



## Freepoint COVID-19 Risk Assessment

December 2021

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### Part 1 – General Details

<b>Location</b>	Freepoint London Office – 5 <sup>th</sup> Floor, 62 Buckingham Gate
<b>Department/Business</b>	Safe Occupation of Freepoint Office – 5 <sup>th</sup> Floor, 62 Buckingham Gate
<b>Scope of Risk Assessment</b>	<p>This document is designed as a starting point for an ongoing process of collaboration with staff and the Building Management Team (BMT) to develop safe systems for all who work at Freepoint London office (5<sup>th</sup> Floor, 62 Buckingham Gate).</p> <p>This document is based on UK Government guidance and contains 2 different approaches how to minimize COVID risks for staff and others. Freepoint will implement the relevant approach depending on which set of rules/guidance the UK Government publishes.</p> <ol style="list-style-type: none"> <li>1. <b>PLAN A</b> If UK Government guidance states that it is at the discretion of employers as to how staff can continue working safely – Plan A will be implemented by Freepoint.</li> <li>2. <b>PLAN B</b> If UK Government guidance currently states that staff should work from home – Plan B will be implemented by Freepoint. The below risk assessment implements Plan A as a basis, but incorporates changes regarding Plan B where necessary (highlighted as Plan B).</li> </ol> <p>Freepoint employed the services of <u>Cavendish Health</u> for expert risk assessment advice to inform our statutorily required assessment in 2020, much of their advice remains relevant today.</p> <p>This document should be read in conjunction with the LandSec document which sets out the guidance for using 62 Buckingham Gate, supplied by the BMT and up-to-date government advice, which can be accessed here:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p>
<b>Review Status</b>	It is a live document and its contents will be kept under review as the situation changes and issues may arise. This version is dated December 13, 2021 and reflects the information available to us on that date.
<b>COVID-19 Properties</b>	COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection, which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment.

	Whilst the vaccination programme has been rolled out, and most of our staff will have had the opportunity to have been fully vaccinated (and boosted) by now, there is no current cure and the vaccine may not protect against transmission.
<b>Main Symptoms</b>	<p>A high temperature, a continuous cough and loss of the sense of smell or taste are considered the most indicative symptoms. However, symptoms are wide ranging and many cases are asymptomatic. Up-to-date information on symptoms can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>.</p> <p>People with these symptoms must self-isolate.</p> <p>People who live with or had close contact with someone with symptoms / tested positive must self-isolate, if required by UK Governmental guidelines which can be found at <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Those self-isolating must follow the guidance from PHE on <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>.</p> <p>They should also let a Covid Officer know of any of the above circumstances via electronic message. Where COVID-19 is confirmed in staff or recent visitors to the office, they should contact NHS test and trace as per applicable guidance: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a>.</p>
<b>Control of Transmission</b>	<p>Whilst it is still thought the virus can remain “live” on hard surfaces such as handles, switches, bannisters etc. for 72 hours, it is believed that transmission and infection generally occur when someone is in an unventilated area with or is in close proximity to an infected person and breathes in droplets or aerosols from an infected person. They may be symptom-free but infectious during the incubation stage, which is typically five days but can be up to a week. Social distancing and good ventilation are therefore key. The virus can be killed using normal household detergents on hard surfaces.</p> <p>Regular handwashing (&gt;20 seconds) with soap and warm water, and air or disposable towel drying for decontamination of virus particles from skin surfaces helps to reduce the risk of transmission. Hand-gel should be used where soap and water are not available.</p> <p>In line with WHO information and guidance, the BMT monitors air quality in the building. The BMT has stopped re-circulation of air, so only 100% fresh air is delivered onto the floors. Our building has a designed air change ratio based on the maximum occupancy of customers on each floor, for normal occupation this is six changes of air per hour, so for each person on the floor they will receive 10m<sup>3</sup> per person and every ten minutes the air is changed. The Government have produced Guidelines for COVID-Secure workplaces: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p>
<b>Vulnerable Groups</b>	Public Health England has specific guidance for vulnerable groups.

	<p>Those defined as extremely vulnerable should be shielding and not return to work until the time specified by the government, or upon the advice of their doctor: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Those at risk of severe illness are advised to stay at home as much as possible and, if they do go out, take particular care to minimise contact with others outside their household.:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Freepoint has identified all staff who are considered vulnerable, including those who care for or live with vulnerable people.</p>
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## Part 2 – Employee and Visitor Safety

What are the hazards?	Who is at risk?	Control measures	Risk rating
Mental health / psychological wellbeing	Staff	<ol style="list-style-type: none"> <li>New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in procedures and policies and disseminated to employees by Freepoint's Covid Officer(s).</li> <li>Regular communication with staff at firm, team and individual level to ensure staff are informed about Freepoint reoccupation plans including proposed Health and Safety measures. These will include: <ul style="list-style-type: none"> <li>Provision of the most recent COVID-19 risk assessment to all employees prior to their return to the office;</li> <li>Training and publication of signage and other recognised media materials such as posters and videos to remind employees of the Health and Safety Measures;</li> <li>Regular meetings or calls between the management, including Covid Officers and Covid Managers to discuss employee safety, well-being, absence management, operational risks, controls compliance and best practice;</li> <li>Office Managers and Covid Officer to ensure effective implementation of the Health and Safety measures.</li> </ul> </li> <li>Ongoing consultation with staff during remote working and specific engagement during the risk assessment phase of any reoccupation planning to ensure all concerns are identified and addressed.</li> <li>Staff are made aware of support mechanisms available to them to help manage stress and anxiety associated with COVID-19 and remote working through HR.</li> </ol>	Medium
Vulnerable groups	Staff/Relatives	5. Freepoint has identified all staff who are in vulnerable groups themselves or are caring for others and encourages them to discuss their support needs with HR	High

		<p>6. PHE has specific guidance for vulnerable groups:</p> <ul style="list-style-type: none"> <li>▪ Those defined as extremely vulnerable should be shielding and not return to work until the time specified in the government advice, or on the advice of their doctor: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>▪ Those at risk of severe illness are advised to stay at home as much as possible and, if they do go out, take particular care to minimise contact with others outside their household: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></li> </ul>	
<b>Virus transmission in the workplace</b>	Staff, visitors and contractors	<p>Clear signage and guidance to be displayed throughout the office.</p> <p>Where staff and/or visitors have been given permission to attend the office:</p> <p><b>Staff and visitors entering the office</b></p> <p>7. Staff are permitted, but not required to work 2 days from home each week to promote lower staff numbers in the office to avoid the chance of crowded areas (<b>under Plan B</b>, staff have been notified to work from home, unless approved by senior management. In this case the number of staff limited in the London office shall not exceed 10).</p> <p>8. Staff and visitors are to comply with all additional health and safety protocols put in place by Freepoint and the BMT.</p> <p>9. Visitors and contractors will be required to confirm they are symptom-free and have to fill in the COVID-19 Questionnaire prior to entering the office.</p> <p>10. Staff from different office are only allowed to enter the London office once they are fully vaccinated (<b>under Plan B</b>, no staff from other offices are allowed to enter the London office).</p> <p>11. All staff have been issued with guide for safe working and will be required to notify the COVID Officer in case they had contact with a confirmed case of COVID.</p> <p>12. Provision of hand sanitiser at entry and exit points to office.</p> <p>13. Record of who is in attendance in the office and when.</p> <p>14. Temperature will be taken when entering the office and anybody flagged with a raised temperature will be asked to return home.</p> <p><b>Workstations</b></p> <p>15. Clear desk policy enforced with individual lockers and pedestals being utilised for personal items.</p>	Medium

		<p>Strict pre-booking process for unassigned desks/ PCs and meetings in any room to allow management of additional deep cleaning and sanitising between use by different occupants.</p> <p><b>Meetings</b></p> <p>16. Current restrictions in place discouraging all external visitors to the office.</p> <p>17. Numbers of staff permitted to use meeting rooms are limited.</p> <p>18. Meeting attendees to be recorded to track contact.</p> <p>19. Where larger meetings are required, telephone and video conferencing options shall be used.</p> <p><b>Common area (kitchen/breakout/reception)</b></p> <p>20. Handwashing facilities, disposable paper towels to dry hands and guidance posters: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>21. Gel/foam sanitiser and sanitising wipes on each table in break-out area and one-person limit to avoid face-to-face interaction (excess furniture removed).</p> <p>22. The kitchen will be able to be used by up to 5 people at a time (2 people <u>under Plan B</u>), with social distancing.</p> <p><b>Cleaning</b></p> <p>See <u><a href="#">Part 4 – Cleaning</a></u> below.</p> <p><b>PPE</b></p> <p>PPE (3 ply face masks) are available for use by all visitors and staff on an optional basis</p> <p><b>IT Desktop Support</b></p> <p>23. Where physical desktop PC support is required, IT Manager/Engineer is to:</p> <ul style="list-style-type: none"><li>▪ Sanitise hands before and after work at each station.</li><li>▪ Wipe all equipment before and after work with sanitising wipes</li></ul> <p>24. Staff are to maintain 2m social distance while work is being undertaken on their machine</p>	
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<b>Someone entering the workplace with COVID-19</b>	Staff, visitors and contractors	<p>25. Staff must not attend the office, if they are experiencing COVID symptoms. If they feel unwell, but are still able to attend the office, they should also, as a precaution, take a lateral flow test. If negative they can attend normally.</p> <p>26. Freepoint has implemented thermal imaging technology to monitor staff and visitors to the office for early detection of potential cases of COVID-19.</p> <p>27. Anyone displaying symptoms of COVID-19 (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>) will be sent home and advised to follow the stay at home guidance.</p> <p>28. If advised that a member of staff or a visitor has tested positive for Covid-19 and were recently in our office, contact tracing process is to be followed: <a href="https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/contact-tracing">https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/contact-tracing</a></p> <p>29. Decontamination of the office to be carried out in line with government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Medium
<b>Toilets and welfare facilities</b>	Staff, visitors and contractors	<p>30. Toilet facilities are dedicated to Freepoint.</p> <p>31. Sanitiser dispensers outside the entry doors to the bathroom facilities and requirement that staff wipe down surfaces they have touched.</p>	High
<b>Accidents, security and other incidents</b>	Staff, visitors and contractors	<p><b>First aid</b></p> <p>32. Our office is a low risk environment for accidents and we are asking some employees to undertake first aid training to provide cover during partial reoccupation.</p> <p>33. Additional resuscitation face shields, N95 masks and disposable gloves added to standard first aid equipment for hands-on treatment.</p> <p><b>Fire Safety</b></p> <p>34. Additional information will be given to all staff to ensure adequate fire safety awareness.</p> <p>35. Freepoint acknowledges that all Landlord fire related systems have been maintained during lockdown.</p> <p><b>General</b></p> <p>36. Staff are aware that a Fire Warden may not be on site and have been informed of the measures to take in an emergency.</p> <p>37. Staff are aware that the BMT have trained first aiders available and have contact details in case of an emergency.</p> <p>38. In an emergency people are not required to stay apart if it would be unsafe.</p>	Medium

		39. Staff involved in the provision of assistance to others are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands.	
<b>Deliveries</b>	Staff	40. Staff have been instructed that personal deliveries should no longer be addressed to the office. 41. All company post and deliveries are now to be managed from designated delivery area.	Low

### Part 3 – Travel

What are the hazards?	Who is at risk?	Control measures	Risk rating
<b>Travelling to work</b>	Staff	42. Staff who rely on public transport to travel to the office must comply with government guidance related to use of public transport. 43. Where possible, walking, cycling and driving/taxis are the recommended mode of travel for any staff planning to utilise the office. 44. Staff advised of BMT controls in place for cyclists including shower facilities – expected high numbers of tenants cycling or walking to work may impact the use of these facilities.	High

### Part 4 – Cleaning

What are the hazards?	Who is at risk?	Control measures	Risk rating
<b>Landlord controlled communal areas</b>	Staff, visitors and contractors	45. Freepoint acknowledge BMT have produced a plan for cleaning the public access areas of the building assuming phased reoccupation.	Medium
<b>Freepoint office cleaning ahead of reoccupation and upon return</b>	Staff, visitors and contractors	46. Freepoint employs the services of an independent contractor for the cleaning of our office and have planned for any necessary deep cleaning of the office ahead of occupation. 47. Ongoing cleaning of the office will be in line with government recommendations: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> Where the office is opened and in use:	Low

		<p>48. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, keyboards, kitchen, reception area using appropriate cleaning products and methods.</p> <p>49. Printers, photocopiers and similar high contact equipment is to be provisioned with sanitising gel and wipes.</p> <p>50. Increased frequency of professional office cleaning:</p> <p>Working days:</p> <ul style="list-style-type: none"> <li>▪ 09.45-10.30 – high touch areas cleaned</li> <li>▪ 13.30-15.00 – high touch areas cleaned</li> <li>▪ 17.00-2045 – clean of full office and workstations</li> </ul> <p>Saturdays:</p> <ul style="list-style-type: none"> <li>▪ 09.00-15.00 – deep clean of full office and workstations</li> </ul> <p>51. All workstations equipped with sanitising wipes (for equipment), hand sanitiser and tissues.</p> <p>52. Additional sanitising stations positioned throughout the office (maintained by Freepoint).</p>	
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## Part 5 – Preparation of Office for Reoccupation

What are the hazards?	Who is at risk?	Control measures	Risk rating
<b>Heating, ventilation and air-conditioning systems</b>	Staff, visitors and contractors	<p>53. Freepoint acknowledge confirmation that BMT have maintained ventilation systems for normal working conditions.</p> <p>54. BMT have advised that they are not recirculating air and are pumping fresh air into the building.</p> <p>55. BMT maintain all plant/systems Freepoint are responsible for and we have requested confirmation that all maintenance is up-to-date and preoccupation checks and processes are carried out.</p>	Low
<b>Water related systems readiness (including Legionella)</b>	Staff, visitors and contractors	<p>56. Freepoint acknowledge BMT have maintained Landlord water systems for normal working conditions.</p> <p>57. Platinum maintain all water systems Freepoint are responsible for and we have requested confirmation that all maintenance is up-to-date and preoccupation checks and processes are carried out.</p>	Low
<b>Status of passenger lift systems</b>	Staff, visitors and contractors	58. Freepoint acknowledge that all maintenance and thorough examination visits have continued during lockdown.	Low

**Part 6 – Contractors**

<b>What are the hazards?</b>	<b>Who is at risk?</b>	<b>Control measures</b>	<b>Risk rating</b>
<b>Confirmation of COVID-19-free Status of Workers and of COVID-19 Secure Workplace</b>	Staff, other building users and contractors	<p>59. All contractors will be expected to have measures in place to control their activities for COVID-19 risks and will be required to submit a risk assessment outlining these.</p> <p>60. Completion of COVID-19 Questionnaire prior to visiting the office.</p> <p>61. Provide completed copy of COVID-19 Secure 2021 notice.</p>	Low
<b>Timing of activities/access to site</b>	Other building users and contractors	<p>62. Where possible, all contractor visits/work is to take place out of hours either overnight or at weekends to limit numbers in the building. If not possible to schedule works out of hours, arrival times must be agreed between 1030 to 1130 hrs start with shift end time scheduled no earlier than 1930 hrs.</p> <p>63. Agreement in advance with BMT the specific entry, circulation and exit routes from building for contractor workers. This should be presented in the form of a circulation layout plan dovetailing with the building plan. To include:</p> <ul style="list-style-type: none"> <li>▪ recognition of increased demands on all lifts;</li> <li>▪ arrangements in place to ensure no queuing in public areas to gain access to work area;</li> <li>▪ routes to welfare facilities.</li> </ul> <p>64. Site-specific details as to how sign-in will be managed for the area under their control, minimising contact.</p>	Low
<b>Contractor Inductions</b>	Other building users and contractors	65. All contractors will be required to undergo new induction for the building to familiarise them with the COVID-19 control measures in common areas. Contractors will be instructed to raise any breaches of control measures during work on site.	Low
<b>Deliveries for Site and Removal of Waste</b>	Other building users and contractors	66. Contractor to agree with the BMT in advance of all deliveries and waste removal visits.	Low
<b>Handwashing Facilities and Toilets</b>	Other building users and contractors	<p>67. Contractor to agree with the BMT in advance the toilet facilities, which can be made available to contractors. Agreed circulation routes to be in place to access them.</p> <p>68. Contractors are required to wash/sanitise hands on arrival and departure from the office.</p>	Low