



MCCGLC COVID-19 Risk Assessment



Assessment completed by: Job title/role: Beth Karpowicz / COO

Reviewed by: Job title/role: Dimitra Papadimitriou / Legal & HR Manager

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Date last updated: 15th July 2020

Date of next scheduled review: 12th August 2020

Risk title	Description & consequence	Mitigation	Action by who and by when?
Spread of COVID-19 in the agency	This will result in multiple individuals becoming infected and possibly seriously or fatally ill Vulnerable workers could be worst affected ¹	<p>All staff encouraged to work from home if they are concerned about infection, especially if vulnerable.</p> <p>OFFICE Take steps to review work schedules including start and finish times/, to ensure there are no bottlenecks on arrival/departure. Set an upper occupancy limit of 56 pax for our offices at any time. Desks set up to comply with 2m physical distancing (only 1+ m required), 4 seats to one table.</p> <p>Kitchen area only available for making drinks and not food preparation but staff may use the fridges to store food and microwaves to heat food. Hand sanitiser provided at frequent use locations eg. Water points. One person responsible for using the professional coffee machine and making drinks requested by team. Breakfast items will be individually packaged and laid out for team to take with signage to remind people to only touch the items they intend to consume. Cutlery and crockery will be laid out on the counter so cupboards are not touched by multiple people. Tea points will be set up so the minimal amount of items need to be touched (milk, sugar, teaspoons etc)</p> <p>Signage placed in kitchen to encourage social distancing, as one-way system is not practical. Individual bathrooms stalls will be allocated to staff so each person always uses the same one. 4/5 people per stall. Names listed on the door. No one feeling ill will be allowed to come to work. Arnold House is conducting temperature checks for all arrivals and will not allow entry for those with a temperature. Hand washing awareness: see the NHS guidance Sanitation products (hand sanitiser, cleaning wipes) widely available. Communication and awareness-raising posters referring to the above measures.</p>	<p>Communication of recommendations sent to all employees as a read and accept policy through our HR system</p> <ul style="list-style-type: none"> • Responsible: Dimitra Papadimitriou • Deadline: 30 June 2020 • Status: Complete <p>Individuals to keep a record in the designated calendar of when they are in the office including start and finish times:</p> <ul style="list-style-type: none"> • Responsible: All employees • Deadline: Ongoing • Status: Ongoing <p>Set up office desks / signage / sanitiser stations</p> <ul style="list-style-type: none"> • Responsible: Monika Stec • Deadline: 30 June 2020 • Status: Complete <p>Set up new cleaning schedule with our cleaner</p> <ul style="list-style-type: none"> • Responsible: Beth Karpowicz • Deadline: 30 June 2020 • Status: Complete <p>Set up breakfast and tea points</p> <ul style="list-style-type: none"> • Responsible: Alejandro / Monika Stec • Deadline: Every morning prior to 8:30 • Status: Ongoing



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		<p>Enhanced cleaning regime, including for toilets and frequent touchpoints such as door handles, light switches using appropriate cleaning products and methods</p> <p>Reminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the government guidance</p>	
Spread of COVID-19 to clients or visitors	This will result in multiple individuals (Staff, visitors/clients and contractors) becoming infected and possibly seriously or fatally ill	<p>Face-to-face meetings discouraged with conference calls to be used instead</p> <p>Upper limit on face-to-face meeting numbers determined by available room size and seats removed from meeting rooms to ensure physical distancing.</p> <p>Enhanced cleaning regime, including before/between/after each individual meeting</p> <p>Sanitation products (hand sanitiser, cleaning wipes) available inside each meeting room</p> <p>No catering/refreshments offered inside meeting rooms</p> <p>Pre-meeting notification sent to all visitors asking them to stay away if feeling unwell and to share the Arnold House policy and internal MCCGLC policy.</p> <p>Temperature checks conducted by the Fora management team at building entrance will keep away any external attendee with an elevated temperature.</p> <p>Physical distancing in place in reception/waiting area (see Arnold House policy)</p> <p>No cloakroom service – visitors should look after their own personal items</p>	<p>MCCGLC staff advised on new visitor policy. Activate a visitor calendar to keep a record of who has been in the office and when.</p> <ul style="list-style-type: none"> Responsible: Monika Stec Deadline: 30 June 2020 Status: Complete <p>MCCGLC staff to advise their visitors of the Arnold House policy and internal MCCGLC policy so they can prepare accordingly.</p> <ul style="list-style-type: none"> Responsible: All Deadline: 30 June 2020 Status: Ongoing <p>Set up meeting rooms for reduced capacity with social distancing</p> <ul style="list-style-type: none"> Responsible: Monika Stec Deadline: 30 June 2020 Status: Ongoing
COVID-19 case (suspected or confirmed) in our offices	This may result in the individual staff member experiencing medical distress on-site and could increase the risk of onward transmission of the virus among other people with whom the individual has been in proximity	<p>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Everyone in the office is to be informed including the Fora management team at Arnold House.</p> <p>All people instructed to work from home until employee is tested and results are received</p> <p>Reemphasise that no-one feeling ill is allowed to come to work</p> <p>Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes</p>	<p>Create and maintain a record of staff and visitors to office</p> <ul style="list-style-type: none"> Responsible: Monika Stec Deadline: Ongoing Status: Ongoing <p>Notification to team, visitors and Arnold House of suspected or confirmed case</p> <ul style="list-style-type: none"> Responsible: Beth Karpowicz Deadline: Ongoing Status: NA <p>Arrange immediate closure for 2 days and deep-cleaning of the office if there is a confirmed case</p> <ul style="list-style-type: none"> Responsible: Monika Stec Deadline: Ongoing Status: NA
COVID-19 transmission via communal resources or areas	This may result in increased risk of transmission, including to/from clients and visitors	Common areas of Arnold House are managed by Fora to a high standard.	In company communication ask team to notify management of any concerns of state or cleanliness of communal areas



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			<ul style="list-style-type: none"> Responsible: Dimitra Papadimitriou Deadline: 30 June 2020 Status: Complete
COVID-19 transmission via mail/packages	This may result in increased risk of transmission by handling of objects	Staff advised to clean any mail/post items delivered to their desks (wet wipes to be provided)	
Mental health problems and poor wellbeing	<p>This may result from increased stress caused by home-working and the lockdown, potential bereavements, increased caring responsibilities, elevated incidence of anxiety and depression associated with isolation, concerns about personal and family circumstances and job security</p> <p>Staff members of BAME background may feel more uncomfortable coming back into the office</p>	<p>Open-door policy for those who need additional support</p> <p>Provide assurance over measures taken to protect employees' health and safety</p>	<p>Include a reminder on open door policy in communication sent to all employees as a read and accept policy through our HR system</p> <ul style="list-style-type: none"> Responsible: Dimitra Papadimitriou Deadline: 30 June 2020 Status: Complete
Ergonomic injuries	No risks identified	No mitigation actions	No actions required
Public transport virus transmission	Crowded and unsanitary conditions on public transport services	<p>Individuals who feel that they cannot travel safely to/from the office will not be required to do so.</p> <p>Introduce an interest-free loan/subsidy scheme that makes buying a bicycle very cost-effective and provide ample space for cycle storage on-site</p>	<p>Restart cycle scheme</p> <ul style="list-style-type: none"> Responsible: Dimitra Papadimitriou Deadline: 30 June 2020 Status: Done
Car/bike park virus transmission	Bicycle storage area is managed by Fora who do not currently restrict capacity. Crowded car/bike area may elevate the risk of person-to-person transmission	Monitor how Fora manages this area and raise concerns if necessary.	<p>In company communication ask team to notify management of any concerns of crowding in bike areas</p> <ul style="list-style-type: none"> Responsible: Dimitra Papadimitriou Deadline: 30 June 2020 Status: Complete
Safety and security at building entrance and reception area	<p>Building entrance and reception area is managed by Fora who currently supervise employees and visitors flow and conduct temperature checks.</p> <p>There is a risk that individuals waiting for extended periods of time at building entrances due to the above measures being implemented by Fora might experience adverse weather-related health impacts or could be subject to opportunistic crime/harassment.</p>	<p>Monitor how Fora manages this area and raise concerns if necessary.</p> <p>Staggered arrival times for those attending the office should limit congestion.</p>	<p>Continuously review our team arrival plans and gather feedback on their arrival experience to ensure that we are proactively avoiding issues or raising concerns with Fora</p> <ul style="list-style-type: none"> Responsible: Dimitra Papadimitriou Deadline: Ongoing Status: Ongoing
COVID-19-related stigma and harassment	Given the size of our company there is a low risk of an increase in targeted harassment or stigma directed at individuals who have been ill or are from a specific ethnic background	The company's equal opportunities and whistleblowing policies are up-to date and accessible to all staff	No actions required
Non-compliance with government regulations	Risk that a member of the company ignores the company's guidance	Communicate the importance of the adherence to the rules	<p>Continuously review our team's compliance and flag any issues with the employee</p> <ul style="list-style-type: none"> Responsible: Monika Stec



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		Stricter enforcement of rules against people continuing to attend the office while feeling unwell	<ul style="list-style-type: none">• Deadline: Ongoing• Status: Ongoing