

Introduction

Hazard	COVID-19
Potential consequence of infection	High (death)
Likelihood of infection without control	Medium
Resulting level of risk if controls are applied	Low

Basic behaviours

It's really important for us all to follow some basic behaviours that will reduce the risk of COVID-19 transmission as much as possible. These are:



If you think you've got COVID-19 symptoms, stay at home and follow the advice on the NHS 111 coronavirus web pages



Keep up social distancing measures. Where possible, stay 2 metres away from others.



Wash your hand regularly and especially after coughing or sneezing. Wash for 20 seconds with soap and warm water, and if water is unavailable then use hand sanitiser.



Avoid touching your face, eyes and mouth as much as possible. Cough or sneeze into a tissue and throw it away. Then wash your hands

Detailed risk assessment

The risk of COVID19 in relation to :	Audience Impacted:	How we're controlling it:
General areas of the building	<p>Colleagues</p> <p>Customers</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Each building will be individually assessed and will adhere to the COVID Secure guidelines • Social distancing measures implemented throughout and signage in place (i.e. lift restrictions) • Colleagues and customers should only come into work if they are well and no one in their household is self-isolating or unwell • HVAC guidance produced, with natural ventilation prioritised • Revised cleaning schedules with increased frequency of cleaning for touch points • Visitor and delivery management policy agreed and communicated to customers • Contractors undertaking work in our buildings during this period will be expected to adhere to our control measures; and include COVID-19 controls within their RAMS
Disposal of face covering and gloves	Disposal of face covering and gloves	<ul style="list-style-type: none"> • Separate bins will be provided to dispose of masks and gloves for colleagues and customers with an agreed procedure to ensure safe disposal and continued cleanliness

<p>Fire safety and emergency evacuations</p>	<p>Colleagues Customers Visitors</p>	<ul style="list-style-type: none"> • As our buildings have fire detection, the reduction in footfall should have no significant difference in the risk to life • We have postponed our annual fire evacuation practices for certain buildings • Its accepted that during an evacuation, social distancing may not be maintained. Once people exit the building, they should look to return to social distancing. In busy town areas, it will be more appropriate to ask one person from each company to act as a point of contact and then ask them to disperse from the muster point, once accounted for.
<p>First Aid</p>	<p>Colleagues Customers Visitors</p>	<ul style="list-style-type: none"> • First aid provision, if available, can continue to be provided • Briefing note issues to all first aiders explaining additional steps to be taken to ensure personal safety

Hurstwood Offices

Colleagues

In Addition to the above

- We will continue to support colleagues to work from home
- Our spaces will be assessed and will adhere to COVID Secure guidelines
- Social distancing measures will be in place and signage installed
- Face to face meetings will be discouraged, but large meeting rooms will be available with capacity reduced to accommodate social distancing
- Own laptops / devices to be used, not docking stations, unless they can be safely wiped down
- Revised cleaning schedules with increased frequency for touch-points
- Access to communal areas will be restricted to a number which permits social distancing
- Colleagues have the opportunity to work flexibly, to travel into offices outside of peak times
- Colleagues advised to avoid public transport where possible

<p>Hurstwood colleagues travelling across the portfolio</p>	<p>Colleagues</p>	<ul style="list-style-type: none"> • Restrict work travel to within home region where possible • Use technology for meeting, site visits, etc. • Where sharing a vehicle is the norm, always share with the same person
<p>Teams at higher risk</p>	<p>Colleagues</p>	<ul style="list-style-type: none"> • Specifics processes have been developed for teams where there is potential for higher risk (i.e. cleaning teams and commercial viewings)
<p>Teams entering customers spaces</p>	<p>Colleagues</p>	<ul style="list-style-type: none"> • Our colleagues are empowered to make the decision on whether it is safe to enter a customer space and abide by social distancing rules • If customers have specific controls in place, our teams will always seek to adhere to them, if they don't feel they can, they'll speak to their manager
<p>Vulnerable and extremely vulnerable persons</p>	<p>Colleagues</p>	<ul style="list-style-type: none"> • Wherever possible 'clinically vulnerable' and 'clinically extremely vulnerable' people or those having to shield because of immediate family members, should work from home

Personal Protective Equipment

The government Covid-19 Secure guidance explicitly states that wearing additional PPE beyond what you usually wear is not beneficial, especially for those not in high risk situations..

Our Risk Assessment does not indicate that our employees are at high risk of COVID-19 exposure, and as such we will not mandate the use of face masks as PPE. We have however made the decision to offer various types of face coverings to employees who will need to travel to work, should they feel they need a face covering for preventing the potential infection of others.

Personal Protective Equipment

This document has been shared with various teams during its preparation for consultation purposes. We will continue to review and update the document as the situation is continually evolving, so feedback is always welcome.

Thank you