



# Coronavirus (COVID-19) Risk Assessment

**125 Old Broad Street, London**

## **Workplace Health & Safety during Coronavirus (COVID-19)**

Current international public health activity is aimed at reducing the spread of the currently circulating novel coronavirus, which causes COVID-19 infection. This coronavirus is a novel agent whereby there is currently no vaccine to the infection. **The two main methods of preventing the spread of infection are hygiene measures and social distancing.**

The novel coronavirus (COVID-19) pandemic has created significant workplace challenges for many organisations.

Landmark has advocated a risk assessment approach using a hierarchy of controls, common in good health and safety management and various pieces of legislation. In the interests of all Landmark colleagues, clients, and visitors it is essential we review the risks in our buildings and mitigate accordingly by adhering to Government guidelines.

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## Spread of Covid-19 Coronavirus

Risks	Controls
<b>Main Entrances, Lifts, Stairwells &amp; Receptions</b>	
<b>Main Entrances</b>	<p><b>Social Distancing:</b> Implementation of appropriate signage and queuing systems.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, access control turnstiles etc.</p>
<b>Lifts &amp; Stairwells</b>	<p><b>Social Distancing:</b> Suitable signage for directional routes in stairwells and/or utilising alternative stairwells for entry and exit where possible.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly lift buttons, handrails, access control.</p>
<p><b>N.B.</b> Building Management plans available at site.</p>	
<b>Reception</b>	<p><b>Social Distancing:</b> Implementation of floor signage/mats or free-standing signage to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Limit amount of staff working within the same area at any one time (utilise other areas/carry out different tasks).</p>

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	<p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly keyboard, mouse, handset etc.</p> <p>Appropriate use of PPE where required.</p> <p>Use of auto-dispensing hand sanitiser stands.</p> <p>Removal of newspapers, water bottles, glasses &amp; confectionary.</p>
<p><b>Admin/Post Rooms, Copier Areas</b></p>	
<p><b>Admin/Post Rooms</b></p>	<p><b>Social Distancing:</b> Limit amount of staff working within the same area at any one time.</p> <p>Use for Landmark staff only where possible.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, surfaces, IT equipment.</p> <p>Use of appropriate PPE for handling post and packages.</p>
<p><b>Copier Areas</b></p>	<p><b>Social Distancing:</b> Implementation of suitable signage limiting area to one person at a time.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly copier equipment, door handles etc.</p> <p>Removal of or lock away items such as paper, staplers etc.</p> <p>Availability of sanitising wipes and pumps within area.</p>

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Waiting Areas, Club Spaces & Terraces	
Waiting Areas & Club Spaces	<p><b>Social Distancing:</b> Suitable restrictions to seating areas to comply with the 2-metre gap recommended by the Public Health Agency. Implementation of Social Distancing signage.</p> <p>Restriction of personnel on the Terrace at any one time.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly tabletops, chair arms, phone booth doors etc.</p>
Corridors	
Corridors	<p><b>Social Distancing:</b> Implementation of one directional floor signage to enable Landmark staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles.</p>
Kitchens	
Kitchens	<p><b>Social Distancing:</b> Implementation of suitable signage to enable Landmark staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Implementation of buffer seating to allow social distancing where applicable.</p>

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	<p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly worktops, cupboard &amp; drawer handles, dishwashers, chairs &amp; tables, coffee machines, water taps, kettles, canisters, sink taps, microwaves, bin lids, dispensers etc.</p> <p>Removal of any “loose” consumables to mitigate contamination including but not limited to fruit, coffee flavour pumps, loose tea bags, sugar etc. and introduction of individually wrapped items for tea/coffee/sugar.</p> <p>Use of hand sanitiser pump bottles and antibacterial wipes.</p> <p>Implementation of suitable signage relating to washing of hands.</p>
<b>Toilets</b>	
<b>Toilets</b>	<p><b>Social Distancing:</b> Implementation of suitable signage to enable Landmark staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, toilet seats, sink taps, dispensers.</p> <p>Implementation of suitable signage relating to washing of hands.</p> <p>Removal of amenity baskets.</p>
<b>Meeting Rooms</b>	

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<p><b>Meeting Rooms</b></p>	<p><b>Social Distancing:</b> Implementation of suitable signage to enable Landmark staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Reduction in numbers of people allowed within the room at any one time to allow social distancing.</p> <p>Back-to Back bookings not permitted to allow hygiene controls to be completed.</p> <p><b>Hygiene:</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, tables, chair arms, IT equipment.</p> <p>Removal of any “loose” consumables to mitigate contamination and introduction of individually wrapped items for tea/coffee/sugar.</p> <p>Availability of sanitising wipes and pumps within area.</p>
<p><b>Comms Rooms, Cleaning Cupboards, Storage Areas &amp; Plant Rooms</b></p>	
<p><b>Comms Rooms, Cleaning Cupboards, Storage Areas &amp; Plant Rooms</b></p>	<p><b>Social Distancing:</b> Implementation of suitable signage to enable Landmark staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Implementation of PPE Signage for Comms/Plant Areas.</p> <p>Access by appointment only.</p>

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	<p><b>Hygiene:</b> Appropriate use of disposable PPE where required- must be used in Comms Areas and Plant Rooms/Risers to avoid contamination on surfaces that potentially cannot be sanitised with water-based products.</p>
<p><b>Personal Hygiene and Cases of Covid19</b></p>	
<p><b>Personal Hygiene</b></p>	<p>Persons should cover their mouth and nose with a tissue when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT.</p> <p>Wear appropriate PPE where required.</p>
<p><b>Landmark Staff and clients with symptoms/close contact with persons with symptoms</b></p>	<p>Staff and clients to follow reporting guidelines issued separately.</p>