



Coronavirus (COVID-19) Risk Assessment

Company Name: Landmark Space Limited

Date assessment was carried out: 16th Oct 2021 Version 5

Date of next review: 17th Jan 2022 or next update

Re: Covid - Step 4 of the Government Roadmap from 19th July 2021

Following the launch of the government advice regarding Step 4 of the Covid Roadmap issued on Wednesday 14th July 2021, the following risk assessment review has been carried out in accordance with government guidelines. Further reviews will be carried out in accordance with future updates.

| What are the hazards? | What are you already doing to control the risks? | What further action do you need to take to control the risks? |
|-------------------------------|---|--|
| Step 4 – Roadmap Comms | | |
| Spread of Coronavirus | Regular updates are issued to staff and signage continues to be displayed in kitchens and toilets. Cleaning & Sanitising: All enhanced cleaning measures including the use of Covid approved cleaning products continue to be used for the foreseeable future. Currently using 2 key products that have been clinically and scientifically proven to be effective against Covid-19. One of these products also leaves a 24 hour prevention barrier on touch points. | Revised comms to be issued to all staff and clients summarising the government guidelines regarding step 4 of the government roadmap. https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs |

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|---|---|---|
| | <p>Hygiene: Continue to provide both hand sanitiser, sanitising wipes and hygiene signage in key locations within the premises. Hand washing facilities with soap and water are in place.</p> | |
| <p>Main Entrances, Lifts, Stairwells, Reception, Waiting Areas, Club Space & Corridors</p> | | |
| <p>Spread of Coronavirus</p> | <p>Building Management: Recommend 2 persons per lift only. Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths. Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, access control turnstiles, table tops and chair arms etc. Hand sanitiser and anti-bacterial wipes continue to be available for use.</p> | <p>Continue to communicate any building management comms to all staff members, contractors and clients.</p> |
| <p>Kitchens</p> | | |
| <p>Spread of Coronavirus</p> | <p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths. Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly worktops, cupboard & drawer handles, dishwashers, chairs & tables, coffee machines, water taps, kettles, canisters, sink taps, microwaves, bin lids, dispensers etc.</p> | |

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| | Removal of any “loose” consumables to mitigate contamination including but not limited to fruit, loose tea bags, sugar etc. and introduction of individually wrapped items for tea/coffee/sugar. Hand soap/sanitiser and anti-bacterial wipes continue to be available for use. Handwashing signage is in situ. | |
| Toilets | | |
| Spread of Coronavirus | <p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, toilet seats, sink taps, dispensers.</p> <p>Antibacterial hand soap is available for use.</p> <p>Handwashing signage remains in situ.</p> | |
| Meeting Rooms | | |
| Spread of Coronavirus | <p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Back-to-Back bookings are not permitted to allow hygiene controls to be completed.</p> | |

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| | <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, tables, chair arms, IT equipment.</p> <p>All “loose” consumables have been removed to mitigate contamination. Individually wrapped items for tea/coffee/sugar and coffee pots are in use.</p> <p>Hand sanitiser and wipes are available.</p> | |
| Offices | | |
| Spread of Coronavirus | <p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Cleaning and disinfecting objects and surfaces that are touched regularly particularly desktops, door handles, chair arms etc.</p> | |
| Ventilation | | |
| Spread of Coronavirus | <p>All air conditioning systems where applicable have been adjusted to supply a maximum setting of fresh air and extract. Any circulation of AC systems has been turned off to ensure ventilation systems are providing fresh air and extracting air simultaneously to maintain fresh air capacities.</p> | |

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| Personal Hygiene | | |
| Spread of Coronavirus | Handwashing soap, hand sanitiser and anti-bacterial wipes continue to be available for use. Hand washing signage remains in situ. All staff have been advised to cover their mouth and nose with a tissue, hand or arm when they cough or sneeze. The used tissue should then be placed in the bin immediately. Staff should then wash their hands with soap and warm water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT. | |
| Reporting Covid Cases | | |
| Spread of Coronavirus | In accordance with government guidelines, it is essential that staff members, customers or visitors should self-isolate if they or someone in their household has a persistent cough, a high temperature or has lost their sense of taste or smell. They must also self-isolate if they or a close contact has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. All staff, clients and contractors have been advised that if they or a fellow worker is self-isolating, they must not allow them to come to work. It's an offence to do this. They must notify our centre staff immediately if they are aware of anyone that has attended the premises that falls within this category. | Continue to advise new staff, clients and contractors of the guideline criteria. |



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| Face Coverings | | |
| Spread of Coronavirus | Face coverings are no longer required by law from 19 th July. However, the government expects and recommends that people who are eligible continue to wear face coverings in crowded, enclosed spaces. Face masks may reduce the risk of transmission to yourself and others. Workers may choose to wear a face covering in the workplace. | |