

RISK ASSESSMENT



Location / Site Name		Tideway Client Organisation Based at The Cottons Centre, London Bridge, London.								
Summary of Activity		Covid-19- Specific Risk Assessment covering general office activities and working from home.								
Activity	Foreseeable Significant HS&W Hazard	Who May be Harmed and How?	Existing Control Measures	Initial assessment			Further Action Required (By Who / When)	Residual risk		
				L'hood	Severity	Risk Rating		L'hood	Severity	Risk Rating
General office activities	Contamination and spread of COVID-19	Tideway staff including vulnerable workers groups such as pregnant workers and those with underlying health conditions, Cleaners, maintenance contractors and Visitors to Tideway premises.	<ul style="list-style-type: none"> All Tideway staff have been advised to work from home until further notice. Tideway staff have been provided with IT equipment and access to company's information systems. Separate equipment has been made available to employees that require it. Various communication forums established for keeping in touch and supporting with employee wellbeing. FAQs re Coronavirus available on Tideway's SharePoint. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L
Occasional / Critical visits to office by key personnel, including contractors / maintenance personnel.	Contamination and spread of COVID-19	Tideway staff and maintenance teams may be required to occasionally attend the office to carry out necessary tasks.	<ul style="list-style-type: none"> Where people are required to attend the office then social distancing and good hygiene practices are to be maintained in accordance with <i>Covid-19 Attending the Office Guidance Sheet</i>. All visits to Tideway's Office need to be communicated and approved by the FM Manager and Head of Security prior to the visit. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L
	Contact with Others while using office facilities	Staff that do use the office facility may potentially be at risk if they come into contact with others using the office.	<ul style="list-style-type: none"> All maintenance visits to be scheduled in a manner that reduces potential interaction between different parties. Where this is not possible 2m rule and good hygiene practices to be adopted i.e. Hand Sanitiser and regular hand washing. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L

<p>Working from home for extended periods of time.</p>	<p>Incorrect posture may lead to development of new MSD. Regular and Constant use of Visual Display Units</p>	<p>Tideway Staff including vulnerable workers groups</p>	<ul style="list-style-type: none"> • FAQs re Coronavirus available on Tideway's SharePoint. It includes guidance on how to request additional IT equipment and workstation setup. • Resources available to assist with home working set-up. • DSE Guidance issued via <i>Tideway Talk</i> in accordance with HSE guidance. • Staff actively encouraged to incorporate physical and mental wellbeing activities (e.g. lunch time Yoga / Pilates) into their daily routine to reduce risk of poor posture. 	<p>1</p>	<p>4</p>	<p>L</p>	<p>No further action required. Monitoring should occur to ensure controls are effectively implemented.</p>	<p>1</p>	<p>4</p>	<p>L</p>
	<p>Staff Wellbeing</p>	<p>All Tideway employees currently working from home may suffer mental ill health as a result of working in new and difficult circumstances, lack of interaction with others, grievance and distress, financial uncertainty.</p>	<ul style="list-style-type: none"> • Regular communications with the workforce including forums where workforce can ask questions and/or raise concerns, News with Views hosted by Tideway's CEO is an example. • Mental Health First Aider meetings. • Teams establish regular catch-up meetings (non-work related). • Various support groups established for staff wellbeing. • Staff actively encouraged to incorporate physical and mental wellbeing activities (e.g. lunch time Yoga / Pilates) into their daily routine to reduce the risk of poor posture. • Employee Assistance Programme available to all tideway staff and their immediate families. • Occupational health services available for all Tideway staff. 	<p>2</p>	<p>4</p>	<p>M</p>	<p>Unpredictability of individual's wellbeing has resulted in the likelihood being a 2 'unlikely.' While it is noted that the likelihood of this risk is 'Unlikely' – further monitoring of staff wellbeing will occur in addition to providing regular reminders of the support available for staff during this period of working from home.</p>	<p>2</p>	<p>4</p>	<p>M</p>
	<p>General Working from Home</p>	<p>Staff may be injured in their homes (temporary workplaces) as part of their daily working activities.</p>	<ul style="list-style-type: none"> • In addition to the home working module in the DSE Assessment process, staff are also encouraged to visit and refer to the Remote Working Guidelines. 	<p>1</p>	<p>4</p>	<p>L</p>	<p>No further action required. Monitoring should occur to ensure controls are effectively implemented.</p>	<p>1</p>	<p>4</p>	<p>L</p>
<p>Travel to Work</p>	<p>Travel from home to the office</p>	<p>Staff may be exposed to the Covid-19 virus as a result of travelling</p>	<ul style="list-style-type: none"> • Tideway have instructed all staff to work from home until advised otherwise by the government. 	<p>1</p>	<p>4</p>	<p>L</p>	<p>No further action required. Monitoring should occur to ensure controls are effectively implemented.</p>	<p>1</p>	<p>4</p>	<p>L</p>

		to or on work. While this risk is not currently apparent to Tideway, there is a chance it may be in future.	<ul style="list-style-type: none"> Tideway will continue to monitor government guidance and policy regarding travel to work to ensure that the safest option is employed as and when staff are required to travel. 							
	Accessing the office (entrance, access validation, use of lifts)	Tideway staff and others accessing the Cottons Centre may be at risk of catching or spreading the virus.	<ul style="list-style-type: none"> Tideway continue to work from home and are in regular liaison with the building land lord in planning for a safe return to the office. Tideway have engaged an external consultant in assisting in the safe and effective return to the office, when it is appropriate. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L
Office Working	Meetings	Staff may be exposed to the coronavirus when partaking in meetings.	<ul style="list-style-type: none"> All meetings are currently taking place via remote working software – e.g. Skype and Microsoft Teams etc. Tideway will continue to liaise with the building landlord and will adopt the government guidelines relating to working in offices. I.e. having appropriate social distancing measures in place, having hand sanitizer available and minimising attendance at meetings. Person-specific 'Return to Work' risk assessment will be undertaken for all individuals upon reoccupation of the office. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L
Hygiene	Cleaning and maintenance regimes	Staff using the offices may be exposed to the Covid-19 virus when returning to the office. Staff may also be exposed to other illnesses such as legionella as a result of water remaining stagnant for a long period of time.	<ul style="list-style-type: none"> All legionella flushing and testing is currently continuing subject to the good hygiene and social distancing controls stipulated in the <i>Covid-19 Attending the Office Guidance Sheet</i>. Deep cleans are continuing to take place and will be conducted prior to staff re-entry into the office. Cleaning schedule incorporating common areas such as dining facilities and commonly used equipment (taps, microwaves etc.) to be developed prior to reoccupation. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L

	Emergency Arrangements	During the current Covid-19 pandemic, staff may be at risk of not receiving immediate emergency response from the emergency services.	<ul style="list-style-type: none"> Tideway will adopt the government guidelines for emergency situations, i.e. will prioritise the emergency response over the 2m social distancing and adopt good hygiene practice during and immediately after the response. First aid kits within the office will continue to be monitored and stocked as required. Evacuation chairs will continue to be available on the 5th and 6th floors. Emergency arrangements, as outlined in the <i>Covid-19 Attending the Office Guidance Sheet</i> to be adopted during the period that staff are not working normally within the office. Staff to be mindful that there may be a delayed response from emergency services. Additionally, there may be a need to escort personnel directly to hospital. 	1	4	L	No further action required. Monitoring should occur to ensure controls are effectively implemented.	1	4	L
Vulnerable Workers and/or their families.	All hazards as identified above.	<p>Employees that are classed as Clinically Vulnerable, <i>Extremely</i> Clinically Vulnerable and BAME employees may be at an increased risk of severe ill-health and possibly fatality if they are to contract covid-19.</p> <p>There is also a potential that staff may contract the virus in the workplace which may increase the potential they could spread it to others.</p> <p>[Severity rated higher due to vulnerability of employees and family members.]</p>	<ul style="list-style-type: none"> Currently no staff are working within the Cottons Centre, so this risk is minimal. Tideway will not expect any staff that have specified vulnerabilities to attend the office. Where Tideway staff live with a person that has defined vulnerabilities, they will not be expected to attend the office and home working arrangements will be made. Occupational health referrals can be made if line managers/individuals need further support in managing underlying health conditions. Person-specific 'Return to Work' risk assessment will be undertaken for all individuals upon reoccupation of the office. 	1	5	M	Likelihood reduced to lowest possible level through the existing controls. Further controls would not impact the risk rating owing to the potential severity of a vulnerable member of staff or their family contracting the Covid-19 virus.	1	5	M

Risk Rating = Likelihood x Severity										
Likelihood	HS&W Severity		Severity					Risk Rating	Minimum Action Required	
1 = Highly Unlikely 2 = Unlikely 3 = Possible 4 = Likely 5 = Highly Likely	1 = No Injury 2 = Minor First Aid Injury 3 = Injury causing Lost Time / Multiple Minor First Aid 4 = Major Injury / Multiple Lost Time Injuries / Severe ill health 5 = Fatality	Likelihood		1	2	3	4	5	Low (1 – 4) Medium (5 – 12) High (13-25)	Acceptable risk rating but continual monitoring should occur. Periodic review of assessment should occur. Consider implementing further controls to reduce the risk so far as is reasonably practicable. Where this cannot happen, the activity should be monitored and assessment reviewed regularly. Assessor to determine appropriate monitoring frequency. A documented safe system of work / permit to work should be in place to minimise the risk of injury, ill health or environmental damage. This SSOW should be communicated to all staff involved in the activity and should be supervised.
			5	M	M	H	H	H		
			4	L	M	M	H	H		
			3	L	M	M	M	H		
			2	L	L	M	M	M		
1	L	L	L	L	M					