

JLA Combined Risk Assessment & Method Statement



Reference: RA138a	Title: Coronavirus (COVID-19) – Exchange Quay –Office Occupancy	People at Risk: Employees, Visitors and Contractors
Assessor: Peter McClean	Others Involved in Assessment: Dave Watson, Andrew Pilcher	Potential Others at Risk: Public
Date of Assessment: 20 December 21		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary and by who?
Access / egress to site / suite	Staff, Visitors to our suite, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus	<ul style="list-style-type: none"> All colleagues that can work from home should do so after consultation with their managers, in accordance with Government guidance dated 8 December 2021. Colleagues who cannot work from home, should continue to work from the Offices. <p>CBRE Re-occupation Guidance to be adhered to at all times:</p> <p>Reception</p> <ul style="list-style-type: none"> Hand sanitiser stations available within Reception both near the entrance door and lifts Maintain distancing from Reception desks as per floor markings Break Out areas/seating within common areas will be closed <p>Lifts Access/Egress</p> <ul style="list-style-type: none"> Signage displayed on reception floor identifying where to stand when waiting for lifts Maximum occupancy of lifts is 2 persons, floor signage installed to indicate standing areas inside lifts <p>Main Staircase Access/Egress</p> <ul style="list-style-type: none"> Staircase in use during restricted hours; <ul style="list-style-type: none"> 7.30am to 9.30am access only to suites 12noon to 1.00pm egress only from suites 1.00pm to 2.00pm access only to suites 4.00pm to 6.00pm egress only from suites 	<ul style="list-style-type: none"> Line managers to consult with colleagues to judge if they can carry out their normal duties from home. Line managers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.

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		<p>JLA Suite Specific:</p> <ul style="list-style-type: none"> • All colleagues returning to working in the offices are to self-certify that neither they or anyone they live with has any Covid-19 symptoms, and that they are not vulnerable • Stop all non-essential visitors • When returning colleague numbers require it, introduce staggered start and finish times to reduce congestion and contact • Monitor suite access points to enable social distancing (2m minimum) – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring • Thermal imaging fever screening will be carried out for people accessing suite • Require all colleagues and visitors to wash or clean their hands before entering or leaving the suite • Hand cleaning facilities/hand sanitiser available at the entrance and exit to suite • Allow plenty of space (minimum 2 metres) between people waiting to enter suite • Regularly clean common contact surfaces such as access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • Anti-bacterial wipes available to self-sanitise surfaces and work areas • A one-way system to be implemented to maintain social distancing where possible for access/egress • Feedback invited from colleagues about these measures through sharing the proposed changes ahead of returning and inviting comment 	<ul style="list-style-type: none"> • Line Managers to capture self-certification • All visitors to be booked in on the visitor’s system • Suggest staggered start times between 8am and 9.30am when required

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			<ul style="list-style-type: none"> • Colleague induction to be completed day one • Colleagues invited to end of week one check-in to take further feedback
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, Visitors to our suite, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Gel sanitiser stations in areas where washing facilities not readily available • Personal gel sanitiser provided for colleagues • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • To restrict the number of people using toilet facilities at any one time, various cubicle doors will be locked and signage displayed for confirmation of closure. Signage will also be used to close off various sinks and urinals. Wash hands before and after using the facilities. <p>Cleaning</p> <ul style="list-style-type: none"> • CBRE will ensure Exchange Quay main staircase handrails are cleaned before each of the available usage times i.e. 7.30am, 12 noon, 1.00pm and 4.00pm 	<ul style="list-style-type: none"> • Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Colleagues also reminded to catch coughs and sneezes in tissues and to follow; Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Encourage staff to report any problems and carry out skin checks

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		<ul style="list-style-type: none"> • CBRE will ensure Mutli Storey Car Park staircase handrails are cleaned before each of the available usage times i.e. 7.30am and 4.00pm • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, Reception area, coffee machine touch-screen, hot water boiler handle, fridge handles and surfaces using appropriate cleaning products and methods. Regularly clean the hand washing facilities and check soap and sanitiser levels. • Colleagues provided with disinfecting/anti-viral wipes to self-clean desks, work areas, telephones and computer mouse/mouse mat/keyboard • Disinfecting/anti-viral wipes provided at fridges, coffee machines, hot water and cold water stations for colleagues to wipe down objects and surfaces that are touched regularly prior to and after use <p>Heating, Ventilation and Air Conditioning (HVAC) The HVAC system to be switched to fresh air input and circulation only. Re-circulated air to be switched off.</p> <p>Social Distancing</p> <ul style="list-style-type: none"> • Overall staffing level reduced from 132 people to 60 • Social Distancing - Reducing the number of persons in any work area to comply with the 2 metres minimum gap. Desks/chairs will be quarantined from use and labelled accordingly or removed from situ • Face coverings to be worn where 2m distancing cannot be maintained but 1m can (1m+ rule: 1m minimum distance plus 	<ul style="list-style-type: none"> • FM to inform contract cleaners/janitor accordingly • Rigorous checks will be carried out by Facilities to ensure that the necessary procedures are being followed. <ul style="list-style-type: none"> • FM to ensure HVAC contractors switch re-circulated air off <ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. • Face coverings available around the office and at reception

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		<p>wear a face covering) e.g. at the brew stations, coffee and vending machines</p> <ul style="list-style-type: none"> • Review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time • Redesigning processes to ensure social distancing in place. • One-way system around the offices implemented to maintain social distancing at all times • Conference calls to be used instead of face to face meetings. • Ensuring sufficient rest breaks for staff (staggered times). • Social distancing (2 metres minimum) also to be adhered to in all external areas (i.e. Podium, Cycle Hub) • CBRE Social Distancing signage will be displayed throughout Exchange Quay – please adhere accordingly <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a high temperature, a new, continuous cough or a or a loss or change to your sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with staff members during this time. <p>Drivers</p> <ul style="list-style-type: none"> • Colleagues should not share vehicles or cabs, where suitable distancing (2 metres minimum) cannot be achieved. <p>Multi Storey Car Parks</p> <ul style="list-style-type: none"> • The lifts are restricted to single person occupancy. • Staircase in use in restricted hours; 	<ul style="list-style-type: none"> • 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. • Regular communication of mental health information and open door policy for those who need additional support.

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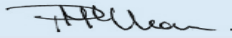


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		<ul style="list-style-type: none"> ○ 7.30am to 9.30am egress from car park space only ○ 4.00pm to 6.00pm access to car park space only <p>Mental Health</p> <ul style="list-style-type: none"> ● Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	
<p>Kitchen Area - exposure from large numbers of persons</p>	<p>Staff, Visitors to our suite, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus</p>	<ul style="list-style-type: none"> ● Colleagues are required to stay on site once they have entered it and not use local shops ● Dedicated eating areas identified on site to reduce food waste/contamination ● Break times staggered to reduce congestion and contact at all times ● Hand cleaning facilities or hand sanitiser available at the entrance of any room where people eat and should be used by colleagues when entering and leaving the area ● Require all colleagues and visitors to wash or clean their hands before entering and leaving the Kitchen Area ● Colleagues should sit 2 metres (minimum) apart from each other whilst eating and avoid all contact ● Face coverings to be worn where 2m distancing cannot be maintained but 1m can (1m+ rule: 1m minimum distance plus wear a face covering) e.g. at the brew stations, coffee and vending machines ● Drinking water provided with enhanced cleaning measures of the tap mechanism introduced ● Disinfecting/anti-viral wipes available to wipe down cold/hot water equipment, vending machine controls, fridge handles prior to and after use 	<ul style="list-style-type: none"> ● Hand sanitiser station to be available at entrances to food consumption areas - FM ● Seating / tables will be quarantined from use and labelled accordingly. ● Face coverings are available around the office and at reception ● Anti bacterial wipes to be available – FM

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		<ul style="list-style-type: none"> • Canteen tables will be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	<ul style="list-style-type: none"> • Rigorous checks will be carried out by Facilities to ensure that the necessary procedures are being followed.
External Areas - exposure from large numbers of persons	Staff, Visitors to our suite, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus	<ul style="list-style-type: none"> • The lift to and from the Podium is restricted to single person occupancy • The stairs up and down from the Podium signposted to request one side to access the Podium and one side to egress the Podium 	

Signed:  **Date:** 20 December 21

Name: Peter McClean **Review Date:** January 22