

				(P)	(I)	(C)	Risk Value					(P)	(I)	(C)	Risk Value				
1	12/05/2020	Air-conditioning	Using the air-conditioning could increase the risk of spreading the virus if someone is suffering from or carrying the virus	5	5	5	5	1. Airconditioning - in line with Government guidelines for offices Section 5.1. Bott have consulted our airconditioning engineers and confirmed that there is no increased risk of spreading the virus due to the fact that our aircon units are independent of any other business, e.g. Ausbore or S&G and have adjusted our Ground Floor settings from Heat Exchange to Full fresh inlet and output. 2. Colleagues will be allowed to open windows to allow for ventilation 3. Ensure reminder posters to close windows at the end of each day to maintain security 4. Closing windows check is also included in the contract cleaner's schedule	AB	0	5	5	0	C					
2	12/05/2020	All walkways and passages	Colleagues travelling throughout the office may not be aware how far 2m is and therefore not observe it	5	5	5	5	1. Mark 2m throughout the whole office to remove the chance of colleagues breaking the rule 2. Identify and mark waiting areas at pinch points, e.g., Stairwells, toilets	AB/AM	1	5	5	1	C					
3	12/05/2020	Coronavirus daily and regular cleaning regime of shared Bott areas	Communal and shared areas such kitchens, meeting rooms etc are prone to becoming contaminated easier due to the nature of their purpose. The pre-lockdown cleaning regime should be re-introduced and maintained to give colleagues peace of mind that we are mitigating risk where possible	5	5	5	5	1. Re-introduce Ops cleaning roster which is visible to everyone so that they can be satisfied that the location has been regularly cleaned 2. Ensure that cleaning team have sufficient supplies of cleaning fluid (alcohol based) and disposable gloves 3. Ensure the related roster is signed each time the area has been cleaned	AB	2	5	5	2	O					
4	12/05/2020	Ground Floor Kitchen	Due to the size of kitchen it is not possible to observe social distancing of 2m	5	5	5	5	1. Mark clearly that only 1 occupant at a time in this kitchen	SLT	2	3	3	2	C					
5	12/05/2020	Ground Floor Reception Area	Opening the Ground Floor Reception would encourage potential visitors and delivery people to approach Reception to make deliveries and have them signed for and increasing risk of bringing the virus into Bott	5	5	5	5	Reception to be opened from 2nd August, with hygiene station, information signage and Perspex screens in place. Visitors asked to sanitise hands, wear a mask and keep distance on arrival to Reception. Any Bott staff inviting a visitor into the office will be responsible for ensuring they are aware of government guidelines on isolation, and will make the visitor aware of our office covid regulations on their arrival.	AB	2	2	2	2	C					
5(a)	01/09/2020	Ground Floor Reception Area Doors	Opening these doors would encourage entry/ingress by visitors and non-Bott people.	5	5	5	5	Outer Reception doors must remain unlocked during office hours as this is the main fire escape. Deliveries will be able to be made through Reception on reopening with above Covid measures. Staff to keep to one-way system and will enter via the main stairwell door, exiting via the Reception doors only during office hours	AB	2	2	2	2	C					
6	12/05/2020	Hygiene facilities and consumables on each floor	Provision for individual self-managed hygiene to ensure that everyone has the ability to maintain and manage their own personal and workstation hygiene	5	5	5	5	1. Ensure sufficient supplies of all Hygiene consumables 1. anti-bacterial handwash 2. antibacterial hand gel 3. 70%+ alcohol based hand sanitiser 4. blue paper roll/paper towels for hand-drying 5. antibacterial surface wipes. 16 (Alcohol based and non alcohol based) fixed hand sanitisers are placed throughout the floors at strategic points, bottles of hand sanitisers are placed at shared equipment points where handwashing is not possible, e.g shared printers. Hygiene packs will be based in each kitchen containing the following 2 pairs of gloves, 2 face masks, hand towels, spray disinfectant and wipes. This is available to anyone who would prefer to manage their own cleaning regime of their work station and have added protection of gloves and mask 5. RTW colleagues will be shown this a part of their RTW familiarisation tour with their employee rep.	AB/AM	3	3	5	2	O					
7	12/05/2020	Increased volume of colleagues in the workplace	Maintaining 2m social distancing will be difficult with increased presence in the office	5	5	5	5	1. Manage numbers through RTW phasing and controlling employee visits to the office. Policy and procedure in relation to this issued via Policy Hub and emailed to furloughed colleagues. Failure to observe may result in disciplinary action	SLT	3	5	5	3	O					
8	12/05/2020	Professional cleaning services	With reduced numbers in the office, Ausbore have reduced cleaning of the communal areas to Mon, Wed and Fri. This is being monitored particularly in the shared toilets. If hygiene standards fall then Bott to review with Ausbore. Bott have own professional cleaning services to ensure that the environment is as clean as possible for those who continue to work at the office	5	5	5	5	1. Bott's contract cleaners Mike Rice have confirmed that their services are continued as usual Mon-Fri after office and schedule has been modified to ensure focus is on key areas where activity is most, e.g. clean fixed hand sanitisers daily. Any deviation from unplanned cleaning schedule such as illness Clare Rice will contact our Facilities Manager so that alternative arrangements are made, i.e Sat or Sun clean 2. Deep clean disinfection has taken place throughout Bott offices and communal stairwell and toilets	AB/AM	2	5	5	2	O					
9	12/05/2020	Regular shared equipment hygiene	Printers that are shared can be a point of congregation as colleagues arrive at the same time to use them	5	5	5	5	2 metre social distancing exclusion will be marked out around the printer area to halt someone approaching any further if the printer is currently being used (Bottle of hand sanitiser located next to the copiers)	AB/AM	1	5	5	1	O					
10	12/05/2020	Shared communal staircase	Passing on stairwell cannot be done without passing within less than 2m of the other user	5	5	5	5	Waiting points and warning signs to check that path is clear before using staircase are in place	AB	5	3	5	3	O					
11	12/05/2020	Shared kitchen facilities Floor 2	Colleagues will congregate in the kitchen to prepare food and make drinks and social distancing will be compromised	5	5	5	5	1. Mark out 2m social distancing channels 2. Reinforce social distancing requirements	SLT	3	2	2	3	O					
12	06/10/2020	Shared toilet facilities on Floors 1 & 2	Ensure social distancing of 2m adhered to where possible	5	5	5	5	1. To ensure hygiene is maintained all cubicles will remain open for usage 2. When using the toilet facilities observe 2m social distancing whenever possible avoiding close contact with others at all time 3. Proceed with caution when entering toilets and cubicles to avoid close contact 4. Additional cleaning regime will take place every day at mid-morning and in the afternoon in all cubicles 5. Cleaning responsibilities will be shared by Bott and S&G 6. Ausbore contract cleaners will clean every evening 6. Using a mask when visiting the toilets is optional 7. Hand dryers are turned on in the shared toilet facilities, to limit spread of aerosols, paper hand towels are provided for anyone who would prefer to use these.	SLT	3	3	2	5	O					

13	12/05/2020	Shared toilet facilities on Ground Floor	Waiting outside the toilet cubicle in the corridor should be discouraged due to narrowness of GF corridor where the toilets are located	5	5	5	5	1. Place notices on outside of toilet doors 2. Mark out waiting area 3. Prohibit use of hand dryer and use paper towels instead	SLT	2	3	3	2	O		
14	12/05/2020	Workstation social distancing	To observe the recommended 1m+ social distancing selected work stations will need to be put out of use or Perspex screens installed to ensure Bott maintain this.	5	4	4	5	Every effort will be made to maintain an empty workstation in between staff members, where this is not possible Perspex screens will be installed between the staff members, so that a 1m+ distance is maintained at all times.	PB/AM/AB	2	2	2	2	O		
15	28/05/2020	Access to IT area in the Office	The IT area has traditionally been accessible to employees with frequent adhoc visits to both the infrastructure and development teams. Historically office based employees have approached IT directly to raise issues, request equipment and discuss projects and tasks.	5	5	5	5	1. A physical divide, with clear 'IT Only' messaging has been created, informing employees visiting the area that they should not pass beyond the taped lines a 'SAFE ZONE'. Only IT staff will access this safe zone. 2. Notification of issues is limited to the following methods, with in person notification in the office (outside of the safe zone) discouraged. 3. Notification via IT Ticketing system - staff must email ithelpdesk@bottonline.co.uk 4. Notification via telephone - staff can call 01625415865 and will be routed to external or office based IT staff based on	PB/AM	1	1	1	1	C		
16	28/05/2020	Some tasks completed inside the IT area need to be done outside the safe zone	Tasks which historically took place inside the IT area will now be relocated outside the safe zone	5	5	5	5	1. CD copying - the CD copier can be accessed by the Operations team located just outside the IT safe zone 2. Returning equipment - any staff returning equipment to IT must ensure it is left in the drop off area located outside the safe zone. (spare lanyards must be left in the returns box located at the entrance to the IT area 2. Lanyards	PB/AB	1	1	1	1	O		
17	28/05/2020	IT team storeroom access.	This room is multi-purpose and therefore has people outside of the IT team entering and using the room	5	4	4	5	1. The IT team will minimise the need to access this room by storing frequently required equipment within the IT department safe zone 2. Other functions and users will be relocated i) prayer room is still required in the IT storage room, hygiene facilities to be maintained ii) Ops supplies and equipment moved to CFRT area lockable cabinets and cupboards iii) where this is not possible Ops will ask request whether safe to do so from IT Team member physically present in the office at the time that access is required	AM/AB	1	1	1	1	O		
18	28/05/2020	Returned to office equipment	Physical equipment that is returned to the IT team could be contaminated, IT equipment from home, mobile device system upgrades, lanyards	5	4	4	5	1. Equipment must only be returned to the "Equipment Return" location, located outside the IT safe zone and at prearranged, with Ops, date and time 2. Equipment will be cleaned by the Operations Team before being collected by the IT team from a designated 'Cleaned' receptacle	AM/AB	1	1	1	1	O		
19	28/05/2020	Physical contact by IT team of PCs and other equipment	Within an office setup, the IT infrastructure team may need to visit a user's desk to fix a hardware issue or provide software support.	5	5	5	5	By default, where work can be done without being present the IT department will attempt to resolve the issue remotely (using Bomgar). This includes attempting to talk users through any technical hardware issues where practical. ii) Where remote support is not possible the IT team will arrange an appropriate time to visit the PC with the user, ensuring physical contact is minimised iii) PPE equipment will be provided including: 1. Face masks 2. Protective gloves 3. Hand sanitiser	AM/AB	1	1	1	1	O		
20	01/06/2020	Entry to St Anns House hand hygiene	The landlord is mitigating external contact risk by mandating the use of hand sanitiser gel on entry to the building by all employees and visitors	5	5	5	5	1. There is a public notice on the front door asking people to sanitise their hands upon entry 2. The landlord has fitted 1 hand sanitiser unit in the main staff entrance	Ausbore	1	1	1	1	O		
21	01/06/2020	Limiting numbers of occupants in boardrooms	Currently seating arrangements invite more occupants at any one time and therefore does not comply with 2m social distancing rules	5	5	5	5	1. Maximum occupancy notices now on all boardrooms and may require occupants to sit in the far corners of the rooms to ensure 2m social distancing 2. Excess chairs removed or cordoned off 3. 1 extra person may be included in a meeting room provided that all occupants wear masks, and there is a manager present to take ownership over all occupants maintaining a 1m distance	AM/SP	1	1	1	1	O		
22	01/06/2020	Phase 2 Return to Workers Office Orientation	Colleagues who have not been working in the office during lockdown will be unfamiliar with all coronavirus risk assessment procedures and mandated or directional instructions in order to comply with the risk assessment	5	5	5	5	1. As employee risk assessment rep Simon Peel will walk colleague around the whole office and communal areas to walk and talk through RTW employee allowing them to ask any questions and be totally familiar of what their part is in maintaining a safe environment	SP	1	1	1	1	O		
23	15/06/2020	Maintaining social distancing at work stations	Some of our Phase 2 RTW colleagues need to be relocated from their work stations where they sat prior to coronavirus lockdown in order to ensure that we maintain 2 metre rule for social distancing	5	5	5	5	Selected Phase 2 RTW colleagues will need to be relocated. They will be seated wherever possible within their current team ensuring that this complies with the 2m rule. Workstations have been marked with black and yellow hazard tape on the desks indicating that the workstation is out of service and no-one should be seated there or operate from that desk or a Perspex screen installed where this is not possible	AM/AB	1	1	1	1	O		
24	15/06/2020	Restricting access to St Anns House	Suppliers and Bott employees not on the pre-authorized list may cause congestion or compromise social distancing rules if they attempt to attend the office unannounced or uninvited	5	5	5	5	Colleagues or Suppliers must request attendance at Bott offices by prior appointment only to ensure that social distancing rules are not compromised nor concern caused amongst office working colleagues who may feel assured in freely going about their business	AM/AB	1	1	1	1	O		