

Risk Areas and Owner		Hazard	Control Measures
Risk Area: Entry and Exit to the Building			
People at risk	Staff, Contractors		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		Instructions	Entry and exit points to the building clearly signalled.
			Directions and instructions displayed where necessary and updated/replaced.
			Advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate.
		Building access	Entry and exits to the building/site are limited to the minimum number of points required.
			A one way system in operation for ground floor entry/exit and on escalators.
			Hand sanitisation stations at points of entry.
			Security encourage building users to use the sanitisation points upon entry/exit to the building.
		Lifts and access to the offices	One way system for entry/exit via the turnstiles into the lift lobby areas.
			Social distancing: individual areas marked with non-slip material to wait for lifts and also within lifts.
			Max. of two people in passenger lifts.
			Use of face protection recommended when travelling through lift lobbies and in lifts; masks supplied to staff by CBI.
			Use of gloves, a tissue or a pen recommended to call a lift to avoid direct contact with lift button surfaces with bare skin.
			Standing sanitiser units in all passenger lift lobbies before entry to each occupier demise.
		Stairs	Stairs available for access to the building; one set for entry, another for exit.
			A "keep left" system implemented on all stair cores.

			Use of stairs encouraged for short travel between floors.
		Procedure for delivery of goods/services by others	Delivery drivers requested to be wearing PPE when delivering
			No ordering of personal packages to the office by staff.
			Limit of one person in the post room at a time.
		Changing rooms/showers	The shower facilities available to use. Security manage access to control numbers. A queuing system in place.
			The drying room closed until further notice.
			Hand sanitisation wall units, anti-microbial soap and hand paper towels installed in shower rooms.
		Other areas where non-CBI staff access, kitchens etc	N/A for London office.
		Toilets	Washrooms opened on each floor based on occupancy numbers.
			Only use washrooms on own floor.
			Selected cubicles, sinks and urinals closed to allow social distancing to be maintained.
			Hand sanitisation wall units, anti-microbial soap and hand paper towels in all washrooms.
			Hand driers replaced.
Risk Area: Ventilation & Utilities			
People At Risk	Staff, Contractors		
Risk Rating Pre Control Measures	Low		
Risk Rating Post Control Measures	Low		
		Air conditioning	Ventilation systems have been adequately maintained and serviced.
			System reviewed to optimise air circulation in the building in line with guidance issued by

			Savills Technical Services. Recommendations reviewed and changes implemented.
		Water supplies	CBRE monthly tests.
Risk Area: Virus Transmission in the Workplace:			
People At Risk	Staff, Contractors		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		Signage, posters and info leaflets	Employees educated on preventative care via posters and the RTO Guide; current advice shared via HR and line managers.
			Guidelines on how to move around the office.
			Posters displayed that encourage staying home when sick, cough and sneezing etiquette.
			Route maps clearly displayed around the office.
			Staff instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds.
			Soap and water and alcohol-based hand rubs provided in the workplace and adequate supplies maintained.
			Advice shared with staff members and staff fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.
			Staff made aware of COVID-19 symptoms via visual aids such as posters in key locations, screensavers
		Marking out the office	A one-way flow system implemented and visual aids, tiles and signage, used to clarify.
			2m space marked out around desks and in common areas (Hub).
			No-go areas marked off.
		Member Lounge	Member lounge shut to visitors until further notice.
		Internal meeting rooms	One room will be used with allocated seating in the room, cleaning products available in the room to clean table and chairs before and after

			use. Main use will be for individuals making confidential calls.
			Additional seating removed to ensure social distancing.
		Work stations	Specific workstations assigned to individuals. No hot-desking.
			Tidy desk policy to facilitate cleaning.
			Storage of coats/bags at the individual's desk or chair. Signs and in guide to remind staff.
			Social gathering amongst employees discouraged whilst at work.
Risk Area: Environmental Cleaning			
People At Risk	Staff, Contractors		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		Initial cleaning	Cleaning of the office recommenced from 8th June 2020.
Risk Area: Cleaning Frequency			
People At Risk	Staff, Contractors		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		On-going cleaning	Areas of the office used cleaned thoroughly every morning.
			Cleaning throughout the day not required in phase 1 due to the low number of staff returning to the office.
			Appropriate cleaning products used to ensure the office cleaned to a high standard.
			Cleaning/protective products purchased by CBI for use by staff if needed.
		Waste disposal	Closed top, pedal operated bins placed around the office.
Risk Area: Commonly Touched Surfaces			

People At Risk	Staff		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		Common Areas	Common areas such as the breakout/hot desking areas closed to staff.
		Hub	Hub closed generally but allowed to go in for water, tea and to use microwave, fridge. Need to bring own milk and mugs etc.
			Appropriate cleaning products available to wipe surfaces and appropriate signage is in place.
			No food provided by CBI. Staff bring their own food into the office from home or purchase on the way into work. All utensils also from home.
		Toilets, post room and server room	Only one person allowed in the washrooms, the post room or server room at any one time.
		Door handles	Special door handles purchased for pull doors, to open with your elbow. Wipes also available to clean handles.
		Blinds	Blinds be kept opened.
		Equipment	Printers/photocopiers can be used however touch pads to be cleaned after use.
			Whiteboards, shared pens not to be used.
			Any use of borrowed IT equipment restricted and records of use kept. All borrowed equipment cleaned after use and before it's reissued.
Risk Area: Someone Entering the Workplace with COVID-19			
People At Risk	Staff		
Risk Rating Pre Control Measures	High		
Risk Rating Post Control Measures	Low		
		Restrictions of meeting others	Staff are requested to work remotely where possible and for the foreseeable future.
			No business-related travel until further notice.

			No external face-to-face meetings allowed until further notice.
		Individuals coming into the office	Restrictions on number of staff coming into the office: only allowed if have difficulties wfh and do not use public transport
			System in place to record any staff, contractors or visitors in the CBI office.
			Health assessment has to be completed before staff return to the office.
			Staff informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.
			Staff and contractors informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.
			Process established for suspected and confirmed cases in the office.
			Guide issued to all individuals setting out the procedures to follow in the office.
Risk Area: Other			
People At Risk	Staff		
Risk Rating Pre Control Measures	Medium		
Risk Rating Post Control Measures	Low		
		First aiders and fire wardens	No additional formal training required. All staff in the office will be designated responsible people and should familiarise themselves with the guidance in the CBI RTO guide.
		Lone working	Guidelines and advice issued in the RTO Guide.