

COVID-19 Risk Assessment

This Risk Assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

[COVID Secure Notice](#)

McCann Manchester

Bonis Hall, Bonis Hall Lane, Prestbury, Macclesfield SK10 4EF.

Company name: McCann Manchester

Date of assessment: 2 February 2022

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Likelihood

Risk Matrix:		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>4 x 3 = 12</p>	<p>Prior to accessing the building, employees must carry out a lateral flow test at home and obtain a negative result. If they are returning on a more frequent basis (2-3+ days per week) they should carry out a lateral flow test at least twice a week. Government information on obtaining free lateral flow testing kits can be located https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>Employees must comply with any local surge testing instructions.</p> <p>Each employee will be required to undertake a daily at-home Personal Healthcare checklist before attending the office, via our desk booking app. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office.</p> <p>Office entry is strictly pre-booked via designated booking App and all employees are briefed on Covid safety measures.</p> <p>Building occupancy is restricted and all desks are socially distanced. Tracking of ongoing utilisation to ensure safe capacity is not exceeded. Desks and collaboration spaces must be pre-booked, with cleaning materials and regular deep cleaning in place.</p> <p>When on site, users will be reminded of safety measures in place and hand washing and hygiene protocols via a combination of digital and printed signage.</p> <p>Large gatherings are not permitted.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19. Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a public health agency that contact with a diagnosed case has occurred. Being advised by an HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. Use of shared areas such as bathrooms. Cross-contamination via hard surfaces. 	<p>4 x 3 = 12</p>	<p>Prior to accessing the building, employees must carry out a lateral flow test at home and obtain a negative result and undertake a daily at-home Personal Healthcare checklist.</p> <p>All employees are expected to follow government guidance regarding self-isolation following contact with someone with a confirmed case of Covid-19. Regardless of vaccination status, employees who live with someone who has tested positive are not permitted to visit the office.</p> <p>Whilst at work, employees are required to maintain 2m social distancing and are strongly encouraged to wear a mask in busy areas or where social distancing is not possible.</p> <p>The Company will maintain communication between all staff and Human Resources (HR) and ensure employees follow company policy / guidance.</p> <p>Non-essential travel should be minimised and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed in line with changing Government guidance.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them. This includes: Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis.</p> <p>Centralised touch free bins to be positioned on all floors.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
	4 x 3 = 12	<p>Occupancy reduced in bathrooms that are not fully enclosed, changing rooms and showers and clear signage to allow for social distancing. Enhanced cleaning is in place in these areas</p> <p>All staff and visitors must follow all control measures put in place within the office.</p> <p>Any visitors to the office will be by invitation only.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/ suspected case of Covid.</p> <p>No employee should approach delivery staff - packages must be left in delivery drop off zone in the Coach House and employees will be invited to collect post/ parcels from there at an appropriate time.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Suspected Covid-19 case whilst working at the office.</p> <p>Confirmed Covid-19 case.</p>	4 x 4 = 16	<p>If a member of staff develops any Covid-19 symptoms or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately 2. Arrange PCR test 3. Follow government guidance on Test and Trace 4. Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to the Wave Manager or HR 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. <p>In the event of a confirmed case, any employee who has come into close contact will be informed and advised to follow government guidelines.</p> <p>Staff are not permitted to come into the office if they live with someone who has contracted Covid-19</p> <p>In the event of an outbreak PHE will be notified, who will advise on measures to be taken.</p> <p>The Company will prepare contingency plans in anticipation of relapses or changing governmental regulations</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>General travel including travelling to work, public transport and foreign travel.</p>	4 x 4 = 16	<p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers and are advised and permitted to avoid peak times. Staff are encouraged to wear a face covering at all times on public transport and to maintain social distancing and avoid peak travel times where possible.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers.</p> <p>Business travel should be kept to a minimum and must be approved by the CEO and HR Director. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Where a staff member has recently travelled overseas, they should follow government guidance.</p> <p>Staff must continue to follow any further national government advice provided.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Entry, egress to and circulation on site.	4 x 4 = 16	<p>Admittance to the office must be pre-booked via the designated Booking App so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>The Bistro, Pool House and Old Hall buildings have separate entry and exit points with defined exit routes for each floor. Employees must follow the marked one-way and/or keep left system on site. Wider entrances and walkways in the Oval building mean separate entrance and exits are not necessary but there is a keep left/ keep your distance system in place to minimise contact.</p> <p>Hand sanitiser dispensers at all entry and entry points for staff to use upon entry and exit of the buildings. Entrance areas will be kept clear to provide plenty of space to minimise congestion.</p> <p>Common contact surfaces in entrances and exits, lifts and stairwells will be cleaned regularly, particularly during peak flow times.</p> <p>Any visitors to the office will be by invitation only and must be approved in advance by the CEO and HRD. No contact between delivery persons and staff. Post is managed by Facilities staff.</p> <p>Use of company address for personal deliveries suspended.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Bistro/Kitchens/Refreshments.	4 x 4 = 16	<p>The Bistro will offer a reduced "Grab and Go" (pre-prepared and packaged/served) menu.</p> <p>We have allocated time slots for collecting lunch from the bistro to avoid congestion.</p> <p>Employees are expected to place all used crockery and utensils on used utensil station and Bistro staff will use gloves when handling. Any items used in the office or kitchen area must be placed in the dishwasher after use.</p> <p>A clearly signposted one-way system and 2m floor markers are in place in the Bistro.</p> <p>There will be limited social distanced seating available in the Bistro. Employees are allocated a 25 minute time slot based on where they are working in the building to minimise congestion. Social distancing rules must be adhered to whilst eating and mask wearing is strongly encouraged in circulation. Enhanced cleaning is in place.</p> <p>Employees are asked to maintain a safe distance in kitchen areas and to minimise time spent in these areas. Hand sanitiser is available in each kitchen area and in several locations on each floor and should be used by all persons when entering and leaving the area.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed in the bin immediately by user and must not left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Frequent cleaning will take place in kitchen/ hot drink areas, but employees are also asked to clean area before and after use.</p> <p>Meeting hospitality, where necessary, will be from a limited pre-packaged menu, ordered in advance.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Use of changing facilities and showers.	4 x 4 = 16	<p>The shower facilities are open however they are restricted to one person using the facilities at a time. Signage is provided to indicate if the shower facilities are in use. Employees are required to clean the shower facilities before and after use and take all their personal belongings with them. A deep clean will take place in the evening.</p>	1 x 3 = 3	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Working within 2 metres of others. Contracting or spreading the virus by not social distancing.	4 x 4 = 16	<p>Desks and meeting rooms are configured to allow for social distancing.</p> <p>Employees must take all steps to avoid face to face working ensuring a 2m distance at all time.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing a face covering and minimising the timeframe, should be taken to reduce the risk of transmission.</p> <p>The Facilities team will observe/supervise to monitor distancing.</p> <p>A one-way, keep left system is in place in buildings with narrow walkways (Pool House) or high traffic areas (Bistro).</p> <p>Lifts are restricted to single use when needed.</p> <p>The Wave Manager and Site manager will manage density of occupation at all times.</p> <p>Signage will indicate which workstations and breakout seating can be used to maintain a safe distance.</p> <p>Single use face coverings should be disposed of in the PPE bins provided or at home so that it cannot be re-used, and potential contamination is controlled.</p> <p>Reusable face-coverings should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>Occupancy will be reduced on site to enable social distancing, with numbers managed via a Desk Booking App.</p> <p>The Company will continue to support hybrid working and promote healthy work routines and set ups.</p> <p>For First Aid activity where a 2m distance may not be met the appropriate level 2 PPE will be provided.</p> <p>IT staff, and anyone performing a role which involves transferring equipment/ items to other employees, will sanitise items when dropped off with them and again before returning to user.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Personal health and safety.	4 x 4 = 16	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning to the office or coming in for the first time.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to social distancing.</p> <p>Staff are aware that they must not come into the workplace if they are unwell in any way.</p> <p>Facilities have reviewed cleaning and waste disposal and have adjusted cleaning specifications and schedules.</p> <p>Furniture, fixtures, equipment: social distancing floor indicators are in place, perspex screens are installed where appropriate, desks not to be used are indicated with markers, only the desk booked via the Booking app must be used and equipment must not be shared.</p> <p>To control the virus staff are encouraged to minimise unnecessary travel around the building.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although this practice is still encouraged.</p> <p>The Facilities team will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately).	4 x 3 = 12	Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas. Clear signage in place to remind employees about washing hands and how to do it effectively. Sanitising stations are installed at all entrances and multiple locations around the office. Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	4 x 3 = 12	All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day. High touch equipment such as printers also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day. Employees are asked to minimise unnecessary travel around the office as far as possible to reduce the potential spread of any contamination via touched services The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment). Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones. Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal. The Facilities team undertake monitoring and supervision to make sure users are following protocols. Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Increased risk of infection and complications for vulnerable workers.	4 x 3 = 12	The Company will identify employees who fall into one of the following categories: Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19) The Company will identify how and where someone in one of these categories will work in line with current government guidance. We will discuss with employees what their personal risks are and identify what needs to be done in each case. Staff who are considered extremely vulnerable or high risk will not be expected to attend the workplace and where possible or appropriate they will be supported to work from home. If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures. Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.	4 x 1 = 4	Individual workers

McCann Manchester

196 Deansgate, Manchester M3 3WF.

Company name: McCann Manchester

Date of assessment: 2 February 2022

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Likelihood

Risk Matrix:		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	4 x 3 = 12	<p>Prior to accessing the building, employees must carry out a lateral flow test at home and obtain a negative result. If they are returning on a more frequent basis (2-3+ days per week) they should carry out a lateral flow test at least twice a week. Government information on obtaining free lateral flow testing kits can be located at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>Employee must comply with any local surge testing instructions.</p> <p>Each employee will be required to undertake a daily at-home Personal Healthcare checklist before attending the office via the desk booking app. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office. Each employee will also sign a charter to confirm their acceptance of and adherence to all safety measures in place in the building.</p> <p>Office entry is strictly pre-booked via designated booking App and all employees are briefed on Covid safety measures.</p> <p>Building occupancy is restricted and all desks are socially distanced. Tracking of ongoing utilisation to ensure safe capacity is not exceeded. Desks and collaboration spaces must be pre-booked, with cleaning materials and regular deep cleaning in place.</p> <p>When on site, users will be reminded of safety measures in place and hand washing and hygiene protocols via a combination of digital and printed signage.</p> <p>Large gatherings are not permitted.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19. Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a public health agency that contact with a diagnosed case has occurred. Being advised by an HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. Use of shared areas such as bathrooms. Cross-contamination via hard surfaces. 	4 x 3 = 12	<p>Prior to accessing the building, employees must carry out a lateral flow test at home and obtain a negative result and undertake a daily at-home Personal Healthcare checklist.</p> <p>All employees are expected to follow government guidance regarding self-isolation following contact with someone with a confirmed case of Covid-19. Regardless of vaccination status, employees who live with someone who has tested positive are not permitted to visit the office.</p> <p>Whilst at work, employees are required to maintain 2m social distancing and are strongly encouraged to wear a mask in busy areas or where social distancing is not possible.</p> <p>The Company will maintain communication between all staff and Human Resources (HR) and ensure employees follow company policy / guidance.</p> <p>Non-essential travel should be minimised and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed in line with changing Government guidance.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them. This includes: Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
	4 x 3 = 12	<p>Centralised touch free bins to be positioned on all floors.</p> <p>Clear signage in bathrooms to remind staff to observe social distancing.</p> <p>All staff and visitors must follow all control measures put in place within the office.</p> <p>Any visitors to the office will be by invitation only.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/suspected case of Covid.</p> <p>No employee should approach delivery staff - packages must be left in delivery drop off zone and employees will be invited to collect post/parcels at an appropriate time.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Suspected Covid-19 case whilst working at the office.</p> <p>Confirmed Covid-19 case.</p>	4 x 4 = 16	<p>If a member of staff develops any Covid 19 symptoms or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately 2. Arrange a PCR test 3. Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 4. All suspected and confirmed cases should be reported to the Wave Manager or HR 5. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 6. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. <p>In the event of a confirmed case, any employee who has come into close contact will be informed and advised to follow government guidelines.</p> <p>Staff are not permitted to come into the office if they live with someone who has contracted Covid-19.</p> <p>The Company will prepare contingency plans in anticipation of relapses or changing government regulations.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
General travel including travelling to work, public transport and foreign travel.	4 x 4 = 16	<p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers. Staff are encouraged to wear a face covering at all times on public transport and to maintain social distancing and avoid travelling at peak travel times where possible.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers.</p> <p>Business travel should be avoided unless business critical and approved by the senior leadership team. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Business travel should be kept to a minimum and must be approved by the CEO and HR Director. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Where a staff member has recently travelled overseas, they should follow government guidance.</p> <p>Staff must continue to follow any further national government advice provided.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Entry, egress and circulation on site.	4 x 4 = 16	<p>Admittance to the office must be pre-booked via the designated Booking App so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>Entry and Exit via Deansgate will be supervised by CEG staff.</p> <p>Employees must follow directional signage on site and adhere to the 'keep left' and 'observe social distancing' rules.</p> <p>Hand sanitiser dispensers are located at all entry/exit points in the office and building.</p> <p>Common contact surfaces in lobby, lifts and stairwells must be cleaned regularly by the landlord, particularly during peak flow times will be cleaned regularly.</p> <p>Any visitors to the office will be on a business critical need and by invitation only and must be approved in advance by the CEO.</p> <p>Any business critical visitors must be greeted at the office entrance and taken directly to their assigned space.</p> <p>No contact between delivery persons and staff. Post delivered to the building will be held at reception and they will contact the relevant occupant to arrange a collection time.</p> <p>Use of company address for personal deliveries suspended.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Kitchen, catering and refreshments.	4 x 4 = 16	<p>Crockery and utensils but must only be handled by the user and placed directly into the dishwasher.</p> <p>The seating area in the kitchen will be open with limited social distancing seating available and etiquette signage in place of how to use the space. Alternatively, employees can eat at their desk. Social distancing rules must be adhered to whilst eating.</p> <p>Enhanced cleaning is in place.</p> <p>Hand sanitiser is available in the kitchen area and in several locations on each floor and should be used by all persons when entering and leaving the area.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed straight in the bin by user and not left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Frequent cleaning will take place in the kitchen area but employees are required to clean area before and after use.</p> <p>Meeting hospitality, where necessary, will be from a limited pre-packaged menu, ordered in advance.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Use of changing facilities and showers.	4 x 4 = 16	<p>The shower facilities are open within the building. Employees are required to clean the showers before and after use and take their personal belongings with them. A deep clean will take place in the evening.</p> <p>Cycle storage will remain open with signage and floor markings to help with queuing. Tenants are asked to be cautious in these high proximity areas.</p> <p>All personal belongings must be removed from the cycle storage area and stored with the user.</p>	1 X 3 = 3	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Working within 2 metres of others.</p> <p>Contracting or spreading the virus by not social distancing.</p>	4 x 4 = 16	<p>Desks and meeting rooms are configured to allow for social distancing.</p> <p>Employees must take all steps to avoid face to face working ensuring a 2m distance at all time.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing a face covering and minimising the timeframe, should be taken to reduce the risk of transmission.</p> <p>Covid Marshalls will observe/supervise to monitor distancing.</p> <p>A keep left system is in place around the building.</p> <p>All staff must enter the building via the designated entry point and take the sign-posted route to access their floor. Lift capacity is restricted when needed.</p> <p>The Wave Manager and Site Manager will manage density of occupation at all times.</p> <p>Signage will indicate which workstations and breakout seating can be used to maintain a safe distance</p> <p>Single use PPE should be disposed of in the PPE bins provided or at home so that it cannot be re-used, and potential contamination is controlled.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>Occupancy will be reduced on site to enable social distancing, with numbers managed via a Desk Booking App.</p> <p>The Company will continue to support hybrid working and promote healthy work routines and set ups.</p> <p>For First Aid activity where a 2m distance may not be met, appropriate level 2 PPE will be provided.</p> <p>IT staff, and anyone performing a role which involves transferring equipment/ items to other employees, will sanitise items when dropped off with them and again before returning to user.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Personal health & safety.	4 x 4 = 16	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning to the office or coming in for the first time.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to 2m social distancing</p> <p>Staff will be made aware that they must not come into the workplace if they are unwell in any way.</p> <p>Facilities have reviewed cleaning and waste disposal and have adjusted cleaning specifications and schedules.</p> <p>Furniture, fixtures, equipment: social distancing floor indicators are in place, perspex screens are installed where appropriate, desks not to be used are indicated with markers, hot desking is not allowed, the desk booked via the booking app must be used and equipment must not be shared.</p> <p>To control the virus staff are asked to remain on their designated floor wherever possible and to minimise unnecessary travel around the building.</p> <p>Employees will be encouraged to download the NHS' Test and Trace App on to their mobile device as part of their health and safety obligations to other colleagues.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although this practice is still encouraged.</p> <p>Covid Marshalls will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately).	4 x 3 = 12	<p>Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas.</p> <p>Clear signage in place to remind employees about washing hands and how to do it effectively.</p> <p>Installation of sanitising stations at all entrances and multiple locations around the office.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	4 x 3 = 12	<p>All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day. High touch equipment such as printers will also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day.</p> <p>Employees are asked to minimise unnecessary travel around the office as far as possible to reduce the potential spread of any contamination via touched services</p> <p>The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment).</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones.</p> <p>Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Increased risk of infection and complications for vulnerable workers.	4 x 3 = 12	<p>The Company will identify employees who fall into one of the following categories:</p> <p>Clinically extremely vulnerable</p> <p>People self-isolating</p> <p>People with symptoms of coronavirus</p> <p>Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19)</p> <p>The Company will identify how and where someone in one of these categories will work in line with current government guidance. We will discuss with employees what their personal risks are and identify what needs to be done in each case.</p> <p>Staff who are considered extremely vulnerable or high risk should not be expected to attend the workplace and where possible or appropriate they should be supported to work from home.</p> <p>If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures.</p> <p>Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.</p>	4 x 1 = 4	Individual workers

McCann Manchester

Units 1-5 Fifth Avenue, Poynton Industrial Estate, Poynton SK12 1FJ.

Company name: Craft Studios, Poynton

Date of assessment: 2 February 2022

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Likelihood

Risk Matrix:		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>4 x 3 = 12</p>	<p>Only employees who need to be in the building should attend the office with prior approval and managed via the Wave Manager to ensure safe capacity is not exceeded.</p> <p>Prior to accessing the building, employees must carry out a lateral flow test at home and obtain a negative result. If they are returning on a more frequent basis (2-3+ days per week) they should carry out a lateral flow test at least twice a week. Government information on obtaining free lateral flow testing kits can be located at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>Employee must comply with any local surge testing instructions.</p> <p>Each employee will be required to undertake a Personal Healthcare checklist before attending the office. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office.</p> <p>Desks and working spaces will be assigned to employees, with cleaning materials and regular deep cleaning in place.</p> <p>When on site, users will be reminded of safety measures in place and hand washing and hygiene protocol by Covid Marshalls and via printed signage.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19. Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a public health agency that contact with a diagnosed case has occurred. Being advised by an HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. Use of shared areas such as bathrooms. Cross-contamination via hard surfaces. 	<p>4 x 3 = 12</p>	<p>Only business critical crews are allowed on site to minimise numbers in studio as far as possible. Shoots are conducted with a minimal amount of talent, models and freelance crews.</p> <p>All employees are expected to follow government guidance regarding self-isolation following contact with someone with a confirmed case of Covid-19. Regardless of vaccination status, employees who live with someone who has tested positive are not permitted to visit the studio.</p> <p>Studios have been configured to allow for social distancing by dividing the space into zones, each with their own facilities as far as possible.</p> <p>Employees are required to maintain 2m social distancing wherever possible, are strongly encouraged to wear a mask in busy areas and required to wear them where social distancing is not possible. The duration of close proximity interactions are limited as much as possible.</p> <p>All employees are expected to follow government guidance regarding social distancing and mixing with others outside of work.</p> <p>The Company will maintain communication between all staff and Human Resources (HR) and ensure employees follow company policy / guidance.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) will be reviewed in line with changing Government guidance.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them</p> <p>Non-essential travel should be minimised and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis by Covid Marshalls and cleaning company.</p> <p>Employees to be provided with products to clean work areas before and after use.</p> <p>Centralised touch free bins to be positioned in all studios.</p> <p>Clear signage in bathrooms to remind staff to observe social distancing.</p> <p>Shutters and doors in each Studio should remain open whenever possible to increase ventilation.</p> <p>All staff and visitors must follow all control measures put in place within the office.</p> <p>COVID Marshalls are responsible for ensuring adherence to the safety measures in place.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/ suspected case of Covid and visitors are expected to adhere to all covid safety measures in place.</p> <p>Direct contact between delivery persons and staff must be avoided. Use of company address for personal deliveries suspended.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p> <p>Freelance crew</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Suspected Covid-19 case whilst working at the office. Confirmed Covid-19 case.	4 x 4 = 16	<p>If a member of staff develops a high temperature or a persistent cough or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately 2. Arrange PCR Test 3. Follow government guidance on Test and Trace 4. Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to the Wave Manager and HR. 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. <p>In the event of a confirmed case, any employee who has come into close contact will be informed and advised to follow government guidelines.</p> <p>Staff are not permitted to come into the office if they live with someone who has contracted Covid-19.</p> <p>The Company will prepare contingency plans in anticipation of relapses or changing governmental regulations</p>	4 x 1 = 4	<p>Individual workers</p> <p>Freelance crew</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
General travel including travelling to work, public transport and foreign travel.	4 x 4 = 16	<p>Employees should limit travel where possible.</p> <p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers. Staff are encouraged to wear a face covering at all times on public transport and to maintain social distancing and avoid peak travel times where possible.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers and are advised to avoid peak times</p> <p>Business travel should be avoided unless business critical and approved by the senior leadership team. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>In the event the Studio's van needs to be used to move product between Craft Studios and Bonis Hall, employees must travel individually. PPE and a cleaning kit are provided in the van and individuals are required to wipe touchpoints before and after use. If assistance loading or unloading is required, PPE must be worn and every effort made to maintain social distancing.</p> <p>Where a staff member has recently visited abroad, they should follow government guidance.</p> <p>Staff must continue to follow any further national government advice provided.</p>	4 x 1 = 4	<p>Individual workers</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Entry, egress and circulation on site.	4 x 4 = 16	<p>Unless an employee is required to work onsite regularly, admittance to the office must be approved in advance by the Wave Manager so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>Employees are required to maintain social distancing when entering, exiting, and moving around the corridors and buildings.</p> <p>Hand sanitiser dispensers are situated at all entry points for staff to use upon entry and exit of the building.</p> <p>Entrance areas should be kept clear to provide plenty of space to enable staff a 2m distance between them whilst waiting to enter site.</p> <p>Regular cleaning of high touch points and frequent use areas, particularly during peak flow times will be conducted. Antibacterial wipes are also available at all these locations. Centralised bins provided for disposal of used wipes.</p> <p>Employees will be assigned a working space (and team if appropriate) and must operate in that zone as far as possible.</p> <p>Employees are encouraged to wear face a covering whilst in circulation around the building and are required to do so when they are unable to maintain social distancing. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>COVID Marshalls are responsible for ensuring adherence to the safety measures in place.</p>	4 x 2 = 8	<p>Individual workers</p> <p>Freelance crew</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Catering, kitchens and refreshments.	4 x 4 = 16	<p>Employees are asked to maintain a safe distance in kitchen areas and to minimise time spent in these areas.</p> <p>Crockery and utensils but must only be handled by the user and placed directly into the dishwasher.</p> <p>Individual drink stations are being introduced for each unit and placed in open spaces and will require additional monitoring and cleaning in line with protocol. Employees are encouraged to wipe these before and after use using the wipes provided.</p> <p>Hand sanitiser is available in several locations in each studio and should be used by all persons when entering and leaving the area and before and after eating.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed straight in the bin by user. Items must not be left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Enhanced and frequent cleaning will take place in the kitchen area.</p> <p>Employees and other 3rd party staff on site are not allowed in Home Economist kitchens.</p>	3 x 3 = 9	<p>Individual workers</p> <p>Bistro (Graysons) employees</p> <p>Freelance crew</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Use of changing rooms.	4 x 4 = 16	<p>Studio 1 changing room occupancy is reduced to ensure social distancing rules can be observed.</p> <p>Changing rooms/ model areas are subject to additional levels of cleaning and sanitisation daily and after each use and external windows will be opened to improve air flow.</p> <p>Hair and makeup artists are required to have completed a Barbicide Certificate and appropriate PPE must be worn.</p> <p>Suitable and sufficient rubbish bins will be provided with regular removal and disposal.</p>	3 x 3 = 9	<p>Freelance artists</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
<p>Working within 2 metres of others.</p> <p>Contracting or spreading the virus by not social distancing.</p>	4 x 4 = 16	<p>Only business critical crews will be allowed on site to minimise numbers in studio as far as possible.</p> <p>Desks and workstations are configured to allow for social distancing and will be assigned by the Wave Manager.</p> <p>Employees must take all steps to avoid face to face working and should endeavour to work facing away from each other ensuring a 2m distance at all time.</p> <p>Working teams will be assigned to a working zone and fixed team where possible and must minimise unnecessary interactions with other employees.</p> <p>Shoots must be conducted with a limited amount of talent, models and freelance crews to minimise numbers in studio, enable social distancing and minimise opportunities for cross contamination. Mitigating actions including the use of PPE, social distancing and minimising the duration of interactions will be enforced.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing PPE and minimising the timeframe, should be taken to reduce the risk of transmission.</p> <p>Wave Manager and Covid Marshals will observe/ supervise to monitor distancing.</p> <p>The Wave Manager will manage density of occupation at all times.</p> <p>The company will continue to conduct dynamic risk assessments.</p> <p>Employees are encouraged to wear face coverings whilst moving around the building. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>For First Aid activity where a 2m distance may not be met, level 2 PPE will be provided.</p> <p>IT staff, and anyone performing a role which involves transferring equipment/ items to other employees, will sanitise items when dropped off with them and again before returning to user.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>Single use PPE should be disposed of in the PPE bins provided or at home so that it cannot be re-used and potential contamination is controlled.</p> <p>The Company will continue to support hybrid working where roles allow and promote healthy work routines and set ups.</p> <p>The Wave Manager will ensure numbers on site do not exceed safe capacity and COVID Marshals are responsible for ensuring adherence to the safety measures in place.</p>	4 x 3 = 12	<p>Individual workers</p> <p>Freelance crew</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Personal health and safety.	4 x 4 = 16	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning to the office or coming in for the first time.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to social distancing.</p> <p>Staff are aware that they must not come into the workplace if they are unwell in any way.</p> <p>To control the virus, staff should make every effort to remain in their designated zone for duration of stay and use the facilities assigned to that team/ area and follow instruction/ guidance from the COVID marshals.</p> <p>Model areas will be subject to additional levels of cleaning and sanitisation daily. This includes all external windows being opened to improve air flow.</p> <p>Facilities have reviewed Supplier Readiness; cleaning and waste disposal, adjusted cleaning specifications and schedules, mail handling, amenity providers.</p> <p>Furniture, fixtures, equipment: perspex screens in place, social distancing floor indicators, no sharing of equipment, where desk sharing is necessary the desk is sanitised between use.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although a clean desk is still encouraged.</p> <p>Photographers are responsible for cleaning their own mobile desk and equipment - cleaning/sanitisation products are provided.</p> <p>Covid Marshalls will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	3 x 3 = 9	Talent/models

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately).	4 x 3 = 12	<p>Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas.</p> <p>Clear signage in place to remind employees about washing hands and how to do it effectively.</p> <p>Installation of sanitising stations at all entrances and multiple locations around the office.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 1 = 4	Individual workers Freelance crew Talent/models

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	4 x 3 = 12	<p>All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day. High touch equipment such as printers will also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day.</p> <p>Employees are asked to minimise unnecessary movement around the office as far as possible to reduce the potential spread of any contamination via touched services.</p> <p>The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment).</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones.</p> <p>Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	<p>Individual workers</p> <p>Freelance crew</p> <p>Talent/models</p>

Hazard	Risk Rating	Control Measures	Reduced Risk Rating	Persons at Risk
Increased risk of infection and complications for vulnerable workers.	4 x 3 = 12	<p>The Company will identify employees who fall into one of the following categories:</p> <p>Clinically extremely vulnerable</p> <p>People self-isolating</p> <p>People with symptoms of coronavirus</p> <p>Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19)</p> <p>The Company will identify how and where someone in one of these categories will work in line with current government guidance. We will discuss with employees what their personal risks are and identify what needs to be done in each case.</p> <p>Staff who are considered extremely vulnerable or high risk should not be expected to attend the workplace and where possible or appropriate they should be supported to work from home.</p> <p>If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures.</p> <p>Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.</p>	4 x 1 = 4	<p>Individual workers</p>