

Risk assessment reference:		20200806TG			Activity/Location/Situation: The Terrace, 3 Wellington Place. Risk of staff /occupiers / visitors / contractors contracting COVID-19 disease.		
Version		3					
Risk assessment date:		06/08/20					
Risk assesement owned by:		Nikki Gibson					
Planned review date:		06/09/20					
Hazard (something with the potential to cause harm)	Who might be harmed and how? (risk) (the likelihood that the harm will be caused)	Severity	Likelihood	Risk Rating	Current safety control measures (insert all of the current safety control measures that you have implemented)	Further action required?	Person responsible for action and by when?
SARS-CoV-2 virus	Staff, occupiers, visitors, contractors contracting COVID-19 disease	3	3	9	<ul style="list-style-type: none">Continued contact with occupier to confirm days working from the office. Provide crockery on their workstations.Flushing has been actioned and recorded on a weekly basis throughout lockdown and continued since re-opening.Weekly cleaning in communal areas, the MEPC office, reception and the kitchen with attention to high frequency touch points. Additional room and communal area cleans take place after bookings with attention to high frequency touch points.Foot pedal operated hand sanitizer located in reception and use is encouraged through signage and verbally.Full service of the AHU completed, including filter change and recirculation removed or minimised – Run time extended to 24-7.Protective screen installed across the length of the reception desk.One receptionist working on the front desk at any one time.Signage displayed around the premises to encourage best practises including "Catch it, kill it, bin it", Government COVID-19 stay safe poster, one way system entrance and exit only, social distancing reminders of 1-2m, "please wait here" floor sign in reception, "Please sanitise your hands before" sign used for coffee machine, fridge and teabags.All crockery washed at 60 degrees prior to re-opening and after use.Hygiene stations set up around the venue and in rooms. They include sanitiser, hand towels and anti-bacterial wipes.Contactless check-in system on arrival using QR codeAttendee list required 24 hours prior to arrival to allow for track and trace.Hourly cleaning walk through by staff to sanitise all frequently touched points in communal areas when venue is in use.Hands free door handle installed on toilet doors.Two person maximum in toilets with green/red sliders to indicate use.One way system implemented around the building and identification card required to enter building.Meeting rooms are cleaned and set prior to guests arrival with a work station per person.Doorstops available in meeting rooms to encourage circulation of air.All crockery removed from breakout lounge.Soft furnishings removed from breakout lounge.New policies introduced and customer documentation to explain changes and measures. These are sent along with booking confirmation and can be found on our website. They also outline procedures for suspected/confirmed cases of COVID-19.Facemasks, gloves, antibacterial wipes and sanitiser provided for staff use.Corridor doors held open in the days using only FireCo Dorguards which close at the sound of the fire alarm.Rooftop Terrace door open to encourage fresh air flow throughout the venue.Redesigned catering menu to provide indivisually wrapped meals. Delivery made wearing full PPE.Staggered break times for guests to minimise contact with other guests.	<ul style="list-style-type: none">Additional cleaning to be arranged in correlation with bookings.Continue to review and update measures.	Nikki/Tara

Severity of injury/illness

Fatality (5)

Major (4)

Moderate (3)

Minor (2)

Insignificant (1)

Likelihood of injury/illness (with the current control measure)

Almost Certain (5)



Very Likely (4)

Possible (3)

Unlikely (2)

Rare (1)

Severity x Likelihood = Risk Rating

Person(s) completing document	Nikki Gibson	Russell Jaycock
Signature(s)		
Position	Associate Director	Director
Date	06/08/20	06/08/2020