

Clarion Events Bedford House – COVID 19 Risk Assessment



Introduction:

Government guidance requires that, to prepare for a re-opening, every setting should carry out a Risk Assessment before opening. All employers have a duty to consult employees on health and safety and this document helps meet this requirement. The purpose of this Risk Assessment is to identify the potential contact points of transmission of COVID-19 within the Clarion offices in Bedford House and the steps taken to protect our staff, contractors, delivery people and visitors from COVID-19 within this workplace.

Current evidence suggests that COVID-19 spreads between people through direct, indirect (through contaminated objects or surfaces), or close contact with infected people via mouth and nose secretions. These include saliva, respiratory secretions or secretion droplets. These are released from the mouth or nose when an infected person coughs, sneezes, speaks or sings. Source: <https://www.who.int/news-room/q-a-detail/q-a-how-is-covid-19-transmitted>

This Risk Assessment will be reviewed and amended on a periodic basis.

Location Details	
Office Details:	Clarion Events Ltd, Fulham Green, Bedford House, 69 - 79 Fulham High Street, London, SW6 3JW
Office Description:	The Clarion offices consist of 7 office wings and 2 discrete offices within Bedford House. Other areas within the building are either tenanted by non-Clarion businesses or common areas under the control of the landlord. A separate risk assessment is available from the landlord covering the common areas. The Clarion wings are composed mainly of open plan spaces with individual workstations, a number of executive offices, enclosed meeting rooms, print rooms, kitchens and storage rooms. Access to the office is via a central communal stairwell and three communal lifts.
COVID Compliance Officer	Stephen Campbell, Facilities Manager or a duly appointed representative
Single Point of Contact (SPOC)	Monica Pahwa, Company Secretary and Risk Compliance Officer or a duly appointed representative
Risk Assessment prepared by:	Alan Carroll, Head of Procurement & Verena Lester, Global Operations Director
Date of Assessment:	16 th July 2020
Distribution:	This document will be shared with all Clarion employees, relevant contractors and will be publicly available on Clarion's website.

Monitoring:	The COVID Compliance Officer is responsible for ensuring government guidance and internal policies are adhered to within the Clarion Offices in Bedford House.
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Notes:	<ul style="list-style-type: none"> A policy, including guidelines, has been prepared which outlines the measures Clarion are taking to keep its employees, visitors and contractors safe from contracting COVID-19 whilst in its office at Bedford House in London. This policy will be reviewed and updated from time to time to keep pace with changes in legislation / government guidelines and is accurate at time of publication. This policy will be shared with all staff and relevant contractors and visitors prior to them entering the office. Employees identified in Phase 1 will be able to return to the office no earlier than 30th July 2020. Employees in Phase 1 will be those: whose physical presence in our offices supports material business needs; and/or who are unable to, or find it difficult to, continue working from home or where it is deemed working from home is no longer viable; and/or who have voluntarily agreed to return to the office in compliance with the "Return to Office Guidance". Employees identified in Phase 2 will be able to return to the office no earlier than 7th September 2020. Employees in Phase 2 will be those: whose physical presence in our offices supports material business needs; and/or who are unable to, or find it difficult to, continue working from home, or where it is deemed working from home is no longer viable; and/or who are able to continue to work from home, however, would benefit from greater team interaction; and/or who have voluntarily agreed to return to the office in compliance with the "Return to Office Guidance". Employees identified in Phase 3 will be able to return to the office when permitted under government guidelines. Employees in Phase 3 will be those who are deemed to be a high risk individual as defined by government guidance and government advice is that these employees are permitted to return to offices. <p>For definition of clinically extremely vulnerable and clinically vulnerable please visit: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>
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The Risk Assessment Process:
Probability (P): Likelihood of the transmission of COVID-19.
Severity (S): The extent to which COVID-19 impacts health.
Risk (R): A mix of probability & severity (multiply the score for each to calculate).
Remember the formula: (P x S = R) x = Final risk rating F.
Action level: Remaining level of risk once control measures are in place.

Probability (P)	Severity (S)	Calculation of Risk (R): P X S		
5: Certain	5: Multiple fatality	1 - 5	LOW (L)	Acceptable risk
4: Probable	4: Fatality/ Life-changing	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily
3: Even Chance	3: Major	12 - 18	HIGH (H)	Implement immediate changes & further Controls
2: Moderate	2: Significant	19 - 25	UNACCEPTABLE (U)	Cease action immediately
1: Low	1: Minor			

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Contact Point (Where)										
Wing entrances	Those Likely Affected:	P	S	R	Control Measures in place:	P	S	R	Action level	
Transmission of virus via high touch points such as door handles, door plates, exit release button, access card reader.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Wing doors kept open thereby eliminating contact with high touch points Enhanced cleaning of high touch point such as door handles Signage displaying social distancing guidelines Hand sanitiser at wing entrances Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW	
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW	
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW	
	Contractors	2	2	4		1	2	2	LOW	
	Delivery staff	2	2	4		1	2	2	LOW	
	Visitors	2	2	4		1	2	2	LOW	
Transmission of virus via high touch points such as work surfaces, kitchen equipment (billy taps, coffee machines, microwaves, toasters etc), cupboard handles, kitchen entrance doors and other hard surfaces. Aerosol transmission by people being in close proximity for a sustained period.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Kitchen doors kept open thereby eliminating contact with high touch points Limit number of people permitted in kitchens Face coverings must be worn when moving around the office (including in kitchens) Enhanced cleaning of high touch points and surfaces Hand sanitiser available in kitchens Hand washing facilities available including hot water and soap Food preparation not permitted in kitchens Dishwashers will be run at 65C or over Signage displaying social distancing guidelines Signage displaying hand washing best practice Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW	
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW	
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW	
	Contractors	1	2	2		1	2	2	LOW	
	Delivery staff	1	2	2		1	2	2	LOW	
	Visitors	2	2	4		1	2	2	LOW	
Print rooms	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Print room doors kept open thereby eliminating contact with high touch points Limit number of people permitted in print rooms Face coverings must be worn when moving around the office (including in print rooms) Enhanced cleaning of high touch points and surfaces Signage displaying social distancing guidelines Anti-bacterial wipes available for wipe down of equipment after use Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW	
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW	
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW	
	Contractors	1	2	2		1	2	2	LOW	
	Delivery staff	1	2	2		1	2	2	LOW	
	Visitors	1	2	2		1	2	2	LOW	
Meeting rooms	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Limit number of people permitted in meeting rooms Face coverings to be worn by staff within meeting rooms wherever 2 metre social distancing cannot be met External visitors will be asked to confirm they have not experienced any COVID related symptoms in the past 14 days 	1	2	2	LOW	
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW	
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW	

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	Contractors	1	2	2	<ul style="list-style-type: none"> Visitors must wear face coverings in meeting rooms. These may be removed when in a confined meeting room with the prior consent of those attending the meeting External meetings restricted to executive offices and a nominated meeting room Enhanced cleaning of high touch points, equipment and surfaces Signage displaying social distancing guidelines Anti-bacterial wipes available for wipe down of equipment and surfaces Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW
	Delivery staff	1	2	2		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Open Offices - walkway	Those Likely Affected:	P	S	R	Control Measures in place:	P	S	R	Action level
Aerosol transmission by people being in close proximity for a sustained period.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Face coverings must be worn when moving around the office and where social distancing of 2m cannot be achieved Visitors must wear face coverings when moving around Clarion's offices Seating at workstations within 2 metres of a walkway will not be permitted Signage displaying social distancing guidelines Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 Teams will be split into groups. These groups will, as far as reasonably practicable, restrict interaction with people from other groups 	1	2	2	LOW
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Delivery staff	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Open Offices - workstations	Those Likely Affected:	P	S	R	Control Measures in place:	P	S	R	Action level
Transmission of virus via high touch points such as screens, computers, desks, chairs, telephones, mouse, keyboards etc Aerosol transmission by people being in close proximity for a sustained period.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Enhanced cleaning of high touch points, equipment and surfaces Capacity will be restricted to no more than 50% maximum occupancy at any one time Staff will be no closer than 2 metres to each other when seated at their workstations Avoiding face-to-face seating by allocating workstations diagonally Anti-bacterial wipes available for wipe down of equipment and surfaces Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Delivery staff	1	2	2		1	2	2	LOW
	Visitors	1	2	2		1	2	2	LOW
Executive Offices	Those Likely Affected:	P	S	R	Control Measures in place:	P	S	R	Action level
Transmission of virus via high touch points such as entry door handles, meeting tables and chairs, cupboards, screens, computers, desks, chairs, telephones, mouse, keyboards etc Aerosol transmission by people being in close proximity for a sustained period.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Social distancing guidelines to be followed in executive offices Face coverings to be worn by staff within executive offices wherever 2 metre social distancing cannot be met External visitors must wear face coverings in executive offices. These may be removed with the prior consent of those attending. Enhanced cleaning of high touch points, equipment and surfaces Anti-bacterial wipes available for wipe down of equipment and surfaces Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Delivery staff	1	2	2		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW

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Storage rooms	Those Likely Affected:	P	S	R	Control Measures in place:	P	S	R	Action level
Transmission of virus via high touch points such as door handles. Aerosol transmission by people being in close proximity for a sustained period.	Staff (non-vulnerable/at risk)	2	2	4	<ul style="list-style-type: none"> Limit number of people permitted in storage rooms Face coverings must be worn when moving around the office (including in storage rooms) Anti-bacterial stations located in storage rooms Enhanced cleaning of door handles and doors Signage displaying social distancing guidelines Where known, clinically extremely vulnerable and clinically vulnerable staff will not be permitted to return to the office during Phases 1 & 2 	1	2	2	LOW
	Staff (clinically extremely vulnerable)	2	4	8		1	4	4	LOW
	Staff (clinically vulnerable)	2	4	8		1	4	4	LOW
	Contractors	1	2	2		1	2	2	LOW
	Delivery staff	2	2	4		1	2	2	LOW
	Visitors	1	2	2		1	2	2	LOW

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