



FRANKHAM RMS

Return to Work COVID-19 Risk Assessment

Introduction

The following tools are intending to support all businesses keep people safe from the risk of COVID19 when returning to work. The tools have been created by a team of Health & Safety experts from Frankham Risk Management Services Ltd.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

Please note, all information in this pack is correct as of 05th June 2020.

Where do you start?

There's a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as a business. We have therefore structured our toolkit to provide a logical thought process to follow:

Step 1 – Complete the COVID-19 Inspection Form The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measure may be required.

Step 2 – Use the findings from your completed inspection form to complete the COVID-19 Risk Assessment



The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your industry and take into consideration any specific regional advice given. we've created a resource list which will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for your return to work.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision.

Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business. we've provided a library of useful links which can be monitored for the latest Government advice and guidelines, the latest NHS advice and the latest advice from the UK Health and Safety Executive (HSE).

Latest Government advice / Resource list / Library of useful links:

Coronavirus (COVID-19) Business Support

<https://www.gov.uk/coronavirus/business-support>

Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic (Working safely during coronavirus (COVID-19))

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Staying alert and safe (social distancing)



FRANKHAM RMS

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

5 steps to working safely

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Latest NHS information and advice about coronavirus

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Latest information and advice from the HSE about coronavirus (COVID-19)

<https://www.hse.gov.uk/news/coronavirus.htm>

Appendix 1:

Staying COVID-19 Secure in 2020

Poster to display in your workplace to show you have followed the guidance

Appendix 2:

Working safely during coronavirus (COVID-19) in offices and contact centres (correct as of 11.05.2020)

Other industry specific guidance is available at:

Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic (Working safely during coronavirus (COVID-19))

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>



COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Client	The Honourable Society of Gray's Inn
Site Address	8 South Square, London, WC1R 5ET
Single workplace or part of a multiple series of workplaces	Series of multiple workspaces
Exercise undertaken by	Mark Chandler
Date of exercise	June / July / August 2020
Report issue date	14 August 2020

Number of issues not closed out from previous Inspection	N/A – this is the first exercise	Number of issues that are repeated from previous Report	N/A – this is the first exercise
--	----------------------------------	---	----------------------------------

Findings of inspection
Level of compliance should be included in the report using a RAG Rating: RED – significant breach (action required) AMBER – breach identified (remedial action recommended) GREEN – full compliance (no action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	RAG Rating	Comments



1	Has a Personal Risk Assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	N	AMBER	A Personal Risk Assessment of staff who have self-declared underlying health conditions is required before they return to work. HR to undertake such Risk Assessments
2	Are you tracking people who have been identified as high risk/are shielding?	Y	GREEN	
3	Where practicable have staff been allowed to work from home/remotely?	Y	GREEN	
4	Can all staff maintain the government guidelines for social distancing based on your industry? These could include but are not limited to the following:	Y	GREEN	
4a	Are you able to segregate staff's activities to promote 2 meters distance?	Y	AMBER	Yes, however, maintaining social distancing at all times is hard (for example in thoroughfares and walkways and other narrow areas, but it can be achieved through revised processes, scheduling and seating arrangements. Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Induction which must be undertaken by all.
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less?	Y	AMBER	Yes, however, Gray's Inn to manage this through scheduling of employee return, including staggered working arrangements and clearly defined break times. Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Induction which must be undertaken by all.



4c	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance?	N	AMBER	<p>No, not fully, but in some places. A one-way system is unlikely to be achievable in most areas within the workplace, however appropriate distancing markers will be utilised.</p> <p>Where necessary, fire exit points may have to be utilised to create a one-way system because Gray's Inn aren't able to create one-way systems which do not need the use of final fire exit points.</p>
5	Have staff been trained / notified before returning to work on any new procedures?	Y	GREEN	<p>This is in hand and being developed.</p> <p>A new suite of COVID-19 Management Arrangements , including an Induction will be communicated to the workforce.</p>
6	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices?	Y	GREEN	<p>This is in hand and being developed.</p> <p>A new suite of COVID-19 Management Arrangements , including instructions on how to ensure and maintain good hand hygiene will be communicated to the workforce.</p> <p>In addition, some posters are displayed to support this.</p>
7	Have staff been instructed on social distancing where practicable while at work?	Y	GREEN	<p>Yes.</p> <p>Signage will be displayed with appropriate markers. Furthermore, a new suite of COVID-19 Management Arrangements , including instructions on how to ensure and maintain social distancing will be communicated to the workforce.</p>
8	Have staff been trained on what to do if they are experiencing COVID-19 symptoms?	Y	GREEN	<p>This is in hand and being developed.</p>



				A new suite of COVID-19 Management Arrangements , including instructions on what to do should you become symptomatic will be communicated to the workforce.
9	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff?	N	AMBER	Gray's Inn are aware of the latest Government Guidelines; however, this information is rarely disseminated down to the entire staff. Gray's Inn to consider using their intranet as the communication portal for such updates.
10	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers?	Y	GREEN	

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.				
No	Issues	Y/N/NA	RAG Rating	Comments
1	Are you able to implement sufficient parking restrictions to maintain social distancing measures?	Y	GREEN	
2	Are workers using their own transport for work activities?	Y	GREEN	The business is encouraging staff to use their own transport.
3	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc)?	Y	GREEN	The business is encouraging staff to avoid using public transport, however, given the Central London location of the Inn, the use of public transport is, at times, unavoidable.
4	Have you considered staff that are required to car share for their role and whether this could continue?	Y	GREEN	The business is encouraging staff to not car share.
5	Has the entry and exits to the building/site been limited to the minimum number of points required?	N	AMBER	Only one vehicular entrance / exit exists now. However, access and egress when on foot can be made at multiple points. Access and Egress must be controlled.



6	Has access to the building/site been restricted to staff, visitors and contractors etc?	Y	GREEN	
7	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	N	AMBER	Once within the confines of the Inn, access to all areas is controlled through the provision of sanitisation measures, however, the Inn is unable to prevent all movements to such an extent that all visitors are confined to individual areas.
8	Have appropriate hand sanitiser pump action containers (or equivalent) been made available in every work area and on main travel routes through the building/site including access and egress areas?	Y	GREEN	
9	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate?	Y	GREEN	
10	Are the signs displayed reviewed and replaced as necessary?	Y	GREEN	

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	RAG Rating	Comments
1	Have you completed a deep clean of the property / site before returning?	N	AMBER	Deep clean is ideally required prior to reoccupation. Note this does not have to be a contract clean, but you should carry out a full and thorough clean of all areas to be reoccupied prior to doing so.
2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied?	Y	GREEN	Gray's Inn engage external cleaners who attend the various buildings to undertake cleaning on a daily basis, outside of working ours.
3	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture,	Y	GREEN	Gray's Inn are implementing a process and regime that enables users to self-clean all such surfaces and contact points. In



	handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas?			addition, in certain areas, the Gray's Inn are asked staff to go around at regular intervals and wipe clean all contact points.
4	Are appropriate cleaning products being used during the daily preventative cleaning regime?	Y	GREEN	
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions?	Y	GREEN	
6	Can where practical, curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove?	-	N/A	
7	Can blinds be kept opened and locked if they cannot be removed?	-	N/A	
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	N/A	N/A	
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms?	N	N/A	
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day?	Y	GREEN	

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.				
No	Issues	Y/N/NA	RAG Rating	Comments
	Has your Responsible Person carried out checks on your building in the following areas?			
1	Fire Safety Systems / Emergency Lighting?	Y	GREEN/AMBER	Gray's Inn to confirm all necessary Testing and Inspections are up to date. Confirmed. Emergency lighting testing due to commence 7 th September, 2020.
2	Ventilation / Humidity / Lighting & Heating?	Y	GREEN	Gray's Inn to confirm all necessary Testing and Inspections are up to date. Confirmed.



3	Gas Installations?	Y	AMBER	Gray's Inn to confirm all necessary Testing and Inspections are up to date. Ongoing in accordance to scheduled dates.
4	Legionella Controls?	Y	AMBER	Gray's Inn to confirm all necessary Testing and Inspections are up to date. Landlord's areas of responsibility tested and necessary action undertaken. Residents and Tenants returning to premises advised of risks and their responsibilities.
5	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance?	Y	AMBER	Gray's Inn to confirm all necessary Testing and Inspections are up to date. PAT testing and Fire Extinguisher testing ongoing.
6	Lift Statutory Inspections?	Y	GREEN	Gray's Inn to confirm all necessary lift Inspections are up to date. Confirmed.

E: Other Issues.				
No	Issues	Y/N/NA	RAG Rating	Comments
1	N/A	N/A	N/A	N/A
2				

Inspection undertaken by:

Name: Mark Chandler

Signed: M. Chandler

Date: 31.07.20



Workplace Health & Safety Inspection Action Summary

Ref Point	Details of Corrective Action required (Section A)	Timescale	Responsible Person	Closed Out
A1	A Personal Risk Assessment of staff who have self-declared underlying health conditions is required before they return to work. HR to undertake such Risk Assessments	31.08.2020	HR	Ongoing.
A4a and 4b	Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Induction which must be undertaken by all.	31.08.2020	HR	Ongoing.
A4c	Where necessary, fire exit points may have to be utilised to create a one-way system because Gray's Inn aren't able to create one-way systems which do not need the use of final fire exit points.	31.08.2020	HR	N/A.
A5	A new suite of COVID-19 Management Arrangements , including an Induction will be communicated to the workforce.	31.08.2020	HR	Completed for returning staff.
A6	A new suite of COVID-19 Management Arrangements , including instructions on how to ensure and maintain good hand hygiene will be communicated to the workforce.	31.08.2020	HR	Ongoing.
A7	Signage will be displayed with appropriate markers. Furthermore, a new suite of COVID-19 Management Arrangements , including instructions on how to ensure and maintain social distancing will be communicated to the workforce.	31.08.2020	HR	Completed.



A8	A new suite of COVID-19 Management Arrangements , including instructions on what to do should you become symptomatic will be communicated to the workforce.	31.08.2020	HR	Ongoing.
A9	Gray's Inn are aware of the latest Government Guidelines; however, this information is rarely disseminated down to the entire staff. Gray's Inn to consider using their intranet as the communication portal for such updates.	31.08.2020	HR	Under review.
D1	Gray's Inn to confirm all necessary Fire Safety Systems / Emergency Lighting testing and inspections are up to date.	31.08.2020	Estates	Completed/Ongoing.
D2	Gray's Inn to confirm all necessary Ventilation / Humidity / Lighting & Heating testing and inspections are up to date.	31.08.2020	Estates	Completed.
D3	Gray's Inn to confirm all necessary Gas installation testing and inspections are up to date.	31.08.2020	Estates	Ongoing.
D4	Gray's Inn to confirm all necessary Legionella Controls testing and inspections are up to date.	31.08.2020	Estates	Completed.
D5	Gray's Inn to confirm all necessary Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance testing and inspections are up to date.	31.08.2020	Estates	Completed.
D6	Gray's Inn to confirm all necessary Lift Statutory Inspections testing and inspections are up to date.	31.08.2020	Estates	Completed.
Additional comments	N/A			

Name: Mark Chandler

Signed: M. Chandler



COVID-19 Health & Safety Risk Assessment

Company Name: The Honourable Society of Gray's Inn

Location: 8 South Square, London, WC1R 5ET

Job Number: 803199

Risk Assessment Rating's have been calculated on the below matrix:

Likelihood (of risk occurring)	Likely	Medium Risk	High Risk	High Risk
	Possibly	Low Risk	Medium Risk	High Risk
	Unlikely	Low Risk	Low RISK	Medium Risk
		Low	Medium	High
Severity (if risk occurs)				



Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely?	Yes	-	-	-	-	-	-
		New workplace controls in place to reduce risk of exposure to COVID 19. Controls are documented in procedures and policies and disseminated to employees through	No (Proposed)	Uncontrolled infection spread	Possibly	High	High	Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Policy together with details of all new processes to be	Under development



		line managers and HR?						implemented and followed. Reinduction required.	
		Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing?	Yes	-	-	-	-	Note: Frankham producing.	-



	Managers hold regular informal discussions with their team and look at ways to reduce causes of stress?	No (Proposed)	Staff feel unable to speak up about work related stress and stress becomes an unmanaged risk. COVID-19 has created a lot of stress risk which must be managed.	Possibly	High	High	Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Policy together with details of all new processes to be implemented and followed. Reinduction required. Note: Frankham producing.	Under development
	Concerns on workload issues or support needs are escalated to line manager?	Yes	-	-	-	-	-	-
	Managers are trained to recognise signs and symptoms that a person is	No (Proposed)	Risk that employees 'burn out' or begin to experience	Possibly	High	High	Managers to attend a Stress Management Training	Under consideration.



		working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work?		mental health related problems associated with the unrecognised stress created by working beyond their capacity and this not being noticed.				Course to help educate them on how to recognise and manage stress.	Under investigation
		Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs?	Yes	-	-	-	-	-	-
		Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review	No (Proposed)	Stress related risks are not captured, assessed and mitigated appropriately.	Medium	Medium	Medium	Stress Risk Assessment to be reviewed and updated to reflect new working arrangements in light of managing COVID-19 risks.	Under consideration.



		must be undertaken?							
		Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers?	Yes	-	-	-	-	-	-
Virus transmission in the workplace	Staff, visitors, contractors	Specific individual worker risk assessment has been undertaken for those who have a self-declared health condition which could increase their risk profile?	No (Proposed)	Gray's Inn are aware that some staff have underlying health conditions, but it has not been mandatory for staff to disclose health conditions, other than where they impact jobs. Result is that some staff may be exposing themselves to risk.	Likely	High	High	A Risk Assessment of all staff who have underlying health conditions is required before they return to work.	N/A.



		An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties?	Yes (see above exercise).	-	-	-	-	-	
		Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments)?	Yes. However a staff survey has been undertaken and some people will return to the office.	-	-	-	-	-	-



		A tracking system/Info Exchange reporting tool is utilised to keep track of when staff can return to work after the symptom free period?	No (Proposed)	Employer unable to understand when the symptom free period (self-isolation period) ends which then enables employees to return to work	Unlikely	Low	Low	<p>Gray's Inn to define and communicate a COVID-19 Risk Management and Safe Working Policy together with details of all new processes to be implemented and followed. Training to be rolled out too.</p> <p>Note: Frankham producing.</p>	Under development
		Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on	No (Proposed)	Employees are unsure of revised working arrangements and infection control procedures and may therefore	Likely	High	High	<p>Gray's Inn to draft, communicate and deliver a revised Induction.</p>	Under delivery.



		any new procedures?		put themselves (and others) at risk.				Note: Frankham producing.	
		Work has been arranged so that staff are able to maintain the government guidelines for social distancing?	Yes (where possible)	Where social distancing in the workplace is not possible, employees are able to interact in a way which puts themselves and others at risk as the virus is able to spread because social distancing controls are not in place.	Likely	High	High	Gray's Inn must set the workplace up in a way which ensures social distancing can be maintained as far as is reasonably practicable.	Completed.
		Staff activities are segregated to promote 2 meters distance?	Yes	-	-	-	-	-	-
		Staff face to face contact has been limited with each	No (Proposed)	Prolonged contact increases the risk of virus transmission.	Likely	High	High	Gray's Inn must revise procedures to ensure all face	Use of virtual meetings applied where



FRANKHAM RMS

practicable.

--	--	--	--	--	--	--	--	--	--



		other to 15 minutes or less?						to face contact is less than 15 minutes in duration, where possible.	
		A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance?	Yes	Two-way travel systems create the opportunity for uncontrolled passing, bottle necks creation and therefore the risk of virus transmission more easily. One-way travel systems are not able to be created in all parts of the estate, but have been where possible.	Possibly	Medium	Medium	Gray's Inn have implemented measures to ensure two-way travel is eliminated in the first instanced and managed at all times where not.	Management approach applied.
		Employees are educated on preventative care?	Yes	Lack of education and information may create the				Gray's Inn to display relevant	Completed.



				opportunity for virus spread.				signage and posters, etc. and include in revised Induction.	
		Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands?	Yes	Lack of education and information may create the opportunity for virus spread.	Possibly	Medium	Medium	Gray's inn to display relevant signage and posters, etc. and include in revised Induction.	Completed.
		Posters are displayed that encourage staying home when sick as well as cough and sneeze etiquette?	No (Proposed)	Lack of education and information may create the opportunity for virus spread.	Possibly	Medium	Medium	Gray's Inn to display relevant signage and posters, etc. in work areas, include in revised Induction.	Undertaken through induction – ongoing.



									Gray's Inn to display posters reminding staff, tenants, contractors and visitors of handwashing protocols etc, throughout the estate.	
		Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen?	Yes	-	-	-	-	-	-	-
		Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 70-95% alcohol?	Yes	-	-	-	-	-	-	-



		Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained?	Yes	-	-	-	-	-	-
		Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime?	No	Uncontrolled flow of people in any one area(s) increases the risk for the virus to spread.	Medium	High	High	Gray's Inn to consider staggering start and finish times.	Implemented through Line Manager discretion.
		Staff bring their own provisions in for lunch?	Yes	Food being stored in communal facilities such as a fridge increases the risk of infection spread.	Medium	High	High	Gray's Inn to prohibit the storage and consumption of food within communal facilities.	Undertaken with food provided to staff.
		Social gathering amongst employees has been discouraged whilst at work?	Yes	-	-	-	-	-	-
		Staff requested to keep in touch	Yes	-	-	-	-	-	-



		through remote technology such as phone, internet and social media?							
		Staff have been separated into teams to reduce contact between employees?	N/A (Impractical from a business perspective)	-	-	-	-	-	-
		Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions?	Yes	-	-	-	-	-	-
		PPE is considered for work processes where close contact is required?	N/A (no close work required)	-	-	-	-	-	-
		Public Health England quick guides for correct donning and doffing of PPE and RPE have been	No (Proposed)	Wearers of PPE and RPE who have not been trained in the correct wearing,	Possibly	High	High	Gray's Inn to issue all relevant guides on how to don and doff PPE	Reference to sources of information to be provided during



FRANKHAM RMS

inductions.

--	--	--	--	--	--	--	--	--	--



		distributed? Staff have been trained in the correct techniques for donning and doffing PPE and RPE?		use, handling and storage of the items increase the risks to themselves as the items are more likely to be worn, handled and stored incorrectly.				and RPE to all those who wear PPE and RPE.	
		The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice?	No (Proposed)	If the latest official advice is not being monitored, procedures, safe working practices and general advice and guidance is not able to be updated, issued and communicated.	Possibly	High	High	Gray's Inn to monitor all such guidance and advice platforms and update their workforce as necessary.	Signposting to be provided via website link.
		Advice is shared with staff members and staff have been fully briefed and kept up to date with	Yes	-	-	-	-	-	-



		current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff?							
		Business related travel is reduced. All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines?	Yes	-	-	-	-	-	-
		Staff discouraged from hand shaking and general close personal greetings?	Yes	-	-	-	-	-	-
		Employees are made aware of the impact of COVID 19 on their job/change of	Yes	-	-	-	-	-	-



		working environment?							
--	--	----------------------	--	--	--	--	--	--	--

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/possibly/unlikely)	Severity (high/medium/low)	Risk Rating (high/medium/low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Travel, Access and Egress									
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place?	Yes	-	-	-	-	-	-
		Workers will be instructed to use their own transport for work activities?	Yes	-	-	-	-	-	-



		Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc?	Yes	-	-	-	-		-
Driving at work	Staff, contractors	Staff roles that are required to car share are considered and whether this could continue?	N/A	-	-	-	-	-	-
Entry and exit to building	Staff, visitors, contractors	Entry and exits to the building/site are limited to the minimum number of points required?	Yes	-	-	-	-	-	-



		Access and exit from a building involving signing in/out either by touchscreen methods or by using a pen is avoided?	Yes	-	Possibly	Medium	Medium	Gray's Inn have a resourced Reception at the entrance to the Treasury / Education Office. Signing in / out to be managed by the Receptionist.	Procedure in place using access fobs.
		Access to the building/site been restricted to staff only etc?	No	Infection spread and transmission increase as more people access the estate and interact with each other.	Possibly	High	High	Gray's Inn to manage this. All manner of persons are required to access the estate, so the best things Gray's (and your tenants) can do, is manage this.	Visitor procedure in place.



	Visitors confined to strictly defined areas and unnecessary movements around the building avoided?	No	Infection spread and transmission increase as more people access the estate and interact with each other.	Possibly	High	High	Gray's Inn to manage this. All manner of persons are required to access the estate, so the best things Gray's (and your tenants) can do, is manage this.	Policy in place.
	Hand sanitiser pump action containers (or equivalent) are available in every work area and on main travel routes through the building/site including access and egress areas?	Yes	-	-	-	-	-	-
	Advisory hand washing signage is displayed throughout the	Yes	-	-	-	-	-	-



		building/site, especially at entrances and exits and where people congregate?							
		Signs displayed are reviewed and replaced as necessary?	Yes	-	-	-	-	-	-
Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A	Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Cleaning and Hygiene measures									
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site has been undertaken?	No	Virus spread as cleaning measures to control it are ineffective.	Likely	High	High	Deep clean is ideally required prior to reoccupation. Note this does not have to be a contract	Cleaning undertaken and regular daily cleaning in place with enhanced cleaning of high risk touchpoints.



								<p>clean, but you should carry out a full and thorough clean of all areas to be reoccupied prior to doing so. Cleaning should be carried out at across the workplace at the end of each working day (including extra care around cleaning touch points, including, buttons, door handles, and surfaces).</p>	
--	--	--	--	--	--	--	--	--	--



Cleaning Frequency	Staff, visitors, contractors	If practicable a daily steam cleaning procedure for washrooms is undertaken?	N/A (Impractical from a business perspective)	-	-	-	-	-	-
		The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when site/building/premises is occupied?	Yes	-	-	-	-	-	-
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points / touch points are cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas?	Yes	-	-	-	-	-	-
		Where practical, curtains and blinds are removed to minimise	N/A	-	-	-	-	-	-



		the areas where viruses can be difficult or time consuming to remove?							
		Blinds be kept opened and locked if they cannot be removed?	Yes	-	-	-	-	-	-
		Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier?	N/A	-	-	-	-	-	-
		Appropriate cleaning products are used during daily preventative clean regime?	Yes	-	-	-	-	-	-
		Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations?	Yes (to a degree)	Virus spread can be facilitated by touching of work equipment which is not cleaned after being touched by users.	Likely	High	High	Gray's Inn to implement measures to control access to work equipment and clean it post use.	Signage and necessary equipment available.



Use of cleaning products	Staff, Contractors	Persons undertaking the cleaning have been instructed with clear safe usage instructions?	Yes	-	-	-	-	-	-
		The relevant Safety Data Sheet (MSDS) and COSHH assessment is provided for the substances in use?	Yes (only household products used)	-	-	-	-	-	-
		Correct PPE is provided for the use of cleaning materials?	Yes	-	-	-	-	-	-
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day?	Yes	-	-	-	-	-	-
		Staff are provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents?	Yes	-	-	-	-	-	-



		Staff are instructed that the emptying of bins should be followed by hand washing?	Yes	-	-	-	-	-	
--	--	--	-----	---	---	---	---	---	--

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas:							
		Emergency lighting	Unknown	Non-compliance	TBC	TBC	TBC	Gray's Inn to confirm all	Testing underway.



		suitable, sufficient and maintained?		with statutory inspection requirements				necessary Testing and Inspections are up to date.	
		Suitable number fire extinguishers available in required locations?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm a suitable number of Fire Extinguishers exist and that all necessary Testing and Inspections are up to date.	Confirmed and scheduled testing ongoing.
		Fire hoses available and operational (if installed)?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections are up to date.	N/A.
		The sprinkler system including heads are maintained (if fitted)?	N/A	-	-	-	-	-	-
		Dry / Wet risers inspected and	Unknown	Non-compliance with	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing	Where applicable.



		maintained (if installed)?		statutory inspection requirements				and Inspections are up to date.	
		Fire blankets available in required location?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm a suitable number of Fire Blankets exist and that all necessary Testing and Inspections are up to date.	Where applicable.
		Fire alarm warning and detection system for the building tested, inspected and maintained?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections are up to date.	Confirmed.
		Means of escape clear?	Yes (at the time this Risk Assessment was conducted)	-	-	-	-	-	-
		Fire doors provided and maintained in good working order?	Yes (at the time this Risk Assessment was conducted)	-	-	-	-	-	-



FRANKHAM RMS

		Building has suitable lightning conductors / protection?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm a suitable Lightning Protection exists and that all necessary Testing and Inspections are up to date.	Where applicable.
		The fire risk assessment suitable & sufficient / current?	Yes	-	-	-	-	Gray's Inn to ensure all actions are closed out and that the Fire Risk Assessment is reviewed as per the recommendations stated within it.	Reviewed as necessary.

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment,	People at risk	Control By; guards, training, supervision, safety	Existing / Proposed / Yes / No / N/A						



specific tasks etc.		equipment, safe working procedures, hygiene monitoring etc.							
Ventilation / Humidity / Lighting and Heating – Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed									
Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius)?	Yes	-	-	-	-	-	-
		Measures can be taken to control temperature extremes and/or humidity levels?	Yes	-	-	-	-	-	-



Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways?	Yes	-	-	-	-	-	-
		If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air?	N/A	-	-	-	-	-	-
		Air exchange rate of the air handling system meets the standard requirements for the occupants in the building?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm.	



		Ventilation systems have been adequately maintained and serviced?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections are up to date.	Confirmed.
--	--	---	---------	---	-----	-----	-----	---	------------

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Gas Installations – Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed									
Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections	Ongoing according to schedule.



								are up to date.	
		Adequate ventilation available next to gas installations?	Unknown	Adequate ventilation required in order noxious gases do not build up	TBC	TBC	TBC	Gray's Inn to confirm.	Where applicable.
		Carbon monoxide detection available next to gas installations and in operation?	Unknown	Carbon Monoxide Detectors required in order to alert if CO levels in the air are becoming dangerously high	TBC	TBC	TBC	Gray's Inn to confirm.	Where applicable.
		Gas isolation control switches available and clearly identified?	Unknown	All Isolation switches must be clearly visible in the event they are needed to be activated	TBC	TBC	TBC	Gray's Inn to confirm.	Where applicable.
		Supplier's emergency contact number clearly	Unknown	Emergency Contact Numbers must	TBC	TBC	TBC	Gray's Inn to confirm.	Where applicable.



		displayed, unobscured and legible?		be clearly visible in the event they are needed					
		Gas cylinders being used safely (if used)?	Unknown	The correct storage, handling and use of Gas Cylinders must be observed	TBC	TBC	TBC	Gray's Inn to confirm.	N/A.

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/ possibly/ unlikely)	Severity (high/ medium/ low)	Risk Rating (high/ medium/ low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Legionella / Water Systems / Hygiene – Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed									
Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained?	Yes	-	-	-	-	-	-



		Suitable controls in place to reduce the risk of legionnaires disease?	Yes	-	-	-	-	-	-
		Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria?	Yes	-	-	-	-	-	-
Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm)?	Yes	-	-	-	-	-	-
		Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt,	Yes	-	-	-	-	-	-



		vermin etc. and with good circulation?							
--	--	--	--	--	--	--	--	--	--

Hazard	At Risk	Control Measures	Currently in place	Probability worst case outcome					
				Possible outcome	Likelihood (likely/possibly/unlikely)	Severity (high/medium/low)	Risk Rating (high/medium/low)	Control measure(s)	Action completed (date and initial)
Consider; premises work, equipment, specific tasks etc.	People at risk	Control By; guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Existing / Proposed / Yes / No / N/A						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance – Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed									
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections	Confirmed.



		premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems?						are up to date.	
Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all necessary Testing and Inspections are up to date.	Confirmed.
Plant and Equipment	Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment?	Yes	-	-	-	-	-	-
		Both are up to date?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm.	Where applicable.



	All fixed guards on machinery in place, secure and well maintained?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all fixed guards are in place, are fit for purpose and that Testing and Inspections are up to date.	Confirmed.
	The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all safety devices are in place, are fit for purpose and that Testing and Inspections are up to date.	Confirmed.
	Defective equipment has been taken out of service and is awaiting repair?	Unknown	Non-compliance with statutory inspection requirements	TBC	TBC	TBC	Gray's Inn to confirm all defective equipment has been	Confirmed.



				and risk of personal injury exists if defective equipment is used				taken out of service.	
		Enough space is available for personnel to undertake their tasks safely and comfortably?	Yes	-	-	-	-	-	-
		Personnel have the appropriate competences and/or trained to use machines/work equipment?	Unknown (however, assumed yes – Gray’s to confirm)	All those working on any building system must possess the requisite skills, knowledge and experience.	TBC	TBC	TBC	Gray’s Inn to confirm all those working with plant and equipment possess the appropriate competencies and are trained to do so.	Confirmed.



FRANKHAM RMS

Name of Assessor	Mark Chandler
Signature of Assessor	M. Chandler
Assessment Date	14.08.20
Further Action required (Y / N)	Yes
Action Review date(s)	31.08.2020 Completed D Lord 07.09.2020
New Review date	30.09.2020