

A photograph of the London skyline, featuring the Gherkin (30 St Mary Axe) as the central focus. The building is a distinctive, conical skyscraper with a glass and steel facade. Other buildings are visible in the background, including the Lloyd's building and the City of London skyline. The image is overlaid with a large, semi-transparent red triangle that points towards the bottom right corner.

# COVID-19 Workplace Risk Assessment

March 2021

☎ 08000 122 225

✉ [info@tribeca-it.com](mailto:info@tribeca-it.com)

💻 [www.tribeca-it.com](http://www.tribeca-it.com)

📍 16 Berkeley Street, London, W1J 8DZ



**CONFIDENTIAL**

## Document Control

<b>Title</b>	Covid-19 Workplace Risk Assessment
<b>Version</b>	V1.1
<b>Release Date</b>	01/03/2021
<b>Author</b>	Ian Rimmer

## Document Approval

Approved by	Responsibility	Signature	Date
Ian Rimmer	Operations Director		
Yasmine Gray	HR Advisor		

## Revision History

Version	Date	Issued by	Status	Comments
V1.1	March 2021	Ian Rimmer	Final	Formatting changes - Second Release
V1.0	May 2020	Ian Rimmer	Final	First Release

## Table of Contents

Document Control .....	1
Document Approval .....	1
Revision History .....	1
Introduction .....	3
Head Office .....	3
Transmission of COVID-19 between staff .....	3
Transmission of COVID19 by third party.....	3
Transmission of COVID19 via shared surfaces.....	3
London office .....	4
Transmission of COVID19 by contact with another team member .....	4
Transmission of COVID19 by third party.....	4
Transmission of COVID19 via shared surfaces.....	4
Site Visits .....	5
Transmission of COVID19 during work related travel .....	5
Transmission of COVID19 in client offices .....	5
Notes .....	5
Law relating to this document .....	6

## Introduction

As per the advice from the UK government, Tribeca Technology Group of companies have conducted a risk assessment of both office locations based in the UK. The purpose of this risk assessment is to identify the risks presented by the COVID-19 pandemic and to make the necessary changes to ensure the office locations are “COVID secure”. In this document we have detailed the key risk factors identified and what measures have been put in place to mitigate those risks.

## Head Office

### Transmission of COVID-19 between staff

Risk level is **HIGH** and will impact any staff members working in the office.

#### Mitigations:

1. Maximum of 50% of the normal workforce in the office at any one time. The UK based workforce has been separated into two teams – only one of which is able to work from the office each week
2. In the event of a UK government imposing a national lockdown, or the area where the office is located being placed into one of the higher tiers, the office is closed to all staff who are able to effectively work from home. Only those who cannot effectively work from home are authorised to work in the office.
3. Daily cleaning by professional cleaning firm
4. Weekly deep clean after hours on Fridays, no access to the office at weekends without prior approval from the HR team
5. Intra-day cleaning of common shared surfaces (Bathroom doors, Front door etc...)
6. Rules to observe physical distancing with reminder signs
7. Seating plan allows for physical distancing, with no face-to-face working
8. Provide multiple hand sanitiser stations with signs to remind users on technique
9. Hand Sanitiser station on all entry/exit points to the building
10. One person on the stairs at a time
11. Lifts are only to be used when a disability requires it
12. Floor markings to guide staff on physical distancing, one-way system
13. Maximum capacity set in office space, kitchens, and toilets
14. Training provided around rules and expectations while in the office and delivered to all staff before they are permitted into the office space

### Transmission of COVID19 by third party

Risk level is **HIGH** and will impact any staff members working in the office.

#### Mitigations:

1. Visitors cannot be arranged without management consent
2. Visitors are only permitted if the work cannot be done remotely
3. Insist on contact free deliveries
4. Intra-day cleaning of intercom system
5. PPE policy for all visitors in the building
6. Maintain a record of all visitors
7. Forbid personal deliveries to the office
8. Signs in entrance to explain new rules

### Transmission of COVID19 via shared surfaces

Risk level is **MEDIUM** and will impact any staff members working in the office.

**Mitigations:**

1. Signs to remind staff of importance of handwashing
2. Encourage opening windows for ventilation
3. Multiple hand sanitiser locations
4. Paper towels installed instead of using hand dryers
5. Daily cleaning by professional cleaning firm
6. Weekly deep clean after hours on Fridays, no access to the office at weekends without prior approval from the HR team
7. Intra-day cleaning of common shared surfaces (Bathroom doors, Front door etc...)

**London office****Transmission of COVID19 by contact with another team member**

Risk level is **HIGH** and will impact any staff members working in the office.

**Mitigations:**

1. In the event of a UK government imposing a national lockdown, or the area where the office is located being placed into one of the higher tiers, the office is closed to all staff who are able to effectively work from home. Only those who cannot effectively work from home are authorised to work in the office.
2. Only one person can use the office each day
3. Office use must be booked in advanced and approved by HR
4. Physical changes to office layout (removal of several desks) to allow social distancing
5. Training provided around rules and expectations while in the office and delivered to all staff before they are permitted into the office space

**Transmission of COVID19 by third party**

Risk level is **HIGH** and will impact any staff members working in the office.

**Mitigations:**

1. Serviced office provider have provided their COVID-19 risk assessment. Several physical changes have been made such as one-way systems and changes in the policy on use of lifts etc... These changes have been communicated to the Tribeca team and the risk assessment made available to all members of staff
2. Require PPE to be used in communal areas such as kitchens, meeting rooms and bathrooms
3. Forbid use of communal areas such as seating areas
4. Forbid outside visitors into the office space
5. PPE packs sent to all staff who travel to London for use on public transport or client sites.  
These packs include:
  - Face coverings
  - Hand Sanitiser
  - Gloves
  - Anti-Bacterial wipes

**Transmission of COVID19 via shared surfaces**

Risk level is **MEDIUM** and will impact any staff members working in the office.

**Mitigations:**

1. Anti-bacterial wipes provided for use before and after use on the workstation
2. Hand sanitiser available in the office
3. Daily cleaning provided by the serviced office

## Site Visits

**Transmission of COVID19 during work related travel**

Risk level is **HIGH** and will impact any staff members required to travel to London.

**Mitigations:**

1. Staff are instructed to work from home where possible
2. Site visits have been limited with only critical issues being dealt with onsite
3. When travel into London is required, staff are expected to drive their own vehicle or use the train and are forbidden from using the London Underground or buses
4. PPE packs sent to all staff who travel to London for use on public transport or client sites. These packs include:
  - Face coverings
  - Hand Sanitiser
  - Gloves
  - Anti-Bacterial wipes

**Transmission of COVID19 in client offices**

Risk level is **HIGH** and will impact any staff members required to visit client sites.

**Mitigations:**

1. Only essential site visits are being completed
2. Client offices are nearly empty when staff visit
3. PPE packs sent to all staff who travel to London for use on public transport or client sites. These packs include:
  - Face coverings
  - Hand Sanitiser
  - Gloves
  - Anti-Bacterial wipes
4. Training provided around rules and expectations while on site
5. Maintain a log of who has visited which client and when
6. Limit the number of engineers visiting clients, keeping the same engineer where possible
7. Offer clients alternative services to onsite visits to lower the need for in person work

## Notes

1. PPE
  - a. Tribeca understands that except in situations where the risk of COVID-19 transmission is very high, the role of PPE providing additional protection is extremely limited.
  - b. Staff are provided with PPE but only encouraged to use PPE when social distancing or remote solutions are not available.

## Law relating to this document

1. Health and Safety at Work etc Act 1974
2. Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)
3. Equality Act 2010
4. Coronavirus Act 2020
5. Public Health (Control of Disease) Act 1984