

## Eames Consulting Group Limited: London Office Risk Assessment

Date assessment was carried out: 09/09/2021  
 Assessment carried out by: Lauren Seal, Partner & Head of HR & Operations  
 Date of next review: 09/01/2022

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"> <li>Company have encouraged the use of lateral flow tests for all employees working in the office. These are to be carried out on a twice weekly basis in advance of attending the office.</li> <li>Signs added throughout the office and the wider building reminding people to maintain social distancing and wash hands frequently</li> <li>Clear comms sent 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</li> <li>Hand sanitiser, antibacterial spray and wipes provided on all desks and in all communal areas</li> <li>Clear policy and mandatory use of sanitiser and antibacterial products in the office</li> <li>New stationary provided to every individual and office stationary cupboard fully stocked to</li> </ul>	<ul style="list-style-type: none"> <li>Continue to review arrangements in line with government guidelines</li> </ul>	Lauren Seal/ Ruth Foster/ Jessica Evans	Ongoing	

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		<p>provide replacements. Sharing of stationary and office equipment prohibited in our return to work Coronavirus policy</p> <ul style="list-style-type: none"> <li>• Clear desk policy</li> </ul>				
<b>Stress</b>	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"> <li>• Employees understand what their duties and responsibilities are</li> <li>• Employees have been provided with the ECG Employee Manual which contains the company grievance procedure so they are aware of how to raise concerns</li> <li>• Code of Conduct and Anti-Harassment &amp; Bullying policies</li> <li>• Ongoing emphasis on our wellbeing strategy to ensure employees feel supported</li> </ul>	<ul style="list-style-type: none"> <li>• None required</li> </ul>	N/A	N/A	N/A
<b>Lone working</b>	Employees could suffer injury or ill health while working alone in the office	<ul style="list-style-type: none"> <li>• Lone working is actively discouraged and employees are prohibited from attending the office at weekends when it is closed</li> <li>• The office is located within a fully serviced building which has security onsite outside of regular office hours</li> </ul>	<ul style="list-style-type: none"> <li>• None required</li> </ul>	N/A	N/A	N/A
<b>Use of public transport to travel to work</b>	Employees could have an increased risk of contracting Coronavirus	<ul style="list-style-type: none"> <li>• Flexible hours to facilitate travelling at quieter times outside of rush hour</li> <li>• Hand sanitiser provided on entry to the building and office floor space. This is mandated for use when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to review official guidance and office hours for those relying</li> </ul>	Lauren Seal/ Ruth Foster/ Jessica Evans	Ongoing	

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	through the use of public transport	<ul style="list-style-type: none"> <li>• Bike store and shower facilities provided</li> <li>• Face masks recommended to be worn on public transport and gloves provided if employees wish to wear these</li> <li>• Clear policy guidelines on the use of hand sanitiser and / or hand washing facilities</li> </ul>	on public transport			
<b>Infection/virus transmission</b>	Employees could catch / transmit coronavirus from working with others in the office or from communal areas of the WeWork building space	<ul style="list-style-type: none"> <li>• Lateral flow tests are actively encouraged for all employees before working in the office</li> <li>• Clear policy communicated to employees on social distancing wherever possible and use of antibacterial products</li> <li>• Hand sanitiser and hand washing facilities available in several areas throughout the office and in all entry and exit points</li> <li>• Hand sanitiser provided to all employees to keep on their desk / person for use</li> <li>• Cleaning products and antibacterial wipes provided on all banks of desks</li> <li>• Antibacterial wipes provided in kitchen and communal areas and policy guidelines say these must be used before using communal facilities such as water cooler, kettle etc</li> <li>• Signs and floor markings throughout the communal areas of the building to ensure social distancing is encouraged and employees are reminded of best practice approach to risk mitigation</li> </ul>	<ul style="list-style-type: none"> <li>• Continually review our policies in line with government guidelines</li> </ul>	Lauren Seal / Ruth Foster / Jessica Evans	Ongoing	

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		<ul style="list-style-type: none"> <li>• Doors to office space to be kept open at all times during the day to reduce touch points</li> <li>• Clear desk policy</li> <li>• Use of personal laptops rather than office equipment</li> <li>• Desk and equipment wipes available for use</li> <li>• Clear policy has been implemented on not coming to the office when unwell or if you have been in contact with someone with symptoms of Coronavirus</li> <li>• Shared equipment restricted – stationary provided per person, use of whiteboards prohibited</li> <li>• Use of video conferencing where possible to prevent the need for face to face meetings</li> <li>• Staggered entry and exit times by offering flexible working</li> <li>• Use of face masks encouraged in the communal areas of the building</li> <li>• Gloves and masks provided to employees upon request</li> <li>• Visitors kept to a minimum and all visitors are required to wear a mask at all times when onsite unless they are exempt. Declarations to be completed by visitors upon entry to the premises.</li> <li>• Self certification required by all employees an hour before attending the office confirming</li> </ul>				

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		<p>they will comply with policy guidelines, are not displaying symptoms, required to self isolate or waiting for PCR results</p> <ul style="list-style-type: none"> <li>Record of double vaccinated employees kept to identify who is required to self isolate when identified as close contact. Double vaccinated employees still required to work from home pending a negative PCR test when identified as a close contact to minimise risk of transmission.</li> </ul>				
<b>Low staff numbers due to sickness or self isolation</b>	Employees and an associated impact to the business, candidates and clients through a reduction in headcount	<ul style="list-style-type: none"> <li>Restriction on coming to the office when you are unwell</li> <li>Employees are permitted to work from home where they are displaying symptoms but feel well enough to work but are unable to attend the office due to compliance with guidelines</li> </ul>		Ruth Foster / Lauren Seal	Ongoing	
<b>Employees becoming unwell when they are onsite or have been in the office</b>	Other employees in the office may also catch coronavirus	<ul style="list-style-type: none"> <li>Clear guidelines on our policy to follow if this occurs</li> <li>Accurate record kept of who is onsite at all times with a fixed seating plan to identify close contacts</li> <li>Employees encouraged to do lateral flow tests twice per week in advance of working in the office</li> <li>Office clean carried out every evening</li> </ul>	<ul style="list-style-type: none"> <li>Provide ongoing refresher training to employees and managers regarding what to do if they become unwell</li> <li>Communicate policy in writing to all</li> </ul>	Ruth Foster / Lauren Seal / Jessica Evans	Ongoing	

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			future returning employees			
<b>Communal areas of the building</b>	Social distancing and cleanliness may be difficult to maintain	<ul style="list-style-type: none"> <li>• Risk assessment carried out by WeWork and guidelines provided throughout the building, at reception and on television screens</li> <li>• Use of face masks encouraged in communal areas</li> <li>• Enhanced cleaning of communal areas</li> <li>• Hand sanitiser provided on entry and exit points and by lifts and stairs</li> <li>• Signage installed in communal areas</li> <li>• Staggered entry and exit times due to flexible working policy</li> </ul>	N/A	N/A	N/A	N/A
<b>Air Conditioning Supply</b>	Air conditioning may increase the risk of transmission	<ul style="list-style-type: none"> <li>• Run all ventilation plant fresh air supply and extract systems 24/7</li> <li>• Flush toilets with lids closed.</li> <li>• Air conditioning uses fresh air supply only.</li> <li>• Keep doors open to all meeting rooms when not in use to encourage fresh air to circulate across the office</li> </ul>	None as managed by WeWork	N/A	N/A	

Assessment Review Date: 09/09/2021

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