

Activity Risk Assessment Form				Ref: Cor2	
Activity:	Coronavirus – Stepped return to Novati Offices				
Location:	Newark & home				
Frequency and Duration:	From 12 April 2021 to 17 May 2021	Number of People exposed to the risks:	All staff		
STEP 1					
Hazards: Contact with people who are suffering from Coronavirus Contact with people who have not shown any symptoms of Coronavirus but maybe Asymptomatic					
Current Risk Control Measures in place					
Existing Controls: Wash hands with warm soapy water for at least 20 seconds often and/or use hand sanitizer Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away (catch it, bin it, kill it) Avoid close contact with people who are unwell Avoid touching your eyes, nose or mouth if your hands are not clean Use the one way in and one way out system Use only the desk spaces allocated – do not move desks or regenerate disused desks / areas Wipe down your desk space prior to and after use each day Toilets – Do not enter the corridor if a toilet is in use Small kitchens – Make your own drinks – do not make drinks for anyone else Main kitchen – Only use the allocated seating – do not regenerate disused seating / areas. If someone is using the food preparation facilities, wait for them to leave before you enter – keep your distance (at least 2mtrs) Meeting rooms are limited to the number of occupants – this must not be exceeded (2 in the small room and 4 in the large room). Observe the 2mtr distance rule as much as possible. Keep your movement between Alexander House and Innovation House to an absolute minimum. Smoking: Maintain 2mtrs distance from all other smokers while outside. Corporate staff must work from home; gaining permission from the Head of Corporate Sustainability or Head of Corporate Consultancy as appropriate and SHEQ manager prior to agreeing visits.					
Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			04.05.21		
Additional Risk Control Measures to be put in place to reduce risk:					
Additional Controls: Staff working from the Novati Offices to utilise the Local Government Lateral Flowing Testing facility Some staff will be permitted back in to the Novati Offices as notified by People HR					
Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			04.05.21		

Activity Risk Assessment Form			Ref: Cor2		
Activity:	Coronavirus – Stepped return to Novati Offices				
Location:	Newark & home				
Frequency and Duration:	From 17 May 2021 to 19 July 2021	Number of People exposed to the risks:		All staff	
STEP 2					
Hazards: Contact with people who are suffering from Coronavirus Contact with people who have not shown any symptoms of Coronavirus but maybe Asymptomatic					
Current Risk Control Measures in place					
Existing Controls: Wash hands with warm soapy water for at least 20 seconds often and/or use hand sanitizer Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away (catch it, bin it, kill it) - Avoid close contact with people who are unwell Avoid touching your eyes, nose or mouth if your hands are not clean Use the one way in and one way out system Use only the desk spaces allocated – do not move desks or regenerate disused desks / areas Toilets – Do not enter the corridor if a toilet is in use Main kitchen – Only use the allocated seating – do not regenerate disused seating / areas. If someone is using the food preparation facilities, wait for them to leave before you enter Meeting rooms are limited to the number of occupants – this must not be exceeded (2 in the small room and 6 in the large room). Offices are limited to a maximum of 3 staff. Observe the 2mtr distance rule as much as possible. Do not use desks marked with a red X. Staff working from the Novati Offices should utilise the Lateral Flowing Testing kits on a weekly basis.					
Additional Controls: All door handles to be sprayed with anti-bacterial spray twice per day, in the morning by a nominated staff member and in the afternoon by the office cleaner.					
Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		
Date of assessment:			23.06.21		
Risk Control Measures to be lifted allowing staff to return to Novati Offices:					
Controls Lifted: Corporate staff may visit clients whilst following the clients Covid-19 protocols in place without seeking prior permissions from Novati management Corporate staff may utilise the Novati meeting rooms (Meeting room occupancy remains as above) Small kitchens: You may make drinks for members of your own team Free movement between Alexander House and Innovation House					
Severity of Injury (S):	2	Likelihood of Injury (L):	2	Risk Rating (SxL):	Acceptable
Name and job title of assessor:			Chris Bennett SHEQ Manager		

Date of assessment:		23.06.21			
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Frequency and Duration:	From 19 July 2021	Number of People exposed to the risks:		All staff	
STEP 3					
Hazards: Contact with people who are suffering from Coronavirus Contact with people who have not shown any symptoms of Coronavirus but maybe Asymptomatic					
Current Risk Control Measures in place					
Existing Controls: Cover your mouth and nose with a tissue when coughing or sneezing and put the used tissues in the bin straight away (catch it, bin it, kill it) Avoid close contact with people who are unwell					
Severity of Injury (S):	2	Likelihood of Injury (L):	1	Risk Rating (SxL):	Acceptable
Name and job title of assessor:		Chris Bennett SHEQ Manager			
Date of assessment:		04.05.21			
Risk Control Measures to be lifted allowing staff to return to Novati Offices:					
Controls Lifted: Corporate staff may visit clients Corporate staff may utilise the Novati offices Kitchens: in full use You may move between Alexander House and Innovation House There is no one way system in place All desks may be used Meeting rooms are only limited to the number chairs No requirement to maintain 2mtr distancing All staff are permitted back in to the Novati offices Smoking: Maintain a reasonable distance from all other smokers while outside					
Severity of Injury (S):	2	Likelihood of Injury (L):	1	Risk Rating (SxL):	Acceptable
Name and job title of assessor:		Chris Bennett SHEQ Manager			
Date of assessment:		04.05.21			