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When determining controls, or considering changes to existing controls, considerations shall be given to reducing the risks according to the following hierarchy:

- A) Elimination, B) Substitution, C) Engineering controls, D) Signage/warnings and/ or administrative controls, E) Personal protective equipment

ALUK shall document and keep the results of identification of hazards, risk assessments and determined controls up-to-date. ALUK shall ensure that the OH&S risks and determined controls are taken into account when establishing, implementing and maintaining its OH&S management system. The significance of health & safety implications will be determined against the 'probability' versus 'severity' matrix below and recorded in this document which will be subject to regular review and update.

Likelihood	Severity				
	Trivial	Minor Injury	Over 3 Day Injury	Major Injury	Incapacity or Death
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

From this risk assessment a record of those health & safety issues that have significant risk that the company can influence will be recorded in the Non Conformance, Preventative & Opportunity Action Plan log within the Occupational Health & Safety Management System as prescribed herein. Consideration will be given within the assessment of risk of the personnel at risk and the environment within which the risk resides.

Risk Rating (R)	1 – 3 = Acceptable	4 – 6 = Monitor/Improve <12 mths	8 – 12 = Action/Improve <6 mths	15 = Urgent Action/Improve <3 mth	16 – 25 = Improve Immediately / <1 mth
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Young Person's - References to Young Person's will be made throughout this assessment and has been included to ensure considerations have been made with respect to their age, inexperience, lack of awareness, maturity and any other factors which may be different to an older or more experienced employee. This will also make sure we have complied with Regulation 19 of the Management of Health & Safety at Work Regulations.

Agency Workers – References to Agency Workers will be made throughout this assessment and has been included to ensure the health, safety and welfare of Agency workers has been considered with respect to their lack of experience and knowledge of the processes and any exposure to chemical, biological and physical agents, Work equipment intended for their use; and The organisation of processes and activities intended for them to undertake.

Measures to manage risks may not be extraordinary to those that are already in place. However, there may be instances where additional measures are necessary, e.g. close supervision. In certain circumstances, Young persons or Agency workers will be prohibited from undertaking particular activities because significant risks are identified that cannot be avoided. Such risks can include: Work beyond their physical or psychological capabilities, Work in which there is a risk to their health from exposure to extreme cold or heat, noise or vibration, Work involving harmful exposure to radiation, Exposure to substances chronically harmful to human health, e.g. toxic carcinogenic, skin or respiratory sensitising, or have effects likely to be passed on genetically, Accidents which are unlikely to be recognised because of a lack of experience, training or sufficient attention to safety.

Date	Revision	Change Description	Author
05/06/20	01	First Issue	Toby Ambler & Harry Keable

WHO		Employees, Agency Workers, Maintenance Engineers, Visitors and Cleaners.									
HAZARDS	HOW	EXISTING CONTROLS	Risk Level			FURTHER ACTIONS / CONSIDERATIONS	Residual Risk			WHO	WHEN
			LIKELIHOOD	SEVERITY	RISK		LIKELIHOOD	SEVERITY	RISK		
WORKING SAFELY IN OFFICES – London Design Studio											
1. Workforce consultation	Failure to consult with the workforce may lead to a misunderstanding on the management of the COVID-19 risks associated within their workplace. This could lead to the transmission of the COVID-19 virus.	<ol style="list-style-type: none"> AluK Health & Safety committee AluK COVID-19 H&S representative AluK employees – involvement with assessing COVID-19 workplace risks and the development and review of COVID-19 policies London Design Studio COVID-19 representative AluK iComms Information, training, instruction, and supervision 	3	3	9	<ol style="list-style-type: none"> Due to the period of furlough a COVID H&S representative has been selected from staff returning from furlough <p>This is considered to be as low as reasonably practicable.</p>	2	3	6	TA	30/06/20
1.1 Management of risk	Aluk have a duty to reduce workplace risk to the lowest reasonably practicable level. Failure to work with employees, contractors sharing the workplace could expose persons to the COVID-19 virus	<ol style="list-style-type: none"> AluK encourages working from home as a first option. London Design Studio employees work from home. Vulnerable and extremely vulnerable members of staff work from home or are staying at home (shielding) Increased frequency of handwashing and surface cleaning of high traffic areas through information, training, instruction, and supervision. Increased frequency of handwashing and surface cleaning by having nominated sanitation cleaning teams. Clerkenwell Cleaners engaged to clean premises. Aluk make every reasonable effort to comply with the social distancing guidelines set out by the UK Gov. Currently 2 m. 	3	3	9	<p>AluK have carried out a site COVID-19 risk assessment, have cleaning, handwashing and hygiene procedures in line with guidance.</p> <p>AluK – London Design Studio have taken all reasonable steps to help people work from home and have taken all reasonable steps to maintain a 2m distance in the studio and where people cannot be 2m apart, we have done everything practical to manage transmission risk.</p> <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	na	na

		<ol style="list-style-type: none"> 6. If social distancing guidelines cannot be followed in full Aluk will consider whether that activity needs to continue for the business to operate and will take all mitigating actions possible to reduce the risk of transmission between our staff. 7. The number of visitors to the studio is limited to a maximum of 3 visitors. 8. Keeping the activity time / product viewing involved as short as possible. 9. Use of barriers and screens to separate employees from each other. Product viewing window cassettes used as a screen 10. Use of one-way routes to separate employees from each other 11. Use of back to back and side by side working whenever possible 12. Reducing the number of people each member of staff has contact with. Limited to 3 visitors and 1 employee. 13. Aluk shield vulnerable employees from carrying out the work. 14. Should face to face working be carried out for a sustained period an assessment is carried out to establish if the task can safely go ahead. 									
1.2 Sharing the results of the Risk Assessment	Failure to share the results of the Risk Assessment may increase the transmission of COVID-19 if the employee is unaware of the hazards and associated risks.	<ol style="list-style-type: none"> 1. Risk Assessments are read and acknowledged by employees 	3	3	9	<ol style="list-style-type: none"> 1. Aluk to publish results of the risk assessment on their website 2. Aluk to communicate the results of the Risk Assessment via iComms 3. Aluk to display "Staying COVID-19 secure 2020" poster <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20

2. Who should go to work	Failure to plan for the minimum number of workers needed on the premises and deployed in the field may result in increased transmission of COVID-19.	<ol style="list-style-type: none"> 1. AluK London Studio employees work from home where possible 2. AluK London Studio employees plan for the minimum number of visitors needed on the premises. 3. AluK provide equipment for employees to work from home safely and effectively. 	3	3	9	<ol style="list-style-type: none"> 1. Monitoring the well-being of employees who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 2. Keeping in touch with off-site staff on their working arrangements including their welfare, mental and physical health and personal security. 	3	3	9	TA	30/06/20
2.1 Protecting people who are at higher risk	Failure to protect clinically vulnerable and clinically extremely vulnerable employees may expose these employees to the transmission of COVID-19	<ol style="list-style-type: none"> 1. Clinically vulnerable and clinically extremely vulnerable employees are shielded by staying at home 2. AluK pay particular attention to those members of staff that live with clinically extremely vulnerable individuals 3. Occupational Health support is provided to the employees 	3	3	9	<ol style="list-style-type: none"> 1. Promote support surrounding mental health and wellbeing. <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
2.2 People who need to self-isolate	Failure to prevent clinically vulnerable and clinically extremely vulnerable employees from staying at home could increase the risk of transmitting COVID-19	<ol style="list-style-type: none"> 1. Clinically vulnerable and clinically extremely vulnerable employees are enabled to work from home 2. COVID-19 self-declaration form is required to be completed by all persons entering site 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
2.3 Equality in the workplace	Failure to take into account the needs of different employees may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. AluK understand and take into account the particular circumstances of those with different protected characteristics. 2. AluK involve and communicate appropriately with employees whose protected characteristics might either expose them to a different degree of risk 	1	3	3	The current controls are considered to be as low as reasonably practicable.	1	3	3	na	na

<p>3. Social distancing at work</p>	<p>Failure to following social distancing guidelines may result in the transmission of COVID-19</p>	<ol style="list-style-type: none"> 1. Should the person be unable to follow the social distancing guidelines ALUK London Design Studio ensure: <ol style="list-style-type: none"> a) That increased frequency of hand washing and surface cleaning is carried out. b) That the activity time involved is kept as short as possible c) That screens or barriers are used to separate people from each other d) That back-to-back or side-to-side working (rather than face to-face) is carried out whenever possible e) Reduction in the number of people each person has contact with by limiting visitors to 3 f) Social distancing measures incorporated into the Design Studio – Product viewing window cassettes 	<p>3</p>	<p>3</p>	<p>9</p>	<p>The current controls are considered to be as low as reasonably practicable.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>na</p>	<p>na</p>
<p>3.1 Coming to work and leaving work</p>	<p>Failure to following social distancing guidelines may result in the transmission of COVID-19</p>	<ol style="list-style-type: none"> 1. Policy, induction and procedures 2. Information, training, instruction and supervision 3. Handwashing upon arrival 4. Staggered arrival and departure times 5. Face masks worn when using public transport 6. One way flow at entry and exit points 7. Signage indicating one way routes 8. Product viewing window cassettes to segregate visitors. 9. Hand sanitiser points at high traffic areas. 10. Signing in points not touch based – visitors use own. Promotional pen merchandise issued for signing paperwork. 	<p>3</p>	<p>3</p>	<p>9</p>	<p>Note – Currently one exit and entry route. No congestion experienced. However should this occur we will open up an additional entry point.</p> <p>The current controls are considered to be as low as reasonably practicable.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>na</p>	<p>na</p>

		11. Doors opened to allow access without touching handles.									
3.2 Moving around buildings, worksites and destinations	Failure to following social distancing guidelines when staff are at their workstations may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Non essential trips within building discouraged 2. London Design Studio employees have electronic methods of communication – mobile phones 3. One way flow throughout design studio. 4. Maximum occupancy for lift 5. Lift controls sanitised 6. Stair use encouraged 7. Staff with disabilities can access design studio 8. Corridors are part of one-way routing. 9. Bottle necks not identified. Visitors are hosted at all times to ensure social distancing. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
3.3 Workplaces and work stations	Failure to following social distancing guidelines when they are at their workstations may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Working from home where possible 2. No hot desking 3. Floor layouts reviewed – one way routing considered around workstations 4. Floor tape and floor markers used to keep visitors 2m apart 5. Visitors that cannot achieve 2m social distancing stand side by side 6. Product viewing window cassettes used to segregate visitors where appropriate 7. Layout of Design Studio allows for small visiting parties. 8. Assign workstations to an individual 9. Consistent pairing 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
3.4 Meetings	Failure to following social distancing guidelines during face to face meetings may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Remote working tools such as Microsoft Teams are encouraged 2. 2m separation maintained at meetings 3. Single person occupancy for smaller offices where 2m social distancing cannot be achieved 4. Only absolutely necessary participants attend 	3	3	9	<ol style="list-style-type: none"> 1. Consider placing hand sanitiser in all meeting rooms 2. Consider placing floor signage in meeting rooms <p>This is considered to be as low as reasonably practicable</p>	3	3	9	na	na

		<ul style="list-style-type: none"> 5. Sharing of pens and other objects does not take place. 6. Hand sanitiser dispensers available 7. Meetings held open planned rooms whenever possible 8. Single person occupancy in boardroom 									
3.5 Common areas	Failure to following social distancing guidelines when using common areas may result in the transmission of COVID-19	<ul style="list-style-type: none"> 1. Site does not have shared occupancy. 2. Information, training, instruction and supervision 3. Staggered visiting times 4. Floor markings – 2m distance COVID-19 5. No staff manned canteen 6. Tables reconfigured to maintain 2m distancing – chairs removed to prevent non-compliance of social distancing 7. Staff encouraged to stay on site during working hours. 8. Social distancing signage for Design Studio 9. Staff bring their own food 10. Office staff have bring their own equipment to the Design Studio. Equipment not shared 11. Additional space used. Boardroom used as an alternative office 	3	3	9	<ul style="list-style-type: none"> 1. Consider protective screening for staff in reception areas. Open plan office. Social distancing measures can be achieved. <p>This is considered to be as low as reasonably practicable</p>	3	3	9	na	na
3.6 Accidents, security and other incidents	Failure to prioritise safety during an incident could jeopardise staff when evacuating the site	<ul style="list-style-type: none"> 1. Sanitation measures undertaken after an incident 2. First Aid COVID-19 measures introduced 3. COVID-19 First Aid pack issued to First Aiders 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
4.1 Managing customers, visitors and contractors – Managing contact	Failure to minimise the contact risk from people visiting site and offices unnecessarily may result in the transmission of COVID-19	<ul style="list-style-type: none"> 1. Skype for business promoted 2. Conference calling promoted 3. Remote working via VPN 4. Visitors of a maximum of 3 limited at any one time 5. Essential services visits revised to reduce interaction. 6. A record of all visitors is kept 7. No pens used in reception 8. Visitors use own pens. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na

4.2 Providing and explaining available guidance	Failure to understand what is required to maintain safety may result in the transmission of COVID-19	<ol style="list-style-type: none"> Information, training, instruction and supervision Induction briefing for all visitors Visual aids and posters Host responsibilities – Design Studio Manager conducts inductions Site does not have shared occupancy 	3	3	9	<ol style="list-style-type: none"> Review entry and exit routes for contractors and visitors to minimise contact with other people Provide COVID-19 guidance via phone, website or email <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
5.1 Cleaning the workplace – Before re-opening	Failure to clean the workplace prior to start up may result in the transmission of COVI-19	<ol style="list-style-type: none"> Pre return cleaning of Design Studio undertaken Air handling units not switched off during shutdown Air con services continued to operate during shutdown. No positive air systems on site – clean rooms Hand sanitiser available prior to restarting work 	3	3	9	<ol style="list-style-type: none"> Design Studio to be cleaned prior to office staff returning <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/08/20
5.2 Cleaning the workplace - Keeping the workplace clean	Failure to maintain hygiene will result in the transmission of COVI-19	<ol style="list-style-type: none"> Information, training, instruction and supervision Frequent cleaning of Design Studio, Product viewing cassettes and equipment areas undertaken – pre use and post use. Frequent cleaning of keyboards, printers, control panels and equipment undertaken Disposal arrangements in place for cleaning waste. Dedicated waste and cleaning team. Clerkenwell Cleaners engaged to clean Design Studio. 	3	3	9	<ol style="list-style-type: none"> Clear desk policy at the end of the working day Limiting the use of high touch items such as printers or whiteboards <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	na	na
5.3 Hygiene – handwashing, sanitisation facilities and toilets	Failure to maintain hygiene in our handwashing, sanitisation facilities and toilets will result in the transmission of COVID-19	<ol style="list-style-type: none"> Enhanced cleaning of all facilities regularly during the day and at the end of the day. Information, training, instruction and supervision Signage and posters referring to HM Gov guidelines 3 hand sanitiser stations on site External contractors used – Clerkenwell Cleaners Enhanced COVID-19 cleaning regimes employed by contractor 	3	3	9	<p>The current controls are considered to be as low as reasonably practicable.</p>	3	3	9	na	na

		7. Dedicated waste and cleaning teams Clerkenwell Cleaners engaged to clean Design Studio.									
5.4 Changing rooms and showers	Failure to minimise the risk of transmission in changing rooms and showers may lead to COVID-19 transmission	<ol style="list-style-type: none"> No showers on site Washroom kept clean with frequent cleaning regimes Social distancing can be achieved with washroom Enhanced cleaning regime introduced 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
5.5 Handling goods, merchandise and other materials	Failure to reduce transmission through contact with objects that come into the workplace and vehicles on site may expose our staff to COVID-19	<ol style="list-style-type: none"> Tool box talks which include the cleaning of shared equipment in the offices. Sanitising products available for cleaning Design Studio merchandise Hand wash facilities Personal deliveries minimal due to the amount of staff home working. Parcel drop off points Royal Mail drop off points – Pidgeon box – sanitised prior to access 	3	3	9	<ol style="list-style-type: none"> Consider regular cleaning of reusable boxes Consider restricting non business deliveries to site <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	na	na
6 Personal Protective Equipment and face coverings	Additional PPE beyond what AluK provide is not beneficial. This is because COVID-19 is a different type of risk to the risks AluK normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	<ol style="list-style-type: none"> Information, training, instruction and supervision Social distancing measures in place Face visors Filtering face pieces Safety glasses 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
6.1 Face coverings	Face coverings can provide a false sense of security to the user and increase the likelihood of contamination when the user touches the front of the face piece	<ol style="list-style-type: none"> Information, training, instruction and supervision Minimising time spent in contact with visitors. Fixed numbers of visitors – maximum of 3 visitors Increasing hand and surface washing. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na

7.1 Workforce management – shift patterns and working groups	Failure to organise shift patterns may lead to exposure and transmission of the COVID-19 virus	<ol style="list-style-type: none"> 1. AluK encourages working from home as a first option. 2. London Design Studio staff – arrival and departure times staggered. 3. No transfer zones applicable. 	3	3	9	<ol style="list-style-type: none"> 1. Identify areas where staff are passed information 2. Investigate transfer zones for office supplies <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
7.2 1 Work related travel – Cars, Accommodation and visits	Failure to avoid unnecessary work travel and to keep staff safe when they need to travel between locations may result in the transmission of the COVID-19 virus.	<ol style="list-style-type: none"> 1. Non-essential travel minimised - homeworking 2. Business skype – conference calls 3. Microsoft teams 4. Minimise the number of people travelling 5. Logging the stay and ensuring overnight accommodation meets social distancing guidelines 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
7.2.2 Work related travel – Deliveries to other site	Failure to maintain social distancing and hygiene practices whilst delivering to customer's premises may result in the transmission of the COVID-19 virus	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Minimising contact – Public transport social distancing measures in force. 	3	3	9	<ol style="list-style-type: none"> 1. Investigate electronic methods for documentation <p>This is considered to be as low as reasonably practicable.</p>	3	3	9	TA	30/06/20
7.3.1 Communication s and training – Returning to Work	Failure to carry out communications and training may result in Aluk employees failing to understand social distancing and hygiene practices required to prevent the transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Employee return to work inductions 3. Posters 4. Signage 5. Procedures 6. Work instructions 7. iComms 8. Newsletters 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
7.3.2 Communication s and training – Ongoing communications and signage	Failure to inform Aluk employees about safety measure being implemented or updated could affect their mental health and well being and may lead to transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Employee engagement 3. Training materials 4. Posters 5. Signage 6. Procedures 7. Work instructions 8. iComms 9. Newsletters 10. Communications to external parties 11. Sharing of best practice. 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	TA	30/06/20

8.Inbound and outbound goods	Failure to maintain social distancing and avoiding surface transmission when goods enter and leave the site may lead to transmission of COVID-19	<ol style="list-style-type: none"> 1. Designated pick up and drop off collection areas 2. Signage 3. Markings 4. Electronic means of communication 5. Access to welfare facilities 	3	3	9	The current controls are considered to be as low as reasonably practicable.	3	3	9	na	na
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