

<b>eOffice Risk Assessment - Provisions for safe workspace</b>	<b>Assesment Date: 04.07.2020</b>
<b>Following UK Government Guidelines and in consultation with the appropriate team member at eOffice, this Risk Assessment presents all the practical steps put in place to help control the risk in the workplace during the pandemic.</b>	
Travelling to and from the Office	eOffice Covid19 Procedures to be issued to all members/guests/visitors before returning to our offices.
Travelling to and from the Office	eOffice to implement flexible working arrangements, flexible arrival and departure times. This is to enable our team members to travel outside of busier periods - we would encourage members to consider this option also.
Travelling to and from the Office	If traveling by public transport, face coverings to be mandatory from June 15th, 2020. Following the latest UK government guidance.
Travelling to and from the Office	All eOffice sites have bicycle storage available for members, we encourage cycling where possible. We have identified other areas local to our offices where bicycles can be stored, if the bike store capacity is reached.
Building and Common parts	Verbal sign-in to be in place at the ground floor reception, to avoid touching any equipment.
Building and Common parts	Upon arrival, a One-way system will be in operation throughout the common parts, where possible. Floor markings and signage, will be displayed to manage this.
Building and Common parts	We encourage all people entering and exiting the building to take the stairs as much as possible.
Building and Common parts	Lift access will be limited to two people at a time (priority will be given to guest/visitors with a disability) Where a 2m safe distance is not possible, recommend a mask/visor to be used.
Building and Common parts	A PPE disposal box to be placed near the ground floor reception, along with hand sanitiser to be used before continuing into the building.
Building and Common parts	The cleaning regime has been increasing throughout all common parts, toilets & shower areas. (this is managed by each buildings landlord). Datasheets and COSHH assessments available upon request.
Accidents/ Incidents & Fire Safety	The fire evacuation procedures have been updated to implement a dispersal order in the event of an evacuation from a building. Members should disperse and return to the building 20 minutes later to check if the build is safe to enter.
Accidents/ Incidents & Fire Safety	In emergency preservation of life always takes priority. For example, in the event of a fire - social distancing guidelines need not apply if unsafe to do so.
Illness Control	eOffice employees and members with suspected COVID-19 are expected to self isolate in accordance with UK government guidance. Cases should be reported to the eOffice team who will in turn notify relevant members and building management.
Illness Control	Individuals who are advised to stay at home under existing UK government guidance, should not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.
Illness Control	If any eOffice employee or member develops a high temperature or a persistent cough while at work, they should return home immediately and follow UK government guidance.
Illness Control	Any member who has recently returned from abroad must follow all UK government guidelines before returning to the workplace.
Hygiene – handwashing, sanitation facilities and toilets	Signage to be displayed throughout our workspace, to actively encourages our team and members to follow UK government guidance on personal hygiene, particularly the regular washing of hands.
Hygiene – handwashing, sanitation facilities and toilets	Wall-mounted hand sanitiser dispensers to be installed throughout the office space - for ease of use.
Hygiene – handwashing, sanitation facilities and toilets	The eOffice reception team to have a stock of hygiene consumables at each building. These include Disposable face masks, Disposable gloves, Tissues, Sanitiser.
In the workspace	Upon entry to the office, eOffice team, members & visitors will be requested to sanitise their hands before entering the workspace (we will have an infrared non-touch thermometer available upon request)
In the workspace	Signage to be displayed to encourage social distancing according to UK government guidelines, which is to be followed at all times.
In the workspace	A one-way system to be in operation throughout the workspace where possible. Signage is displayed according to UK government guidelines, this is to be followed at all times.
In the workspace	Installation of transparent acrylic partitions as an additional safety measure throughout the workspace has been actioned, in particular in areas where a 2m/1m plus distance cannot be guaranteed.
In the workspace	Seating plans to be in place to respect a 2m/1m plus safe distance, with use of transparent acrylic partitions and/or seat spacing.
In the workspace	Desk sharing should not be permitted unless thoroughly cleaned in between members.
In the workspace	VENTILATION - Every morning and as appropriate, all windows and non-fire doors will be open to encourage the intake of fresh air, and movement of air within the workspace.
In the workspace	Increased cleaning regime throughout our workspace - in particular disinfecting objects and surfaces that are touched regularly, (door handles, handrails, light switches, phone, shared equipment) using appropriate cleaning products and methods.

In the workspace	Handwashing - Facilities with soap and water in place in all toilets and kitchen areas, sanitisers solution to be installed in any area where washing facilities not readily available.
In the workspace	Wall-mounted sanitiser dispensers to be installed throughout our workspace for ease of use.
In the workspace	We will strongly encourage eOffice team & members to adopt a clean office & desk policy, to assist us with the out of hours cleaning regime.
Workplace Activities - sheared equipment	To ensure all shared equipment is virus-free hands should be sanitised before and after touching the equipment.
Managing Contractors	All eOffice appointed contractors should receive a specific Covid-19 risk assessment for working in our buildings from eOffice and the appropriate landlord.
Meetings	Upon entry to the office the eOffice team, members & visitors will be requested to sanitise their hands before entering the workspace. (we will have an infrared non-touch thermometer available upon request)
Meetings	eOffice Customer care and facilities attendants will ensure that meeting rooms are sanitised after each meeting. (cleaning material will also be in meeting for use at any time)
Meetings	eOffice customer care to remove shared tv remotes, leads, and stationary from meeting room. These will be made available from reception upon request.
Meetings	Hand sanitiser to be installed in all meeting rooms for client use.
Meetings	Installation of transparent acrylic partitions in all meeting room as an additional safety measure has been actioned, in particular in areas where a 2m/1m plus distance cannot be guaranteed.
Meetings	VENTILATION - Before and after each meeting, all windows and non-fire doors will be open to encourage the intake of fresh air, and movement of air within the meeting room. (Window should remain open during meetings where appropriate)
Meetings	Maximum Room Occupancy (capacity) in order to maintain distancing of at least 1m plus (with mitigation) to be calculated and displayed on each room entrance door.
Breakout areas & Kitchen	Seating plans to be in place to respect a 2m safe distance, or 1m plus with mitigation.
Breakout areas & Kitchen	Increased cleaning regime throughout the kitchen and breakout area - in particular, disinfecting objects and surfaces that are touched regularly, door handles, coffee/tea/water machines.
Breakout areas & Kitchen	To ensure shared equipment remain virus-free hands should be washed or sanitised before and after touching the equipment.
Breakout areas & Kitchen	It is recommended that the eOffice team and members bring their own cups and cutlery each day - disposable will also be made available.
Breakout areas & Kitchen	Maximum Occupancy (capacity) to be calculated and displayed in the kitchen breakout area.
Inbound and Outbound Goods	All the eOffice team & members will be asked to limit deliveries to business-critical only.
Inbound and Outbound Goods	The eOffice team have been provided guidelines for the safe handling of post or parcels., Disposable gloves and hand sanitiser to be available for the handling of goods delivered to the site.
Inbound and Outbound Goods	Deliveries to be accepted at the ground floor reception only. eOffice team members should collect packages from the ground floor reception upon notification of their arrival.
Inbound and Outbound Goods	The eOffice team will not allow food deliveries past reception. Members must collect directly from the driver.
Cleaning	The cleaning regime has been increasing throughout all common parts, toilets & shower areas. (this is managed by the landlord). Datasheets and COSHH assessments available upon request.
Cleaning	Increased cleaning regime throughout our workspace - in particular disinfecting objects and surfaces that are touched regularly, (door handles, handrails, light switches, phone, shared equipment) using appropriate cleaning products and methods.
Cleaning	We would strongly encourage eOffice team & members to adopt a clean office & desk policy, to assist us with our out of hours cleaning process.
Cleaning	eOffice Customer care and facilities attendants will ensure that meeting rooms are sanitised after each meeting (cleaning material will also be in meeting for use at any time)
Cleaning	Increased cleaning regime throughout the kitchen and breakout area - in particular, disinfecting objects and surfaces that are touched regularly, door handles, coffee/tea/water machines.
Cleaning	Specialist antimicrobial spray to be applied to all high touch areas and desk space every 25 days.
PPE (Personal Protective Equipment)	Employees working in more high-risk environments such as the reception team and facilities attendants will be provided additional PPE.
PPE (Personal Protective Equipment)	Wearing a face covering in the workplace is optional and is not required by UK law. Use is highly recommended in areas of the building where it may be more difficult to keep a 1m plus distance.
PPE (Personal Protective Equipment)	eOffice reception team to have a stock of hygiene consumables at each building. These include Disposable face masks, Disposable gloves, Tissues, Sanitiser
PPE (Personal Protective Equipment)	PPE Disposal boxes to be installed in the entrance of all workspace in order for our team and clients to dispose of PPE correctly.
Providing Guidance	Guidance on physical distancing and hygiene to be provided to people upon arrival via signage, prior to arrival via the eOffice website and via direct email where possible.
Providing Guidance	All members to be provided with the return to work information. eOffice Covid19 Procedures rev9.
Providing Guidance	Additional risk assessments available upon request.