

RISK ASSESSMENT FOR COUNTY GATE 2						Last updated - 12/10/2020	
The use of Caseware UK 's County Gate office							
This risk assessment is designed to highlight and therefore mitigate the potential risks to the staff of CaseWare UK when returning to their office space							
There are 2 primary risks that must be mitigated in order for the office space to become, and remain, safe to work in. These are;							
* The risk of introducing an infection into the office space							
* The risk of an undetected infection spreading within the office space							
Should either of these risks reach a point where they cannot be reasonably mitigated the office will close with immediate effect.							
As of 12th October the office has been in use for a number of months. The risk assessment has been reviewed in the light of current practice, familiarity with processes and the latest policy document							
Ref	Description of Risk	Likelihood of occurrence (H/M/L)	Impact (H/M/L)	Risk rating	Risk mitigation/Company response	Risk once mitigation in place, or being monitored	Date of latest review
FUNDAMENTAL RISKS							
1	Fundamental Risk 1 - Reducing risk of bringing any infection into the office space			9	Adherence to, and monitoring of the policy and a regular review of this risk assessment		
2	Fundamental Risk 2 - Reducing the risk of spreading any infection within the office space			9	Adherence to, and monitoring of the policy and a regular review of this risk assessment		
CONTRIBUTING RISKS							
1	Social distancing rules not being observed.	1 Low	2 Medium	2	Signage to remind staff of the importance - around the office, and floor indicators in place to make the message clear. Desks and other work spaces will have appropriate indicators to ensure the distances are easy to visualise. Where possible, one-way walking routes to be established within the office space and in the wider common parts of the County Gate building. Additional note Oct 2020 - Social diistancing has been well observed by the team currently at County Gate	1 Low	
2	Member of staff requiring minor first aid during normal course of work	1 Low	1 Low	1	We should do our best to ensure that at least one member of staff in the office is first-aid trained. This may not be possible given that the staff returning to the office are a voluntary group. The first aid-equipment will continue to be audited and enhanced with the necessary items. It may be possible to provide someone on site with a basic online first-aid training course.	1 Low	
3	Office unable to source sufficient hygiene equipment	1 Low	1 Low	1	We are able to source all of the equipment we require, from a number of suppliers.	1 Low	

4	Office unable to continue to source sufficient hygiene equipment	1 Low	3 High	3	<p>The ability to continue accessing relevant hygiene supplies would be a key contributing factor to the fundamental risks. This should be assessed on a weekly basis.</p> <p>Once the office is opened and running we should establish what represents a 'reasonable' stock of such items.</p>	1 Low
5	Failure of a given employee to observe hygiene rules	1 Low	3 High	3	<p>Need to ensure all staff appreciate the importance of the policies in place. A pre-return briefing online is important.</p> <p>Failure to observe hygiene standards will be treated in the same manner as a failure to meet health and safety standards, with the additional sanction that they will not be permitted to remain in the office during the pandemic phase.</p>	1 Low
6	Risk of infection being introduced by visitors	1 Low	2 Medium	2	<p>Please refer to the policy document - no visitors permitted on the working floor except in specific circumstances.</p> <p>All visitors will be met in the reception area of the common part of the building.</p>	1 Low
7	Member of staff contracting virus from external social interaction/family	1 Low	3 High	3	<p>The policy provides clear guidance as to what staff should do if they believe they or their home environment has been compromised. This may result in employee being asked to remain away from the space for 14 days - follow government advice on self-isolation.</p> <p>This remains a risk that is outside the direct control of the business, hence mitigation can only go so far.</p> <p>Additional note Oct 2020 - As case numbers rise across the region we have to keep track of this risk. The government 'Tier' system will help us react appropriately - for now the office area falls into a 'Tier 1' region</p>	2 Medium
8	Ineffective cleaning of surfaces and equipment	2 Medium	2 Medium	4	<p>The office space is being cleaned by an external party on a daily basis, to the standard recommended by that supplier.</p> <p>Staff will be required to keep their workspace hygienic as part of being permitted to return to the office.</p> <p>The office environment has been reorganised as much as possible to facilitate keeping it clean.</p> <p>The company will provide effective and simple to use cleaning materials to make it as easy as possible for staff to keep the work environment clean from day to day.</p>	1 Low
9	Staff exposed to public transport	2 Medium	3 High	6	<p>This is known high risk area nationally. Staff will have to make their own decisions as to the relative risk of this but the company has lifted all parking restrictions to make it easier for those who have the option to avoid public transport, and public parking areas.</p> <p>This remains a risk despite our mitigation, where staff who wish to return have no option.</p> <p>Additional note Oct 2020 - Maidstone is currently a 'Tier 1' location and therefore we have assessed the risk as Medium.</p>	2 Medium

10	Waste collection in office	1 Low	2 Medium	2	The policy outlines the rules regarding waste handling. No waste to remain in the office at the end of any given working day. Additional note Oct 2020 - The office is being cleaned, and rubbish removed, daily	1 Low	
11	Failure of hot water supply for handwashing	1 Low	3 High	3	We have no mitigation against this failure on a long-term basis. Hand sanitisers are a supporting tool to handwashing, and not a replacement. Therefore this has been flagged as a continuing risk that would necessitate the closing of the office were the situation to persist beyond 24 hours.	3 High	
12	Actions or activities being carried out by neighbours e.g. landlord's contractors working on 2nd floor	1 Low	2 Medium	2	Requires good communication with the landlord, and evidence provided to CWJK that the appropriate safety standards are in place, being observed and being monitored by any third party on site. Additional note Oct 2020 - Communication with the landlord has been acceptable rather than perfect, but their responsibilities have been met so far. No work on 2nd floor has commenced.	1 Low	
13	Fire drills/emergency evacuations - exception to social distancing rules?	0 N/a	0 N/a	0	The government has made it clear that the rules on social distancing are not applicable to emergency situations. The policy covers this scenario.	0 N/a	
14	Risk of Covid policies undermining other health and safety or Fire safety policies	1 Low	1 Low	1	The company policies on reopening have been prepared to ensure there are no compromises being made elsewhere on safety matters.	1 Low	
15	Staff returning to work when "clinically vulnerable" or otherwise at risk	1 Low	3 High	3	The return to office is a voluntary process, and there is no expectation that vulnerable staff will request to return. The company will refuse to allow anyone to return if we believe they may be compromised in doing so.	1 Low	
16	Employees being unaware of the policies, responsibilities and rights	1 Low	1 Low	1	There will be clear and continual communication from senior management, and a return to work policy that is clear in its aims and instructions. Additional note Oct 2020 - communication from management has been clear, regular and all policies have been circulated to the company	1 Low	
17	Employees being unaware of background to policies and instructions	1 Low	1 Low	1	All returning staff will be sent the government guidelines (released on 11th May) to help explain the background to the decisions being made by the business.	1 Low	
18	Desk layouts not meeting the distancing requirements	1 Low	3 High	3	Desk layouts are planned with social distancing as the driving factor.	1 Low	

19	Landlord has completed their necessary works, and provided recommendations	1 Low	3 High	3	<p>The business ensures that the landlord puts in place all of the measures they are required to.</p> <p>This includes the testing of the water supply for contamination following a long period of low/no flow.</p> <p>The office will not reopen until these have been completed, and will be closed should the landlord fail to meet requirements necessary for a safe use of the building.</p>	1 Low	
20	First aid kit not complete from the PPE perspective	1 Low	3 High	3	<p>Additional equipment that is required has been identified and will be in place prior to opening the office.</p> <p>This will be included in the future audit of the first aid kit</p>	1 Low	
21	Employees with symptoms that continue to come into the office	1 Low	3 High	3	<p>The business will require a self-certification checklist to be completed by staff before they return. This will then need to be completed on a regular basis (to be determined) to ensure that the issue is at the forefront of everyone's mind through this period.</p> <p>This has been kept at a medium risk despite mitigation, as the process will be prone to human error and oversight.</p>	2 Medium	
22	Employees with a second job	2 N/a	2 N/a	4	<p>We will require employees to disclose whether they have a second job or not. Depending on the nature of that role we may request that the member of staff remains working at home until further notice.</p>	1 Low	
23	Contamination of the building's drinking water supplies after standing for long periods	1 Low	3 High	3	<p>Confirm with landlord's agent that drinking water has been tested for harmful bacteria and is safe to drink</p> <p>See also above item on landlord's responsibilities.</p> <p>Additional note Oct 2020 - Landlord confirmed that testing was done prior to re-opening and continues to be tested as required by regulations</p>	1 Low	
24	Staff who are made vulnerable through physical or mental illness	2 Medium	3 High	6	<p>The return to office is a voluntary process, and there is no expectation that vulnerable staff will request to return. The company will refuse to allow anyone to return if we believe they may be compromised in doing so.</p> <p>Additional note Oct 2020 - The management made every effort to manage or pre-empt any situations that may cause increased anxiety and stress within the team.</p>	1 Low	
25	Risk of other tenants not complying with the rules laid down for the common parts of the building	1 Low	1 Low	1	<p>We have established a contact point with the other tenants to ensure we have a means of communicating with them regarding any concerns. The lower floor tenant has now partly re-occupied their space, and policies relating to common areas appear to be being followed.</p>	1 Low	