

Eames Consulting Group Limited: London Office Risk Assessment

Date assessment was carried out: 11/08/2020
Assessment carried out by: Lauren Seal, Partner & Head of HR & Operations
Date of next review: 30/12/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done
Manual handling of paper, office equipment etc.	Risk of transmission of Coronavirus due to touching surfaces, paper, office equipment etc.	<ul style="list-style-type: none"> • Signs added throughout the office reminding people to maintain social distancing and wash hands frequently • Clear comms sent to those returning to the office with guidance on hygiene, office procedures to follow and a restriction on coming to the office if they or anyone they have been in contact with has coronavirus symptoms • Hand sanitiser, antibacterial spray and wipes provided on all desks and in all communal areas • Clear policy and mandatory use of sanitiser and antibacterial products in the office • New stationary provided to every individual upon return to work and office stationary cupboard fully stocked to provide replacements. Sharing of stationary and 	<ul style="list-style-type: none"> • Send clear comms to any additional employees returning to the office in advance of their return to office date. This ensures high standards of hygiene and cleanliness in the office are followed 	Lauren Seal/ Ruth Foster/ Jessica Evans	Prior to office return and then ongoing	

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		office equipment prohibited in our return to work Coronavirus policy <ul style="list-style-type: none"> • Clear desk policy • Increased cleaning of the office 				
Stress	All staff could be affected by factors such as lack of job control, employee relations, market conditions, not knowing their role etc, health concerns.	<ul style="list-style-type: none"> • Employees understand what their duties and responsibilities are • Employees have been provided with the ECG Employee Manual which contains the company grievance procedure so they are aware of how to raise concerns • Code of Conduct and Anti-Harassment & Bullying policies • Optional return to office policy so no obligation to travel to work which may cause undue stress 	<ul style="list-style-type: none"> • Pre return to work call with everyone returning to work from furlough to offer support and answer and queries or concerns they may have 	Ruth Foster/Lauren Seal	Ongoing	Ongoing
Lone working	Employees could suffer injury or ill health while working alone in the office	<ul style="list-style-type: none"> • Lone working actively discouraged as employees should stick to agreed office hours within their cohorts 	<ul style="list-style-type: none"> • None required 	N/A	N/A	N/A

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Use of public transport to travel to work	Employees could have an increased risk of contracting Coronavirus through the use of public transport	<ul style="list-style-type: none"> • Employee survey sent understanding travel methods to work • Use of public transport avoided where possible • Optional return to work policy so there is no obligation to travel to the office where public transport is required • Hand sanitiser provided on entry to the building and office floor space. This is mandated for use when entering the building • Bike store and shower facilities provided • Face masks required to be worn on public transport and gloves provided if employees wish to wear these • Set and distributed clear policy guidelines on the use of hand sanitiser and / or hand washing facilities • Cloakroom set up to prevent coats being brought into the office space 	<ul style="list-style-type: none"> • Continue to review official guidance and office hours for those relying on public transport 	Lauren Seal/ Ruth Foster/ Jessica Evans	Ongoing	
Infection/virus transmission	Employees could catch / transmit coronavirus from working with others in the office	<ul style="list-style-type: none"> • Clear policy communicated to employees on social distancing and use of antibacterial products • Hand sanitiser and hand washing facilities available in several areas throughout the office and in all entry and exit points • Hand sanitiser provided to all employees to 	<ul style="list-style-type: none"> • Ensure future returning employees have all received communication detailing our clear policy on social distancing, when to self isolate and the use of antibacterial products 	Lauren Seal / Ruth Foster / Jessica Evans	Ongoing	

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		<p>keep on their desk / person for use</p> <ul style="list-style-type: none"> • Cleaning products and antibacterial wipes provided on all banks of desks • Antibacterial wipes provided in kitchen areas and policy guidelines say these must be used before using communal facilities such as water cooler, kettle etc • Paper towels provided in bathrooms for use instead of hand dryers • Signs and floor markings throughout the office to ensure social distancing is maintained and employees are reminded of their obligations • Doors to office space to be kept open at all times during the day to reduce touch points • Windows kept open at all times when employees are in the office, weather permitting • Increased cleaning of the office • Clear desk policy • Use of personal laptops rather than office equipment • Desk and equipment wipes available on each bank of desks • Clear policy has been implemented on not coming to the office when unwell or if you have been in contact with someone with 	<p>before returning to the office</p>			

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		symptoms of Coronavirus <ul style="list-style-type: none"> • Home working encouraged where possible • Shared equipment restricted – stationary provided per person, use of whiteboards prohibited • Workstations set out to ensure social distancing is complied with • Vulnerable employees identified and instructed to remain working from home • Use of video conferencing to prevent the need for face to face meetings • Cohorts set up to ensure only a small number of employees are in the office at any one time • Staggered entry and exit times • Limit on the number of people in communal areas at any one time, including stairwells, meeting rooms, kitchen and toilet facilities • One way walk through on the 2nd floor • Gloves provided to employees and masks provided upon request 				
Low staff numbers due to sickness or self isolation	Employees and an associated impact to the business, candidates and clients through a reduction in headcount	<ul style="list-style-type: none"> • Employees are encouraged to work from home where possible to minimise risk of catching the virus • Restriction on coming to the office when you or anyone you have been in contact with is unwell 		Ruth Foster / Lauren Seal	Ongoing	

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		<ul style="list-style-type: none"> Cohorts of employees who return to work are kept to minimal numbers to reduce the risk of transmission 				
Employees becoming unwell when they are onsite or have been in the office	Other employees in the cohort may also catch coronavirus	<ul style="list-style-type: none"> Encouraging home working where possible Clear guidelines on our policy to follow if this occurs Full office clean carried out every evening Restriction on the cohort returning to work pending result of Coronavirus test result from impacted individual 	<ul style="list-style-type: none"> Provide ongoing refresher training to employees and managers regarding what to do if they become unwell Communicate policy in writing to all future returning employees 	Ruth Foster / Lauren Seal	Ongoing	
Communal areas of the building	Social distancing and cleanliness may be difficult to maintain	<ul style="list-style-type: none"> Contact made with landlord to ensure they have carried out a risk assessment Ensured enhanced cleaning of communal areas Hand sanitiser provided on entry and exit points and by lifts and stairs 1 person per lift rule has been implemented Signage installed in communal areas Staggered entry and exit times 		Lauren Seal / Ruth Foster	In advance of return to work date	Done
Air Conditioning Supply	Air conditioning may increase the risk of transmission	<ul style="list-style-type: none"> Run all ventilation plant fresh air supply and extract systems 24/7 Open windows in different areas of the building to improve crossflow throughout the building. Flush toilets with lids closed. 	<ul style="list-style-type: none"> Next AC Maintenance cleaning/ service will be carried out in October 2020 in line with our current contract 	Jessica Evans	October 2020	Completed 09/07/2020

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		<ul style="list-style-type: none">• Air conditioning uses fresh air supply only.• Replace outdoor air and extract filters regularly as per the maintenance schedule.				

Assessment Review Date: 30/12/2020