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

