



Completed by: Mary Beighton (Director of People & Culture)
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This assessment has been produced to identify and mitigate any known risk arising from the COVID-19 pandemic, documenting actions taken to make the office environment safe for all operationally-critical Zutonites unable to carry out their duties remotely, and reduce risk of contamination/infection as much as practicably possible.

Hazard	Risk	Corrective Action	Owner
Pre-existing contamination of office space	Exposure to virus from surfaces within the environment contaminated prior to office closure	<ul style="list-style-type: none"> Deep clean across all office space prior to reopening 	Facilities Manager
High-touch surfaces providing risk of cross-contamination	Areas such as doors/door handles, printers, kettles etc present higher risk of cross-contamination	<ul style="list-style-type: none"> Increase frequency and intensity of cleaners Hand sanitiser and cleaning products available close to all areas ID'd as high-touch All internal doors forced open during working hours 	Facilities Manager
Close contact with colleagues	Risk of exposure to virus from infected Zutonites not showing symptoms	<ul style="list-style-type: none"> Workstations to be adequately spaced (2m+), back-to-back or side-to-side Fixed teams and staggered break times considered Restriction on movement between floors / allocated kitchens Restriction on hot-desking Encouragement of more frequent hand washing Increased ventilation – more external windows/doors open during the day Restriction on number of people using meeting rooms – outdoor meetings encouraged Clear communication – verbal, via email, visual aids and signposting 	Leadership & Management Teams Facilities Manager Talent Brand Manager
High traffic areas providing challenges on social distancing	Kitchens and communal areas are not as easily distanced so additional measures need to be taken	<ul style="list-style-type: none"> Space markers on floors in kitchens, meeting rooms and communal areas “Give way” system within high traffic areas Clear visual aids and signposting 	Facilities Manager/ Talent Brand Manager
People infected with COVID-19 attending the workplace	Risk of exposure to virus for all Zutonites working from the office	<ul style="list-style-type: none"> Reinforce guidance around self-isolation to all Zutonites and Line Managers Monitor absence and physical health of all Zutonites (normal absence policy) Ban on non-essential/external visitors Ban on non-essential deliveries – all deliveries contactless 	Leadership & Management Teams
Communal areas within Acresfield	Risk of contamination of communal areas within Acresfield – reception, lift, stairs, Atrium, bathrooms	<ul style="list-style-type: none"> Risk assessment requested from Landlord for review 	Savills