Assessment Date: 2 December 2020
Next Review Date: 31 January 2021
Completed By: Director of Risk
Approved by: General Counsel
Locations covered: 33 Wellington Street, Leeds LS1 4DL

Ref	Hazards/Risks	Risk To	Risk Description	Risk Level	Control Measures	New Risk Level	Additional Controls	Notes/Additional Comments
1	Outbreak of Coronavirus COVID-19	All persons	Risk of contracting coronavirus in the workplace (33 Wellington Place)	MEDIUM	Review latest Government guidance, consult with Partners and employees (**Staff**), identify very high risk and high risk Staff and adhere to and amend (if necessary) the COVID-19 Office Occupancy Plan (the **Plan**). Adhere to and amend (if necessary) the COVID-19 Workplace Policy (the **Policy**) to highlight appropriate behaviours when in the office. To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority. Facilitate Staff being able to work from home as part of a balanced approach to working practices dependent upon the needs of each team.	LOW	Update Plan and Policy as guidance, further consultation and practical experience develops.	Currently available data indicates that prevalence of COVID-19 virus in the community is very low. Risk levels in this Risk Assessment are assessed on this basis. The availability of testing and track and trace by the Government is anticipated to identify localised outbreaks of the COVID-19 virus. Simon Clark is the single point of contact for Public Health England, should the need arise. If the firm has 2 or more cases concurrently, then this will be reported to Public Health England.

2	Communications/educating Staff	All persons	Risk to infection control	**MEDIUM**	Adhere to the Plan. Adhere to the Policy. Implement Communications (**Comms**) Plan (posters, TV screen messages, screen savers, emails etc) Send emails/updates to Staff supplemented by team briefings as required to inform and educate any changes in the Plan and any updated Government guidance. Staff who are WFH will continue to participate in team meetings etc and emails/phone calls will continue to be used to keep in touch. Promote good hand and respiratory hygiene, and promote infection control procedures.	**LOW**	Review latest Government guidance and update Plan and Policy as required. Keep Comms Plan under review and develop as required. Ensure 'Keeping in Touch' with Staff who remain WFH (e.g. due to being clinically extremely vulnerable or clinically vulnerable).	
3	Social distancing	All persons	Risk to infection control, increased exposure	**MEDIUM**	Staff must adhere to advice from the Government with regards to social distancing when attending the workplace. The Plan confirms that the business will adhere to current social distancing guidelines. Adhere to changes made throughout the workplace (as detailed in the Plan) so that every reasonable effort is made to allow Staff to comply with social distancing guidelines whilst attending the workplace. Rigorous monitoring by management.	**LOW**	Review latest Government guidance and update the Plan and Policy as required. Develop, update and communicate the policies/procedures/protocols to ensure social distancing is maintained. Rigorous ongoing monitoring by management.	We have not had to stop/redesign any of our operational processes to ensure social distancing is maintained. Staff who have been required to remain in the office have been able to do so safely whilst observing the guidance on social distancing.

#	Hazard	Who is at risk	Risk	Rating	Control Measures	Rating	Further Action	Comments
4	Hygiene practices	All persons	Risk to infection control	MEDIUM	Continue Comms Plan to educate Staff on good hygiene practices and provide guidance/posters/targeted messages in key areas.

Additional bins provided for disposal of tissues, wipes and hand drying towels.

Provision of adequate supply of hot water, soap and hand drying facilities.

Provision of hand sanitiser and anti-bacterial wipes for Staff to use.

Rigorous monitoring by management. | LOW | Review latest Government guidance and update the Plan and Policy as required.

Develop, update and communicate the Plan and Policy, as appropriate.

Develop, update and communicate the policies/procedures/protocols to ensure good hygiene practices are maintained.

Rigorous ongoing monitoring by management. | The cleaners will be emptying the additional bins which will contain used tissues and wipes. |
| 5 | Staff member with symptoms/close contact with persons | All persons | Risk of flu-like symptoms, pneumonia, breathing difficulties, death | MEDIUM | A Staff member who is experiencing symptoms similar to those present with COVID-19 or who has had close contact with someone experiencing these symptoms, must not come into the office.

Desk management software and internal COVID-19 reporting procedure in place as part of internal track and trace measures.

Thermal imaging camera (**TIC**) at entrance to office premises will check body temperature of all Staff and visitors before access to the wider office is permitted.   TIC Policy contains procedures to be followed should someone become unwell or have an elevated body temperature detected by the TIC.

Visitor procedures in place to ensure visitors are aware of the office entry requirements.

DPIA for TIC and Privacy Notice both in place. | LOW | Review latest Government guidance and updatethe Plan and Policy as required.

Develop, update and communicate the Plan and Policy for Staff who develop symptoms, both from an employee and employer perspective.

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. | Government Track and Trace app is in its early stages. It is a business decision as to whether to push out the app to all corporate devices. Currently the business is not forcing the use of the app on Staff. |

6	Limit work trips/travel to high risk areas	Staff member travelling All persons	Risk of Increased exposure, infection control	**MEDIUM**	Avoid unnecessary work travel. Minimise non-essential travel - consider remote options first. Staff will be asked to inform their manager of any forthcoming travel plans, prior to travel, including personal travel. Consider the impact of any quarantine restrictions which might be imposed.	**LOW**	Review latest Government guidance and update the Plan and Policy as required.	Current advice includes the requirement for the individual to self-isolate if they have returned from abroad.
7	Higher risk groups	Clinically vulnerable and Clinically Extremely Vulnerable individuals	Risk to infection control	**MEDIUM**	Clinically Extremely Vulnerable and Clinically Vulnerable individuals are at higher risk from COVID-19 and have been advised to take extra care in observing social distancing and will be helped where reasonable to work from home. The Plan will mean these individuals can have confidence that they can attend the workplace. Review the situation regarding localised cases on an on-going basis and ensure good communication with all high-risk individuals. Individuals will not be discriminated against directly or indirectly because of a protected characteristic.	**LOW**	Review latest Government guidance on high risk individuals and update the Plan and Policy as required. Develop, update and communicate our approach to how we will manage Clinically Vulnerable and Clinically Extremely Vulnerable individuals (both from an employee and employer perspective).	An exercise has been undertaken as part of the consultation exercise with Staff to seek to identify Clinically Extremely Vulnerable and Clinically Vulnerable members of Staff.
8	Internal cleaning	All persons	Risk to infection control	**MEDIUM**	A cleaning regime is in place within our office with dedicated cleaning personnel to ensure the workplace is suitably cleaned on a regular basis. Additional cleaning staff have been engaged to provide a rolling cleaning service to clean common areas and frequent touch points during the working day. Staff are able to clean their workstations with materials provided at any time.	**LOW**	Review latest Government guidance and update the Plan and Policy as required. Monitor the frequency of cleaning of frequently-touched communal areas, including door handles, lift buttons, printer controls, kitchens, toilets, showers, bin lids, light switches, handrails, phones and desks. Implement rigorous checks to ensure procedures are being followed and standards are being met. Staff confidence in our cleaners is crucial.	

| 9 | Catering facilities | All persons | Risk to infection control, increased exposure | MEDIUM | Cafe area open for coffee machines and sandwiches and also limited groups of two to meet, with appropriate hygiene and social distancing advice.

Staff to be encouraged to bring their own food to work where possible.

No cups, crockery or cutlery to be made available and Staff to wash their own cups, crockery or cutlery. All Staff have a personal locker to store personal belongings.

Procedures in place to maintain social distancing in all communal areas. | LOW | Review latest Government guidance and update the Plan and Policy as required.

Develop, update and communicate the policies/procedures/protocols to ensure good hygiene practices and social distancing measures are maintained. | It is considered to be too difficult at the current time to provide a hot food service in the cafe area and to be able to maintain social distancing. The position will remain under review. |
| 10 | Personal Protective Equipment (**PPE**) | Staff dependent on tasks performed | Risk to infection control Eyes, mouth and nose | MEDIUM | Our workplace is not a high risk environment for the transmission of COVID-19 (i.e. we do not operate in a clinical setting) and the role of PPE in providing additional protection is extremely limited. The proposed PPE contained in the Plan is considered appropriate to the level of risk identified.

Appropriate PPE provided for Reception Staff and Office Services Staff, as detailed in the Plan. Guidance on the wearing of PPE provided as appropriate.

Guidance provided for good hygiene practices for those Staff members who choose to wear a face covering in the workplace.

Continue Comms Plan to provide guidance to Staff on good hygiene practices through posters, TV screen messaging etc. | LOW | Review latest Government guidance and update the Plan and Policy as required.

Develop and update the Comms Plan as appropriate. | Current guidance states the steps you need to take to manage COVID-19 risk in the workplace include working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what your Staff usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in a workplace, and needs to be managed through social distancing, hygiene and not through the use of PPE. |

11	Public transport	All persons using public transport to commute	Risk of increased exposure, infection control	**MEDIUM**	Staff must adhere to Government guidance on the use of public transport and when travelling on public transport. Re-launch of the cycle to work scheme to encourage Staff to follow to the Government's guidance on walking/cycling to work instead of using public transport. Limited availability of parking spaces in the basement carpark for use by clinically vulnerable Staff, subject to a booking system.	**LOW**	Review latest Government guidance and update the Plan and Policy as required. Minimise non-essential travel and continue to encourage people to work from home where they can. Consider with line manager staggered start and finish times to allow commuting on public transport safely outside of normal rush hour. Educate Staff on Government guidance regarding public transport to stay safe whilst travelling.	A high proportion of Staff currently use public transport to commute. The full impact of the significantly reduced public transport capability is yet to be seen and understood.
12	Pool car, use of taxis	All persons using pool car, taxis	Risk of increased exposure, infection control	**MEDIUM**	Persons should not share vehicles or cabs, where social distancing cannot be achieved. Pool car only for use by a single user only and needs to be thoroughly cleaned before and after use by the user.	**LOW**	Review latest Government guidance and update the Plan and Policy as required. Monitor the use of the pool car.	
13	Mental health	All persons	Risk of mental health issues	**MEDIUM**	Management will promote mental health and wellbeing awareness to Staff during the COVID-19 outbreak and will offer appropriate support. Line managers will offer support to Staff who are affected by COVID-19 or has a family member affected.	**LOW**	Internal communication channels and cascading of messages through line managers to be carried out regularly to reassure and support employees in a fast-changing situation. Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management.	A number of mental health initiatives and support are already in place within the business.
14	Skin care and occupational health	All persons	Risk of skin conditions, infection control	**MEDIUM**	Good hygiene practices to be observed by Staff whilst in the workplace. Hand washing facilities and products provided.	**LOW**	WM is a professional services business and as such it does not require its workforce to handle chemicals or other products which might cause skin conditions. The hand washing facilities and products to be provided are considered to be adequate and appropriate to the level of risk identified.	

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Likelihood	Severity						Risk Level		
	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)		Existing Control Measures Suffice (Low)	Reduce The Risk As Soon As Possible (Medium)	Control Measure Should Be Applied (High)
Improbable (1)	1	2	3	4	5				
Remote (2)	2	4	6	8	10				
Possible (3)	3	6	9	12	15				
Probable (4)	4	8	12	16	20				
Frequent (5)	5	10	15	20	25				

Likelihood

1	Improbable - not likely to be true or happen
2	Remote - having very little connection with or relationship to
3	Possible - occuring, appearing, or done infrequently and irregularly
4	Probable - likely to happen
5	Frequent - occuring or done many times at short intervals

Severity

1	Minor - nips, cuts, skin rash, no lost time
2	Major - requires professional First Aid advise (onsite)
3	Critical - requires proessional medical attention, take to hospital
4	Fatal - fatal
5	Mutiple Fatalities - multiple fatalities

A number of resources have been reviewed and considered in the creation of this risk assessment. This includes but is not limited to the following:

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-240620.pdf
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/guidance/nhs-test-and-trace-how-it-works
https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/
https://www.cpni.gov.uk/staying-secure-during-covid-19-0

Risk register version	4.2
Date of last review	02-Dec-20
Next review date	31-Jan-21

Revision History	Author	Date	Change	Version
Risk register produced	Kathryn Farrar	26-Jun-20	First issue	1
Risk register reviewed	Kathryn Farrar	05-Aug-20	Updated to reflect changes implemented by WM and as a result of Government guidance	2
Risk register reviewed	Kathryn Farrar	14-Sep-20	Updated to reflect new PHE reporting requirement	3
Risk register reviewed	Kathryn Farrar	30-Oct-20	Updated risks 5 (internal reporting; track and trace) and 9 (catering) to reflect current position	4
Risk register updated	Kathryn Farrar	04-Nov-20	Note added to reflect November 2020 lockdown and the application of the risk assessment	4.1
Risk register updated	Kathryn Farrar	02-Dec-20	Note re November 2020 lockdown removed the reflect the end of lockdown	4.2