

MASECO COVID19 Risk Assessment

Company Name:	MASECO LLP (MASECO Private Wealth)		
Subject of Assessment:	MASECO Private Wealth- Burleigh House, 357 Strand, London, WC2R 0HS		
Task:	<p>This risk assessment identifies the COVID19 controls to comply with UK Government guidance.</p> <p>The risk assessment has been completed in consultation with Savills, RT Williams, Bespoke Cleaning and Quint Events (sublet tenants).</p> <p>The scope of the assessment extends to delivery drivers and cleaners visiting the premises.</p>		
Assessor:	Nicolas Tissot		
Location of Assessment:	MASECO Private Wealth, Burleigh House, 357 Strand, London, WC2R 0HS		
Date Assessment:	October 2021	Date of Next Review:	

Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	High (H)	High (H)	Medium (M)	Low (L)
Injury or illness causing short term disability (Medium)	High (H)	Medium (M)	Low (L)	Low (L)
Other illness or injury	Medium (M)	Low (L)	Low (L)	Low (L)

Hazard Ref	Hazard	Who is at risk? (And how?)	What is already being done to control the risks?	L	S	RR	Adequately controlled?
1	Spread of COVID19	Employees (Travelling to work)	<ul style="list-style-type: none"> - All Staff have adhered to the Hybrid Working Policy and the Staff Guidelines (October 2021) - Before travelling to work employees must take a Lateral Flow COVID19 Test 2 days per week. Employees not permitted into the office if they have a positive test result. - All employees must book their desks using the Firm's Desk Booking System. - Employees encouraged to walk or cycle to work where possible - Employees encouraged to follow government guidelines to protect against COVID19- required to wear a face mask/covering for duration of 	M	H	M	Yes

			<p>journey on public transport (including private vehicles and taxis)</p> <ul style="list-style-type: none"> - Employees encouraged to carry personal hand sanitiser with them to sanitise hands after touching major touchpoints- e.g. seat or handrail - Employees encouraged to use hand sanitiser/wash hands on arrival to the office. - Employees encouraged to wipe clean keyboards and mice on hot desks before and after use. 				
2	Spread of COVID19	<p>Employees Burleigh House reception staff Delivery Drivers Guests or Visitors</p> <p>(Through traffic/ different people entering BH reception)</p>	<ul style="list-style-type: none"> - Employees will use access card and automatic doors to enter the building - Touchless hand sanitiser unit in place (next to entrance doors) - One-way system throughout the building in place (shown by arrow stickers on floor and barrier) - Signage and guidance in place to remind staff/ visitors about hand sanitising, hand washing and social distancing. - Screen in place around reception desk to protect reception staff - Occupiers will collect post from BH reception. - No personal post to be delivered where possible. 	M	M	M	Yes
3	Spread of COVID19	<p>Employees (Communal areas of Floors 2&3)</p>	<p>Lifts:</p> <ul style="list-style-type: none"> - Employees to sanitise in Burleigh House reception before entering lift. - One-way system in place. Lifts to go up to office and stairs to come back down. - Only one person in the lift at one time - Major touchpoints (Buttons and handrails) will be cleaned 4 times per day by Burleigh House with antibacterial cleaner. - Lifts will be deep cleaned in the evening by Burleigh House cleaners. - Only employees can use lifts. - Delivery drivers/couriers to deliver to MASECO office. - Employees to wash hands after using lift. <p>Kitchens:</p> <ul style="list-style-type: none"> - Kitchens will be cleaned regularly. 	M	M	M	Yes

			<ul style="list-style-type: none"> - Employees have been instructed to clean their cups, plates etc and place any dirty items in the dishwasher. They should take any possessions (eg Tupperware boxes) home with them everyday. - Employees advised to be respectful of colleagues and not over crown kitchens. - Fridges can be used- lunch encouraged to be in personal Tupperware boxes. - Signage will be in place on floors 2&3 to remind employees to wash belongings. - Instructions on how to wipe down the kitchen area after use will be in place. <p>Toilets:</p> <ul style="list-style-type: none"> - Hand soap and sanitiser will be available in all toilets - Signage reminding staff to socially distance and wash hands will be displayed in all toilets and toilet corridors. - Hand driers will be turned off and replaced by paper towels - Towels to be disposed of in foot pedal operated bins. - Social distancing measures will be in place in toilet corridors. Staff reminded not to queue. This will be conveyed through signage. - SaniCo will service the female sanitary bins monthly. SaniCo have provided a Risk Assessment and COVID19 operating procedures to ensure the safety of their employees in the office also. - Toilets will be cleaned thoroughly using antibacterial cleaning products. - Hand sanitiser and hand soap will be stocked in cleaning cupboards in toilet corridor to easy access for cleans and sublet tenants. <p>Shower Rooms:</p> <ul style="list-style-type: none"> - No towels provided- staff to bring in personal towel and take away for washing. No personal items to be left in shower rooms. Lockers can be provided upon request. 				
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			<ul style="list-style-type: none"> - Staff to follow the instructions displayed in shower rooms about sanitising and wiping down after use - Cleaning and sanitising products will be available for staff to clean shower room after use 				
4	COVID19	Employees (Office space on Floors 2&3)	<p>Meeting Rooms:</p> <ul style="list-style-type: none"> - All Staff have adhered to the Hybrid Working Policy and the Staff Guidelines (October 2021) - Reminders to staff to socially distance where possible is within Staff Guidelines. - Hand sanitiser will be available in each meeting room- to be used on way in and out of room. - External meetings may take place and any guests will be encouraged to use hand sanitiser and wash their hands. - The reception area and the room is wiped down before and after use following the guidelines. - Sublet tenants cannot use MASECO meeting rooms unless pre-approved by MASECO. - Meetings must be booked via outlook calendar and managed. Any impromptu use of meeting rooms can take place subject to the wiping down of surfaces pre and post the meeting. - Break of minimum 15 minutes between each meeting- to sanitise room, including tables, chairs, mouse and keyboard. - There are instructions advising employees on how to wipe down/ sanitise meeting room appropriately in Staff Guide and on meeting room doors. - No catering or communal water bottles/glasses in meeting rooms. - There will be daily cleaning by a third party cleaning company. <p>Office Floors:</p> <ul style="list-style-type: none"> - Sanitising stations will be placed throughout the office- containing hand sanitiser, masks (for optional use), tissues, keyboard/telephone wipes, Dettol spray and blue-roll to wipe desks. - In addition to staff guide there is signage displayed to remind employees to socially distance 	L	M	L	Yes

			<p>and sanitise/wash hands. Signage advising employees of the symptoms/preventions of COVID19 will also be displayed.</p> <ul style="list-style-type: none"> - Employees will sit a designated "hot desks" on a daily basis. - Offices will be cleaned daily. - Staff guidelines ask all staff to wipe desk surfaces, keyboards and mice when they arrive and before leaving the office for the day. - Only authorised employees to enter office with designated access pass. 	L	M	L	
5	COVID19	Employees (Social Distancing)	<ul style="list-style-type: none"> - Reminders to staff to socially distance where possible is within Staff Guidelines. - Daily cleaning has been arranged and Staff Guidelines explain the requirements for cleaning and sanitising. 	L	M	L	Yes
6	COVID19	Cleaners Employees (Onsite cleaners during day and evenings)	<ul style="list-style-type: none"> - The same cleaner(s) will come each day to avoid exposure of new people in office. They will have designated access passes also. - All cleaners to wear PPE - All cleaners to clean separate sections of office to adhere to social distancing guidelines. - BESPOKE Cleaning have provided a copy of their Risk Assessment to display how their cleaners will be protected whilst in the office. 	L	M	L	Yes
7	COVID19	Delivery Drivers Couriers Employees BH reception staff (Deliveries of goods and post)	<ul style="list-style-type: none"> - No delivery driver/courier to go up to office floors - All goods/post to be delivered to MASECO floor - Hand sanitiser available in main reception for delivery drivers/couriers - All occupiers to wipe down and dispose of packaging immediately after collection. - Employees have been reminded that no personal post is to be delivered to the office- to reduce courier traffic in BH reception. 	L	M	L	Yes
8	COVID19	Employees (Sickness in the workplace)	<ul style="list-style-type: none"> - All employees have been told and agreed not to come into the office if they are showing signs/symptoms of COVID19 or show a positive result on their Lateral Flow test taken before their commute. - If sick- employees have been informed to go into a designated 	M	M	M	Yes

			<p>meeting room to avoid further contact with other employees and use the phone to call line manager and HR as well as NHS (111) services.</p> <ul style="list-style-type: none"> - The employee will then be sent home and told to follow the government stay at home guidelines. - Line managers/HR will stay in frequent contact with employee during the fast-changing situation to offer reassurance and support. - Meeting room/desk area/ touch points will be sanitised immediately. 				
9	COVID19	Employees (Home working/ Well-being)	<ul style="list-style-type: none"> - Vulnerable people/ those living with clinically vulnerable people have already informed employers and can continue to work from home - MASECO has launched a Hybrid Working Policy whereby staff must attend the office min 2 days per week. Some employees circumstances mean that they cannot attend the office and this is pre agreed with the COO and Head of HR. - Employees working from home will continue to have resources they require - Teams video meetings will still be used to keep employees communicating effectively - HR will support all employees physical and mental health. Regular communication of mental health information will be conveyed to employees and an open-door policy for employees who require additional support. - Employee Assistance Programme with Unum Lifeworks in place and employees will be encouraged to make use of this. Employees can obtain advice and guidance from qualified professional on personal and professional life. Allows 24 hour support for employees who can use the mobile app, call 0800 048 2702 or find resources available on www.unumlifeworks.co.uk. - Employees encouraged to take regular breaks throughout the 	L	L	L	Yes

			<ul style="list-style-type: none"> day and take 'walking meetings' outside where possible - Employees encouraged to take annual leave days 				
11	COVID19	Employees (Culture Committee)	<ul style="list-style-type: none"> - Culture Committee events/ activities will be in place to encourage distanced socialising and mental well-being of employees. - Employees will be encouraged to adhere to the government and venue social distancing guidelines. - Employees encouraged to remember government and venue guidelines even when drinking alcohol. – pubs and bars also have social distancing measures in place that need to be adhered to. 	M	M	M	Yes
12	COVID19	Employees (In case of emergencies)	<ul style="list-style-type: none"> - In case of fire- we aim to have two trained Fire Marshals (one on each floor). Staff will evacuate via main staircase and through the main entrance of BH. - If fire is on main staircase- back staircase can be used alternatively - GEEPS will be updated and assigned to vulnerable employees and a suitable buddy assigned to aid them - A first aider will be present in the office - In case of severe emergency, such as fire, accident or break-in, there is no requirement to stay socially distanced if it would be unsafe to do so. 				

Hazard Reference	Further controls/action required	Who needs to carry out the action/control?	When does the action/control need to be completed by?	Has it action/control been completed?
1	If volume of occupiers increased more hand sanitiser stations will need to be provided.	Burleigh House Facility Managers- Ben Ricketts and Wayne Sheer	October 2021	Ongoing
2	Employees with disability issues and bicycles need to be reported to BH so individual	Receptionist	September 2020. (To also be reviewed again once more employees return to office)	Yes

	arrangements for lifts can be made.			
3	Touchless sanitiser unit to be positioned outside lift on floor 3.	Nick Tissot- to choose touchless sanitiser unit from presentation Issy Deverson- to order and position on Floors 2&3.	September 2020	Yes
3	Reinstate monthly servicing of female sanitary bins with SaniCo.	Receptionist	Beginning of September 2020	Yes
3	Issue staff members with lockers upon request	Receptionist	Ongoing	Yes
4	New joiners need to be issued with access passes for the building and Floors 2&3.	Receptionist	Ongoing.	Yes.
6	Finalise with Bespoke and get names of lunchtime and evening cleaners. Access passes will need to be arranged.	Receptionist	Ongoing	Yes.
8	Employees to be sent on First Aid course with Red Cross.	Rebecca Patterson- to decide how many and which employees to go on course. Issy Deverson- to book course slots for chosen employees.	September 2020 June 2021	Yes.
9	Culture Committee to organise future socially distanced and virtual events for those still working remotely	Emma James Alex Gibson Rebecca Palmer Daniel Keeley Ollie Cutting Jamie Cotter	Ongoing	Ongoing.
10	Fire Marshal online training courses to be booked and completed by employees who wish to return to office.	Rebecca Patterson- to decide if all employees returning need to complete course.	August/September 2020 June 2021	Yes.
11.	Distribution of Hybrid Working Policy to all staff	Rebecca Patterson	September 2021	Yes

12.	Distribution of Updated Staff Guidelines to all staff	Nicolas Tissot	September 2021	Yes
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Risk Assessment- Notes				
<ul style="list-style-type: none"> Guidelines advising employees on all precautions and regulations in place in the office space, communal areas and building have been sent out before returning to the office. By coming into the office after reading guidelines- employees are agreeing to abide by rules/guidelines in place 				

Date of Assessment	September 2020	Signature	Rebecca Patterson
Reviewed Date	June 2021		Rebecca Patterson
Review Date	1 st October 2021		Nicolas Tissot