanitisers</p>
Toilet Corridor	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>This is a high-risk area due to this being the only route to and from the toilets in Alton.</p> <p>Whilst the toilets are separate it is the corridor that is the risk. Hence the 1 person in either toilets at any one time.</p> <p>Putting signs on the doors would increase the contamination risk further therefore this was ruled out. Therefore, we will be providing a Floor Cone/Sign that staff will simply move with their foot at the start of the corridor to indicate whether the toilets are vacant or in use.</p> <p>This should also be used when admin or a staff member are accessing files from the cabinets stored in this area.</p>	<p>Signage – 1 Person Only</p> <p>Cone / Floor Sign to be provided</p>
Toilets - Ladies	All	Risk Shared Area	<p>This is a high-risk area as all staff in the building will require access.</p> <p>Hygiene signs to be clearly displayed in the cubicles and in the wash basin areas.</p> <p>Hand Sanitiser / Wipes to be provided.</p> <p>User to wipe down door handles on their exit and take wipe with them to another bin.</p> <p>No fabric towels – Paper towels only and then disposed of by user.</p>	<p>Hygiene Signs</p> <p>Hand Sanitiser / Hand Wash / Wipes</p> <p>Paper Towels</p>

Toilets - Mens	All	Risk Shared Area	<p>This is a high-risk area as all staff in the building will require access. Hygiene signs to be clearly displayed in the cubicles and in the wash basin areas.</p> <p>Hand Sanitiser / Wipes to be provided.</p> <p>User to wipe down door handles on their exit and take wipe with them to another bin.</p> <p>No fabric towels – Paper towels only and then disposed of by user.</p>	<p>Hygiene Signs</p> <p>Hand Sanitiser / Hand Wash / Wipes</p> <p>Paper Towels</p>
Middle Floor Copier	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>Risk that this is in a high footfall area and is shared by many users.</p> <p>Only one member of staff to be allowed in this area at any one time.</p> <p>Staff to be encouraged to ‘bulk’ print and visit the copier as infrequently as possible.</p> <p>Shared Equipment Signage to be displayed, along with the provision of wipes after each use.</p>	<p>Shared Equipment Signage to be displayed.</p> <p>Wipes to be provided.</p>
Kitchen	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>There is a risk in this area due to the size and the shared equipment.</p> <p>Staff should be encouraged to bring in their own drinks and to use the kitchen as in frequently as possible.</p> <p>One member of staff only.</p> <p>Staff should be encouraged to bring in their own drinks and to use the kitchen as in-frequently as possible.</p> <p>Staff to use their own cup throughout the day and ensure this is washed and kept on their desk after last use.</p> <p>Microwave is permitted to be used but must be cleaned thoroughly after each use by member of staff (during their own time).</p> <p>All equipment / area used must be wiped down after use.</p> <p>No fabric towels – Paper towels only and then disposed of by user.</p>	<p>Shared Equipment Signage to be displayed along with number of staff permitted.</p> <p>Wipes to be provided.</p> <p>Kitchen Roll / Paper Towels</p>
Fridge	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>Risk of shared equipment.</p> <p>This is essential to allow access to staff.</p> <p>Fridge must be used to a minimum where possible.</p> <p>Only 1 member of staff in the area at any time.</p> <p>Staff should wipe the fridge / milk handle after each use.</p>	<p>Shared Equipment Signage to be displayed.</p> <p>Wipes to be provided.</p>
Water Cooler	All	Risk Shared Area Narrow space where social distancing is not possible.	<p>Risk of shared equipment.</p> <p>This is essential to allow access to staff.</p> <p>Staff are only permitted to use with their own water bottles which must be taken home and washed each evening.</p> <p>Only 1 member of staff in the area at any time.</p> <p>Staff should wipe the water dispenser after each use.</p>	<p>Shared Equipment Signage to be displayed.</p> <p>Wipes to be provided.</p>

Tax Corridor	All	Risk Shared Area Narrow space where social distancing is not possible.	There is not enough room for staff to pass each other in the corridor. Only 1 member of staff to use the corridor at any one time. As noted in the Tax Office a printer to be installed in the office to reduce the amount of traffic in the corridor. There should be signs put at the beginning of the corridor to advise that non-tax staff are to only use corridor if essential. Files should be collected and returned by Admin Staff only where possible. Wipes to be provided.	Signage guidance – No Passing in corridor. Wipes to be provided for files.
Kitchen Corridor	All	Risk Shared Area Narrow space where social distancing is not possible.	There is not enough room for staff to pass each other in the corridor. In conjunction with the Stairs being one way – this corridor will also be part of this route. Signage to be provided to advise of the one way.	Signage guidance – No Passing – One Way Only
Audit Office (With Copier)	All	Risk Shared Area Social distancing possible due to size of space if numbers are limited.	Due to the proximity of staff in the office this machine should only be used by those staff on the same floor as the printer. Staff should aim to send prints to machine in bulk and limit the number of trips to the printer. As this is shared equipment the shared equipment sign should be used, and wipes provided.	Shared Equipment Signage to be displayed. Wipes to be provided.
Audit Stairs	All	Risk Shared Area Narrow space where social distancing is not possible.	There is a risk of staff passing each other on the stairs, bottom and top of stairs as the 2m distance cannot be adhered to. Only 1 Person to use the stairs at any onetime and no loitering in the top or bottom of stairs. Tape should be used to indicate the 2m area around the bottom and top to allow users to be able to exit/entrance safely Handrail is also a risk and needs to be wiped down / sprayed regularly.	Signage Guidance of 1 Staff Member Only. Wipes / Spray Tape at Top / Bottom
Main Stairs	All	Risk Shared Area Narrow space where social distancing is not possible.	There is a risk of staff passing each other on the stairs, bottom and top of stairs as the 2m distance cannot be adhered to. There will be a one-way system in operation – the Main Stairs are for 'UP' Only. Only 1 Person to use the stairs at any onetime and no loitering in the top or bottom of stairs. Tape should be used to indicate the 2m area around the bottom and top to allow users to be able to exit/entrance safely Handrail is also a risk and needs to be wiped down / sprayed regularly.	Signage Guidance of 1 Staff Member Only. One Way Signs Wipes / Spray Tape at Top / Bottom

Back Passage Stairs	All	Risk Shared Area Narrow space where social distancing is not possible.	There is a risk of staff passing each other on the stairs, bottom and top of stairs as the 2m distance cannot be adhered to. There will be a one-way system in operation – the Back-Passage Stairs are for ‘DOWN’ Only. Only 1 Person to use the stairs at any onetime and no loitering in the top or bottom of stairs. Tape should be used to indicate the 2m area around the bottom and top to allow users to be able to exit/entrance safely Handrail is also a risk and needs to be wiped down / sprayed regularly.	Signage Guidance of 1 Staff Member Only. One Way Signs Wipes / Spray Tape at Top / Bottom
Attic (Filing Area)	All	Risk Shared Area Narrow space where social distancing is not possible.	Where possible the files should only be retrieved and returned by one authorised member of staff. Signage to be put up to advise of process to retrieve files. Wipes to be provided in the filing area. Tape to be used to ensure staff keep 2 metres aware from the Attic Work Area Door should be pinned open during day.	Signage Guidance of 1 Staff Member Only. Tape on floor Wipes / Spray

Petersfield	WHO	Risk	Solution	Action/Equipment Required
Partner Office	Partner	No Risk in Office Space Printer in Office	Use only by individual Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Spare Office	Staff	No Risk in Office Space Printer in Office	Use only by 1 individual – Space not to be shared Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Accounts Pod	Staff	Risk Shared Area Social distancing possible due to size of space if numbers are limited.	Office space should only be used by one member of staff at any one time, the only exception being 2 diagonally desks (right/left corner) could be used simultaneously as they can maintain safe 2m distance and do not require walking past each other. Workstation spaces should not be shared. Anti-bac wipes to be provided on of the desks for the filing cabinets. Staff in this office should minimise where possible the number of trips to the shared printer. i.e. – collection of batches of prints. Possibility of screen installation if guidelines in terms of distancing decrease in future.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets Anti-Bac wipes/spray
Petersfield Printer	All	Risk Shared Area Narrow space where social distancing is not possible.	Only one member of staff to use at a time. Staff should aim to send prints to machine in bulk and limit the number of trips to the printer. As this is shared equipment the shared equipment sign should be used, and wipes provided.	Shared Equipment Signage to be displayed. Wipes to be provided.
Admin Desk Area	Admin Staff / All	This is also a walkway distancing will be difficult to achieve consistently Narrow space where social distancing is not possible.	Move individual to an alternative workspace Recommendation that workspace should not be used	Signs on Workspace to advise it should not be used. Move individual to an alternative workspace.

Stairs	All	Risk Shared Area Narrow space where social distancing is not possible.	There is a risk of staff passing each other on the stairs, bottom and top of stairs as the 2m distance cannot be adhered to. Only 1 Person to use the stairs at any onetime and no loitering in the top or bottom of stairs. Tape should be used to indicate the 2m area around the bottom and top to allow users to be able to exit/entrance safely Handrail is also a risk and needs to be wiped down / sprayed regularly.	Signage Guidance of 1 Staff Member Only. Wipes / Spray Tape at Top / Bottom
Toilet	All	Risk Shared Area	This is a high-risk area as all staff in the building will require access. Hygiene signs to be clearly displayed in the cubicles and in the wash basin areas. Hand Sanitiser / Wipes to be provided. User to wipe down door handles on their exit and take wipe with them to another bin. No fabric Towels – Paper towels only and then disposed of by user.	Hygiene Signs Hand Sanitiser / Hand Wash / Wipes Paper Towels
Upstairs Kitchen	All	Risk Shared Area Narrow space where social distancing is not possible.	There is a risk in this area due to the size and the shared equipment, and proximity to the copier and the other offices. One member of staff only. Staff should be encouraged to bring in their own drinks and to use the kitchen as in-frequently as possible. Staff to use their own cup throughout the day and ensure this is washed and kept on their desk after last use. Microwave is permitted to be used but must be cleaned thoroughly after each use by member of staff (during their own time). All equipment / area used must be wiped down after use. Water Machines to be wiped down and staff to use their bottles only. No fabric towels – Paper towels only and then disposed of by user.	Shared Equipment Signage to be displayed. One member of staff only (in conjunction with the copier use) Wipes to be provided. Kitchen Roll / Paper Towels
Downstairs Kitchen	All	Risk Shared Area. Social distancing possible due to size of space.	There is a risk in this area due to the size and the shared equipment, and proximity to the copier and the other offices. One member of staff only. Staff should be encouraged to bring in their own drinks and to use the kitchen as in-frequently as possible. Staff to use their own cup throughout the day and ensure this is washed and kept on their desk after last use. All equipment/area used must be wiped down after use. Water Machines to be wiped down and staff to use their bottles only. No fabric towels – Paper towels only and then disposed of by user. Clients offered drinks in disposable cups only.	Shared Equipment Signage to be displayed. One member of staff only (in conjunction with the copier use) Wipes to be provided. Kitchen Roll / Paper Towels

Entrance Area	All	Risk Shared Area. Social distancing possible due to size of space.	<p>The risk in this area is linked to the reception desk (see previous risk area assessment).</p> <p>Signs to be placed on the internal door to give visitors guidance on expectations and social distancing requirements.</p> <p>Internal Door to be always locked to prevent visitors from entering without authorised personnel being present.</p> <p>Stand Alone Hand Sanitiser Station to be placed in the entrance area along with an entrance mat indicating the 2m rule.</p> <p>There is also the risk of staff arriving / leaving the building. Where possible we should encourage staff to try to remain within the building once, they arrive and bring with them supplies for lunch/refreshments.</p> <p>Also, we should actively promote some scheduling of arrivals / departures to ensure we aim to keep the volume in this area is limited to 1 at any time</p>	<p>Signage for Visitors giving details on social distancing and H&S policies</p> <p>Entrance Mat</p> <p>Hand Sanitiser Station</p> <p>Staffing Rota / Stagger Entrance – Leave Times</p> <p>Email to Staff regarding policy of movements when in the office.</p>
Board Room	All	Risk Shared Area. Social distancing possible due to size of space.	<p>Area used by Staff / Clients to attend meetings.</p> <p>Social distancing is easily achievable in the size of the room.</p> <p>Signs should be visible giving guidance to distances and procedures – such as no shaking hands, 2 metre rules.</p> <p>Areas should be wiped down and sanitised after each use.</p> <p>Facemasks encouraged to be used during meetings.</p>	<p>Signage on guidance for meeting safely.</p> <p>Hand Sanitiser for room</p> <p>Wipes / Spray provided</p> <p>Facemasks to be provided (Staff are permitted to provide their own)</p>

Chichester	WHO	Risk	Solution	Action/Equipment Required
Reception / Stationary Cupboards / Post Trays	Admin Staff	Shared area and first point of contact to visitors. Social distancing maintained due to size of room and distance of work area from door.	Workstation and Franking Machine should not be shared. Screens to be placed as protection from visitors and staff. Staff should only enter the reception workspace area if necessary and staff member not available. Staff will be encouraged to request stationary in advance and this will be provided to them at desks. There will be a social distancing mat used to demonstrate the 2m guideline rule.	Reception Screens 'Sneeze Screens' Social Distancing Signage for visitors Social Distance Mat Anti-bac Wipes / Spray
Reception Area – Shared space	All	Risk Shared Area. Social distancing possible due to size of space.	The risk in this area is linked to the reception desk (see previous risk area assessment). Signs to be placed on the internal door to give visitors guidance on expectations and social distancing requirements. Internal Door to Reception area to be pinned open to aid ventilation and avoid touching of door handles. Tape to be placed around the desk to indicate the 2M distance.	Signage for Visitors giving details on social distancing and H&S policies Entrance Mat Hand Sanitiser Station Staffing Rota / Stagger Entrance – Leave Times Email to Staff regarding policy of movements when in the office.
Reception Area – Water Dispenser	All	Risk Shared Area. Social distancing possible due to size of space if numbers are limited.	Risk of shared equipment. This is essential to allow access to staff. Staff are only permitted to use with their own water bottles which must be taken home and washed each evening. Only 1 member of staff in the area at any time. Staff should wipe the water dispenser after each use.	Shared Equipment Signage to be displayed. Wipes to be provided.
Reception Copier	All	Risk Shared Area. Social distancing possible due to size of space if numbers are limited.	Due to the proximity of staff in the office this machine should only be used by those staff on the same floor as the printer. Staff should aim to send prints to machine in bulk and limit the number of trips to the printer. As this is shared equipment the shared equipment sign should be used, and wipes provided.	Shared Equipment Signage to be displayed. Wipes to be provided.
Board Room	All	Risk Shared Area. Social distancing possible due to size of space if numbers are limited.	Area used by Staff / Clients to attend meetings. Social distancing is achievable, consider the opening of windows for additional ventilation going forward. Signs should be visible giving guidance to distances and procedures – such as no shaking hands, 2 metre rules. Areas should be wiped down and sanitised after each use. Facemasks are encouraged to be used during meetings.	Signage on guidance for meeting safely. Hand Sanitiser for room Wipes / Spray provided Facemasks to be provided (Staff are permitted to provide their own)

Cellar (Filing Area)	All	Risk Shared Area. Narrow space where social distancing is not possible.	Where possible the files should only be retrieved and returned by one authorised member of staff. Signage to be put up to advise of process to retrieve files. Wipes to be provided in the filing area. Staff will not be permitted to enter unless authorised to minimise number of staff in area.	Signage Guidance of 1 Staff Member Only. Wipes / Spray
Partner 1 Office	Partner	No Risk in Office Space and social distancing possible due to size of space if numbers are limited. Own B&W printer in Office	Use only by individual. Meetings can be undertaken if social distancing can be maintained and numbers are limited. Door Pinned back Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Kitchen Area	All	Risk Shared Area and narrow space where social distancing not always possible	There is a risk in this area due to the size and the shared equipment. Staff should be encouraged to bring in their own drinks and to use the kitchen as infrequently as possible. One member of staff only – Sheen Stickland Staff ONLY. Staff to use their own cup throughout the day and ensure this is washed and kept on their desk after last use. Staff will wipe down area after every use to ensure hygiene standards are maintained. No fabric towels – Paper towels only and then disposed of by user.	Shared Equipment Signage to be displayed along with number of staff permitted. Sheen Stickland Staff ONLY Wipes to be provided. Kitchen Roll / Paper Towels
Fridge Area	All	Risk Shared Area and narrow space where social distancing not always possible	Risk of shared equipment. This is essential to allow access to staff. Sheen Stickland Staff ONLY. Fridge must be used to a minimum where possible. Only 1 member of staff in the area at any time. Staff should wipe the fridge / milk handle after each use.	Shared Equipment Signage to be displayed. Sheen Stickland Staff ONLY Wipes to be provided.

Entrance Hall	All	Risk Shared Area. Social distancing is possible due to size of space though numbers will need to be limited.	Signs to be placed on the internal door to give all visitors and externals guidance on expectations and social distancing requirements. Stand Alone Hand Sanitiser Station to be placed in the entrance area along with an entrance mat indicating the 2m rule. There is also the risk of staff arriving / leaving the building. Where possible we should encourage staff to try to remain within the building once, they arrive and bring with them supplies for lunch/refreshments. Also, we should actively promote some scheduling of arrivals / departures to ensure we aim to keep the volume in this area is limited to 1 at any time	Signage for Visitors giving details on social distancing and H&S policies Entrance Mat Hand Sanitiser Station Staffing Rota / Stagger Entrance – Leave Times Email to Staff regarding policy of movements when in the office.
First Level Stairs	All	Risk Shared Area. Narrow stairwell therefore social distancing not possible if crossing on stairs. Possible to social distance at top and bottom.	Only 1 Person to use the stairs at any onetime and no loitering in the top or bottom of stairs. Tape should be used to indicate the 2m area around the bottom and top to allow users to be able to exit/entrance safely Handrail is also a risk and needs to be wiped down / sprayed regularly.	Signage Guidance of 1 Staff Member Only. Wipes / Spray Tape at Top / Bottom
Partner 2 Office	Partner	No Risk in Office Space Own B&W printer in Office	Use only by individual. Door Pinned back to aid ventilation and avoid touching the door handle Clear Desk Policy	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk
Back Office / Downstairs Area	All	External Use Risk	This area is used by Tenants. To minimise the risk, we should ask for a copy of their COVID-19 Risk Assessment and share our Risk Assessment of the Chichester Office with them and ensure they abide to our policies. Tenants will not be permitted to use the downstairs facilities and must use their own facilities on the upper floor. Tenants will be encouraged to minimise their movements within the building.	Email Request to Tenant

Top Floor - Kitchen / Toilets	All	External Use Risk	This area is used by Tenants. To minimise the risk, we should ask for a copy of their COVID-19 Risk Assessment and share our Risk Assessment of the Chichester Office with them and ensure they abide to our policies. As this will also require the use of our stairwell and corridors tenants must be informed that facemasks are encouraged in these areas.	Email Request to Tenant
Filing Room (Tax)	Tax Staff	No Risk in Office Space	Use only by 1 individual Door Pinned back Clear Desk Policy Filing Cabinets only to be accessed when 2M Distance Rule can be adhered to, therefore only if workspace user is out the office.	Sign for Door – Authorised Individual Only Tape on Floor - 2 Metre from Desk Wipes and additional signage for filing cabinet use.
Audit Room	Audit/ Account Staff	Shared area risk – social distancing possible due to size of space. Walkway through to audit managers room.	We could maintain both users in this office providing that there is a 2m distance for the walkway and they are on opposite sides. A prudent approach would be 1 user in this office only at any one time due to the overall volume of staff in the office at any one time. Workstation spaces should not be shared. Door should always be pinned open to aid ventilation and reduce the risk on the door handles. Staff in this office should minimise where possible the number of trips to the shared printer. i.e. – collection of batches of prints.	Sign on Door to advise of Social Distancing and seating plan. Shared Equipment sign on filing cabinets Anti-Bac wipes/spray
Audit Managers Room	Audit Staff	Shared area risk	Office space should only be used by one member of staff at any one time. Workstation spaces should not be shared. Other staff should be advised not to enter unless necessary to access files. Recommendation that 1 user is relocated to alternative desk – Potentially in the Tax Office. Door should always be pinned open to aid ventilation and reduce the risk on the door handles. Staff in this office should minimise where possible the number of trips to the shared printer. i.e – collection of batches of prints.	Sign on Door to advise of Social Distancing and seating plan that should be adhered to i.e – 1 person only. Tape on Floor - 2 Metre from Desk Anti-Bac wipes/spray
Audit Room Copier Area	ALL	Shared Equipment and Area used by multiple users. Social distancing from equipment is possible due to size of room.	Staff to wipe down with antibacterial wipes after each use. Staff should be encouraged to send prints in batches and only use copier/scanner on their 'floor' of the office.	Shared Equipment Sign Wipes to be provided

Origination Date – 1st June 2020

Last Reviewed – 15th June 2020

Next Review Due – 22nd June 2020 (weekly review)

Document Owners – Sheen Stickland Partners

I acknowledge that I have read and understand the Sheen Stickland Covid-19 Risk Assessment.

I agree to accept the measures and precautions put in place for my own protection and the protection of others and agree to adhere to the policy.

Signed.....

Dated.....