

## Health and Safety Risk Assessment – Re-opening the Workplace – COVID-19

<b>Company name:</b>	Ares Management	<b>Assessment No.</b>	COVID-19/1
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<b>Site</b>	London	<b>Location</b>	London
<b>Subject of Assessment</b>	Opening office-based work areas to Ares Employee and visitors		
<b>Assessed by</b>	Facilities Manager	<b>Date</b>	28 July 2020
		<b>Review date</b>	Ongoing - Weekly
<b>Details of workplace/activity</b>	Employees, temporary employees, delivery drivers and visitors attending the office workplace and partaking in normal office activities.	<b>Persons Affected</b> <i>(Who may be harmed)</i>	
		Employees, temporary employees, delivery drivers and all visitors	

<b>Hazards and Risks</b>	<b>Existing Control Measures</b>	<b>Further Actions</b> √/X <i>(If √ See Actions)</i>	<b>Action by who?</b>	<b>Action by when?</b>
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease or lack of information.	<ul style="list-style-type: none"> <li>The employer has informed all Employee not to attend work if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection).</li> <li>Limited visitors permitted onsite are asked to adhere to COVID screening criteria prior to coming onsite.</li> <li>The employer liaises with the building management company to clarify the proposed building re-opening plan and associated infection control procedures.</li> <li>In relation to mental health and stress support,</li> </ul>	X	<b>Ares Facilities Management</b>  <b>Building Management</b>  <b>Employees</b>	<b>3.8.2020 and Ongoing</b>

	<p>organisational support is available to Employee including confidential employee information that can be provided by Human Resources.</p> <ul style="list-style-type: none"> <li>• There are communication and support networks in place for employees, and if there are particular concerns, Employee can raise them quickly and effectively.</li> <li>• Employees will self-check (temperature and symptoms) and complete an on-line health questionnaire survey tool (with Pass/Fail result), with results reviewed daily.</li> <li>• Onsite Temperature kiosks will be set up to check employees' temperature with privacy screening set up. Signage for kiosk will include: <i>'Please kindly step into this private temperature screening area upon the arrival. If there is a queue, please remain physically distanced at least 2 metres apart. Once inside the temperature kiosk, stand in front of the reader. If kiosk flashes GREEN, you can proceed within the office suite. If the kiosk flashes RED, your temperature reading is above our guidelines levels and we ask you please do not proceed into the office suite and work remotely.'</i></li> <li>• Appropriate signage will be displayed to Kiosk area and markings will be placed to ensure 2 metre distance is followed.</li> <li>• Contacting Tracing App will be encouraged for all employees coming on site, in addition to manual contact tracing efforts coordinated by our HR Department when we get a confirmed case.</li> </ul> <p>Health and Safety training will be provided to all employees returning to offices on COVID-19 risks, prevention, relevant regulations regarding vulnerable groups as defined under UK regulations, and how to safely wear and doff PPE, as well as guidance on hygiene and hand washing.</p>			
<p>Spread/contraction of COVID-19 due to lack of social distancing measures entry to the building</p>	<ul style="list-style-type: none"> <li>• Plexiglass partition will be provided for at Reception</li> <li>• One-way directional signage will be spaced regularly in hallways noting arrow of direction to help preserve physical distancing</li> <li>• There will be designated entry and exit doors with appropriate signage on the doors</li> </ul>	<p>√</p>	<p><b>Building Management</b></p> <p><b>Ares Facilities Management</b></p>	<p><b>3.8.2020 and Ongoing</b></p>

	<ul style="list-style-type: none"> <li>• Only two people will use the lift at a time</li> <li>• A signage will be placed in each public area to inform everyone that they should not enter the facilities if they have a cough, fever or any other COVID-19 symptoms</li> <li>• Employees and visitors will be encouraged to wash or sanitize their hands upon an arrival</li> <li>• PPE will be provided in convenient locations. This will include face masks, disposable 3-ply masks, gloves, 12oz hand sanitizer, large gallon hand sanitizer with pump dispensers, disinfectant surface spray, alcohol wipes, air freshener, and Clean Keys</li> <li>• Office floorplan maps will be updated with location of PPE</li> <li>• PPE use signs will be displayed: <i>'The PPE provided here is for use by the entire office. Please only take what you need in the context of your workday and leave the rest for other's protection.'</i></li> <li>• All employees will be provided with Welcome-back kits placed on individuals' desks. These will include welcome back kit insert card (includes instruction on washing face covering daily), 2 cloth masks, hand sanitiser, Clean Key, gloves, alcohol wipes and printed map of the office showing locations for sanitizing items</li> </ul>		<b>Employees</b>	
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during a standard office working day</p>	<ul style="list-style-type: none"> <li>• Employees have been divided into 3 pods and we are commencing office occupancy subject to 25% maximum occupancy levels. Pods maximize spacing in open plan areas to optimize physical distancing.</li> <li>• There will be no congregating of Employees in kitchen areas, break out spaces or toilet areas.</li> <li>• Signs will be displayed on every restroom stall door (not including the handicap stall) noting: <i>'Please avoid using this stall to optimize distancing in the restroom.'</i></li> <li>• Disposable plates, cutlery and cups will be provided in the kitchens/pantry for weekly refreshing by Hospitality</li> <li>• Employees will be encouraged to bring their own food to the office</li> <li>• All firm-provided beverages and food will be removed and stored</li> </ul>	<b>X</b>	<b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>

	<ul style="list-style-type: none"> <li>All coffee machines and water machines will be switched off and taped off</li> <li>Signs on refrigerators will be placed with: <i>'Team Members can store food brought from home here. Please use a wipe before and after touching the handle for safety reasons and as a courtesy to others. Do not leave any items in the sink. Please dispose of any rubbish in the bins provided.'</i></li> <li>Shared spaces will be cleaned throughout the day by the housekeeper with standard cleaning products to ensure high contact surfaces such as door handles, worktop surfaces, drink making facilities are wiped down.</li> </ul>			
Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>All those entering the building are required to wash/sanitize their hands</li> <li>Hand washing sinks are located within each toilet provision</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively</li> <li>Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➤ Entry and exit from the building</li> <li>➤ After using the toilet</li> <li>➤ On entry to the kitchen area/shared spaces</li> <li>➤ Before and after eating</li> </ul> </li> <li>Unnecessary touching of the face is discouraged.</li> <li>Toilets and wash stations have single use paper towel for drying hands.</li> </ul>	X	<b>Ares Facilities Management</b>  <b>Employees</b>	<b>3.8.2020 and Ongoing</b>
Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The building management company and office manager are implementing additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➤ Frequent cleaning of office areas, Toilets, common areas and kitchen spaces</li> </ul> </li> <li>Toilets will be cleaned more frequently</li> <li>Common areas will be cleaned frequently</li> <li>If an area is suspected to have been contaminated by coronavirus (an occupant showing symptoms at work or</li> </ul>	X	<b>Building Management</b>  <b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>

	<p>a member of Employee advises after leaving work that they have tested positive), the room will be deep cleaned by appointed cleaning Employee.</p> <ul style="list-style-type: none"> <li>• Through cleaning will be completed in high traffic areas, ingress/egress areas and break rooms</li> <li>• Additional cleaning will include cleaning of handles, toilets and cleaning of printers and photocopiers</li> </ul>			
<p>Spread/contraction of COVID-19 due to lack of social distancing measures.</p>	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements</li> <li>• Offices are reduced in occupation in order to provide adequate separation</li> <li>• Employee will not sit closer than 2m from one another</li> <li>• Employees will not share resources wherever possible, and where necessary, shared equipment to be wiped by Employees before and after use</li> <li>• No desks are positioned next to high use communal equipment such as printers / photocopiers</li> <li>• Numbers of Employee in the office are restricted in order to comply with COVID-19 safety requirements</li> <li>• Workstations, desks, keyboards etc. will be cleaned at the start and finish of each shift by the employee</li> <li>• Suitable sanitising wipes will be used and disposed of</li> <li>• UK office will have Ares signage poster displayed in common areas on how to maintain safety within facility e.g. physical distance, encouraging a wear of face masks where 2 metres social distancing is not possible, regular washing or sanitizing of hands and to avoid touching your face and bin any tissues in bins provided.</li> </ul>	<b>X</b>	<b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>
<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid</li> <li>• Lack of trained first aiders</li> <li>• Dealing with a</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First aid needs assessment will be completed to ensure suitable first aid trained Employee are available with reduced Employee numbers</li> <li>• The office has a specific room dedicated for suspected cases of COVID-19</li> <li>• Occupants who display symptoms of the virus during the day will be isolated in the designated room to assess for emergency warning signs. If no emergency warning signs, they will go home or to a healthcare provider, as</li> </ul>	<b>X</b>	<b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>

<p>suspected case of Covid-19</p> <ul style="list-style-type: none"> <li>• Inappropriate handling / removal of clinical waste</li> </ul>	<p>needed, with instructions to not return to the office until cleared per protocols. If emergency warning signs are present, appropriate assistance will be summoned.</p> <ul style="list-style-type: none"> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor.</li> <li>• First aiders will complete appropriate training for 'donning and doffing' PPE including the fitting of masks and disposal of gloves  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• The area is cleaned, and PPE is disposed of in accordance with NHS COVID-19 waste management guidance  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases (including disposable cloths and tissues) will be as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag is placed in a second bin bag and tied</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>• Waste is stored safely and kept away from building occupants</li> <li>• Waste is not put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours</li> <li>• If the individual tests negative, this can be put in with the normal waste</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and put in with the normal waste</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical</li> </ul>			
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	waste contractor. They will supply you with yellow clinical waste bags for waste bags can be sent for appropriate treatment.			
<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the building, including:</p> <ul style="list-style-type: none"> <li>• Clients</li> <li>• Maintenance contractors</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• General visitors are not permitted to enter the building initially</li> <li>• For those who must enter the reception, screens/counter-top Perspex shields will be installed to reduce the risk to Employee</li> <li>• Meetings with visitors will be held remotely where possible</li> <li>• If not possible to meet remotely, social distancing measures will always be adhered to</li> <li>• Premises contractors will be managed in accordance with the landlord's specific contractor risk assessment</li> <li>• Delivered items will be left in a designated area (non-contact deliveries) for Employee to collect with signage provided for delivery Employee</li> <li>• A procedure is in place for receiving and cleaning all deliveries. Those who receive and open delivery will be washing and sanitizing hands afterwards</li> <li>• Clear procedure for accepting food deliveries is in place and communicated to all employees</li> <li>• Delivery personnel and vendors have been instructed to maintain physical distancing and use face coverings when around the Ares team</li> <li>• Designated room will be identified for interviews and will be blocked by the Reception</li> <li>• Chairs in conference rooms will be reduced in number to allow 2 metre social distancing, floors will be marked to assist this, maximum capacity of people will be displayed on sign on the doors</li> <li>• Interviewees will complete pre-check criteria for health and safety</li> <li>• Interviewees/visitors will complete pre-registration process (this will include visitors name, phone number and e-mail address) for contact tracing purposes</li> <li>• Visitors will be entered in the London Site in the Visitor Logbook and will be instructed by invite to wear cloth</li> </ul>	<b>X</b>	<p><b>Building Management</b></p> <p><b>Ares Facilities Management</b></p>	<b>3.8.2020 and Ongoing</b>

	face covering during their visit and encouraged to wash hand or use hand sanitiser upon an arrival			
Lack of suitable premises management	<ul style="list-style-type: none"> <li>The building management team and office management team adheres to the government guidance on managing buildings that are partially open</li> <li>The building management have applied the series of guidance documents and advice published by the Government for continued premises management at this time</li> <li>Premises Employee levels are maintained and suitable for the use of the building</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste</li> <li>Alcohol wipes will be placed in all printer areas with signs displayed on the wall: <i>'Before and after using the printer, please wipe the screen and buttons with a wipe for safety and courtesy to others. Please kindly dispose the wipe in bins provided.'</i></li> </ul>	X	<b>Building Management</b>	<b>3.8.2020 and Ongoing</b>
Fire and evacuation procedures	<ul style="list-style-type: none"> <li>Evacuation plans including the following will be reviewed: <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements</li> <li>➢ Safe exit via the nearest final exit</li> <li>➢ Training occupants of any changes to evacuation</li> <li>➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas</li> <li>➢ Use of the building has been reduced to enable safe sweeping and evacuation</li> </ul> </li> </ul>	✓	<b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>
Commuting and general travel	<ul style="list-style-type: none"> <li>Some employees can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing.</li> <li>The firm is reimbursing employees for private transit (Uber/Lyft private car service or parking garage) subject to approval of need to come onsite.</li> <li>Employees that are comfortable using public transport to get to work, should aim to mitigate risk: <ul style="list-style-type: none"> <li>-Avoid travelling during peak times,</li> </ul> </li> </ul>	X	<b>Ares Facilities Management</b>	<b>3.8.2020 and Ongoing</b>



	<ul style="list-style-type: none"> <li>-Check traveling information before leaving home or work,</li> <li>-Reduce the time they are in public transport,</li> <li>-Wear a face mask,</li> <li>-Implement social distancing where possible (2m clearance).</li> <li>• Encourage staggered arrival and departure times so Employee can keep to the 2m distance.</li> <li>• Employee will follow social distancing rules by not using entry/exit points at the same time.</li> <li>• Employee to wash their hands before entering the office, use hand sanitiser on arrival and frequently throughout the day.</li> <li>• Employee will not be required to meet with other people. The phone or videoconferencing will be used instead.</li> <li>• Bike storage facilities for those who cycle to work will be provided</li> </ul>			
<p>Suspected case of COVID-19 in the office - What to do if someone falls ill, e.g. a person develops a high temperature or a persistent cough while at work.</p>	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature, they will be asked to: <ul style="list-style-type: none"> <li>- Return home immediately and seek medical advice and book a test online: <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></li> <li>- Contact HR.</li> <li>- If possible, avoid touching anything,</li> <li>- The ill person will then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul> </li> <li>• HR will maintain regular contact with Employee members during this time and will conduct contact tracing and notifications of employees who potentially may be affected (preserving the confidentiality of the ill employee).</li> <li>• The area of the ill person should be cleaned and disinfected by building cleaners, e.g. telephones, high-contact areas with an antibacterial product and paper towels and double bag waste produced. The minimum personal protective equipment (PPE) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</li> <li>• If there is visible contamination with body fluids, then</li> </ul>	<b>X</b>	<p><b>Ares Human Resources</b></p> <p><b>Ares Crisis Response Team</b></p> <p><b>Ares Facilities Management</b></p>	<b>3.8.2020 and Ongoing</b>

	<p>additional PPE to protect the cleaner’s eyes, mouth and nose will be required, e.g. mask and goggles or mask and a face shield.</p> <ul style="list-style-type: none"> <li>• After cleaning, hands should be washed.</li> <li>• If more information is required, Employee will consult: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>			
Clinically vulnerable persons. People who are at higher risk.	<ul style="list-style-type: none"> <li>• Employee that are clinically vulnerable will not attend the offices and will remain working from home per government guidance and training.</li> <li>• Employee who live with someone who is shielding will not work at the office per government guidance and training.</li> <li>•</li> </ul>	<b>X</b>	<b>Ares Human Resources</b>  <b>Ares Crisis Response Team</b>	<b>3.8.2020 and Ongoing</b>
Mental Health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> <li>• Maintain open lines of communication between employees and health and safety personnel to promptly address concerns and issues.</li> <li>• Keep employees updated on what is happening so they feel involved and reassured.</li> <li>• Publicize and promote mental health resources provided by the company.</li> <li>• HR and line managers will offer support to Employee who are affected by Coronavirus or has a family member affected.</li> <li>• Management will promote mental health &amp; wellbeing awareness during the Coronavirus outbreak and will offer support:</li> <li>• <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>•</li> </ul>	<b>X</b>	<b>Ares Human Resources</b>	<b>3.8.2020 and Ongoing</b>

**ACTION PLAN**  
**(Additional Control Measures Required/Recommended Actions)**

<b>Hazards and Risks</b>		<b>Recommended Actions</b>
2	Spread/contraction of COVID-19 due to lack of social distancing measures entry to the building	All 4 lifts will be split into 4 cubicles allowing only 2 people present at the time
10	Fire and evacuation procedures	The landlord has planned to carry out a fire drill once building is to 50% occupancy

***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*