MCCGLC COVID-19 Risk Assessment
<table>
<thead>
<tr>
<th>Risk title</th>
<th>Description &amp; consequence</th>
<th>Mitigation</th>
<th>Action by who and by when?</th>
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<tr>
<td>Spread of COVID-19 in the agency</td>
<td>This will result in multiple individuals becoming infected and possibly seriously or fatally ill. Vulnerable workers could be worst affected.</td>
<td>All staff encouraged to work from home if they are concerned about infection, especially if vulnerable. 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. 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) 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 <a href="https://www.nhs.uk/">NHS guidance</a>. Sanitation products (hand sanitiser, cleaning wipes) widely available. Communication and awareness-raising posters referring to the above measures.</td>
<td>Communication of recommendations sent to all employees as a read and accept policy through our HR system • Responsible: Dimitra Papadimitriou • Deadline: 30 June 2020 • Status: Complete Individuals to keep a record in the designated calendar of when they are in the office including start and finish times: • Responsible: All employees • Deadline: Ongoing • Status: Ongoing Set up office desks / signage / sanitiser stations • Responsible: Monika Stec • Deadline: 30 June 2020 • Status: Complete Set up new cleaning schedule with our cleaner • Responsible: Beth Karpowicz • Deadline: 30 June 2020 • Status: Complete Set up breakfast and tea points • Responsible: Alejandro / Monika Stec • Deadline: Every morning prior to 8:30 • Status: Ongoing</td>
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| 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 | Enhanced cleaning regime, including for toilets and frequent touchpoints such as door handles, light switches using appropriate cleaning products and methods. Reminding everyone of the public health advice through posters, leaflets and other materials made widely and prominently available: see the government guidance. | MCCGLC staff advised on new visitor policy. Activate a visitor calendar to keep a record of who has been in the office and when.  
- Responsible: Monika Stec  
- Deadline: 30 June 2020  
- Status: Complete  
MCCGLC staff to advise their visitors of the Arnold House policy and internal MCCGLC policy so they can prepare accordingly.  
- Responsible: All  
- Deadline: 30 June 2020  
- Status: Ongoing  
Set up meeting rooms for reduced capacity with social distancing  
- 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 | 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. Everyone in the office is to be informed including the Fora management team at Arnold House. All people instructed to work from home until employee is tested and results are received. Reemphasise that no-one feeling ill is allowed to come to work. Record keeping on who is in and where in the office on a given day to aid potential contact-tracing efforts and processes. | Create and maintain a record of staff and visitors to office  
- Responsible: Monika Stec  
- Deadline: Ongoing  
- Status: Ongoing  
Notification to team, visitors and Arnold House of suspected or confirmed case  
- Responsible: Beth Karpowicz  
- Deadline: Ongoing  
- Status: NA  
Arrange immediate closure for 2 days and deep-cleaning of the office if there is a confirmed case  
- Responsible: Monika Stec  
- Deadline: Ongoing  
- Status: NA |
<p>| 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 |</p>
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| 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)                                                                                                                                                                                                                                                                   | Responsible: Dimitra Papadimitriou  
  Deadline: 30 June 2020  
  Status: Complete                                                                                                                                                                                                                      |
| Mental health problems and poor wellbeing            | 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  
  Staff members of BAME background may feel more uncomfortable coming back into the office                                                                                                                                                                                                                                                  | Open-door policy for those who need additional support  
  Provide assurance over measures taken to protect employees’ health and safety                                                                                                                                                                                                                                                                             | Include a reminder on open door policy in communication sent to all employees as a read and accept policy through our HR system  
  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                                                                                                                                                                                                                                                                                                                                                                                                                     | Individuals who feel that they cannot travel safely to/from the office will not be required to do so.  
  Introduce an interest-free loan/subsidy scheme that makes buying a bicycle very cost-effective and provide ample space for cycle storage on-site                                                                                                                                               | Restart cycle scheme  
  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.                                                                                                                                                                                                                                                                                       | In company communication ask team to notify management of any concerns of crowding in bike areas  
  Responsible: Dimitra Papadimitriou  
  Deadline: 30 June 2020  
  Status: Complete                                                                                                                                                                                                                     |
| Safety and security at building entrance and reception area | Building entrance and reception area is managed by Fora who currently supervise employees and visitors flow and conduct temperature checks. 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.                                                                                                                                                                                   | Monitor how Fora manages this area and raise concerns if necessary.  
  Staggered arrival times for those attending the office should limit congestion.                                                                                                                                                                                                                       | 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  
  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                                                                                                                                                                                                                                                                                                      | Continuously review our team’s compliance and flag any issues with the employee  
  Responsible: Monika Stec                                                                                                                                                                                                                   |
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<td>Stricter enforcement of rules against people continuing to attend the office while feeling unwell</td>
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