

What are the hazards?	Who might be harmed?	How might the harm occur?	Controls required	Additional controls	Action by whom?	Action by when?/ progress	Completed
Transmission of COVID-19 in public areas	Employees, vulnerable persons, visitors, fellows, consultants, contractors, public	Person is carrying the virus, unknowingly comes into the building and spreads infection.	<p>Limit number of people in the building at one time – during the month of August only employees will be allowed access to the Chatham House building.</p> <p>Social distancing – reducing the number of persons in the building to comply with the 2-metre (6.5-foot) gap recommended by Public Health England.</p>	<p>Signs / posters around the buildings and guidance on the Internet to remind staff of the importance of social distancing.</p> <p>Mouth and nose coverings to be worn at all times when moving around the building (no matter the purpose).</p> <p>Managers are responsible for ensuring employees in the building are able to keep to the 2-metre rule at all times.</p> <p>The building will not hold more than 40% of staff at any one time.</p> <p>One-way system on stairs – main stairs (front) in CH down / back stairs CH up. Right of way system in place in Ames House – those going upstairs have right of way, those going down must wait.</p> <p>Where possible, people should limit movements away from the location and floor of their workstation and around the building.</p> <p>No personal post to be sent to the building.</p> <p>Lifts – passenger lifts taken out of general service; back goods lift in Chatham House restricted for equipment / deliveries only; Ames House passenger lift restricted for equipment / deliveries only.</p> <p>Management of contractors – Condeco Visitor Management used to book contractors in at least 24 hrs prior to arrival.</p>	Facilities, then all.	<p>Signage for social distancing / face coverings installed around the building and guidance published and accessible to staff on the Internet and MS Teams</p> <p>One-way system implemented on stairs in CH.</p> <p>Notices not to use the lifts installed.</p>	31 July 2020
			Social distancing – in the reception area	Relocation of main reception to Ames House to allow better social distancing. Front entrance to become the exit of the building.	Facilities 'License to Alter' – Paul Curtin / landlords	<p>30 July: Temporary reception in Ames House</p> <p>28 Aug: Working with a number of contractors to relocate the reception.</p>	

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			Social distancing – in meeting rooms	<p>All meetings will be held virtually, and face-to-face meetings are to be avoided. Staff have access to online tools and applications to do this.</p> <p>Where this is not possible or impractical, only internal meetings will be supported.</p> <p>Meeting room capacities and layouts comply with the 2-metre (6.5-foot) gap recommended by Public Health England.</p> <p>Mouth and nose coverings to be worn at all times if there is more than one person in the room.</p> <p>No hospitality will be provided.</p> <p>No back-to-back meeting allowed in the meeting rooms.</p> <p>There will be no AV or IT support provided.</p> <p>Cleardown rules extended for cleaning of furniture and equipment after each meeting.</p> <p>Meeting rooms must be booked on Condeco before use.</p> <p>Ensure the meeting rooms are well ventilated by opening windows and doors where possible.</p>	Facilities, and then all	28 Aug 31 July meeting room layouts have been changed to comply with social distancing rules.	
			Good hygiene practices. To build awareness of good handwashing techniques, the need to increase handwashing frequency, the need to avoid touching your face, the need to cough or sneeze into a tissue which is binned safely (or into your arm if a tissue is not available) in accordance with government guidelines.	<p>Signs / posters around the buildings and guidance on the Intranet to remind staff of the importance of good hygiene practices.</p> <p>No personal items to be left in the shower facilities.</p> <p>Avoid sharing equipment, pens, laptops etc. in meetings.</p> <p>Hand sanitizer and surface wipes to be available in meeting rooms and reception.</p>	Facilities, then all	30 July: Signage installed around the building and guidance published on the Internet and MS Teams.	31 July 2020
			Day cleaner	Focusing more on cleaning of high-traffic areas and specific touchpoints across the buildings, and regular replenishment of toilet consumables including soap and paper towels etc.	Facilities	3 August	

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			Vulnerable persons continue to work from home to protect their health .	Employees must highlight any health concerns they have to their manager and HR.	HR		
Moving around the building and the risk of transmission of COVID-19	Employees, vulnerable persons, visitors, fellows, consultants, contractors, public	Person is carrying the virus unknowingly and comes into the building and spreads infection.	Social distancing: Reduce movement by minimizing non-essential movement within building.	<p>Employees to use Microsoft Teams and Zoom to minimize unnecessary movement around the building.</p> <p>One-way system on stairs – main stairs (front) in CH down / back stairs CH up. Right of way system in place in Ames House – those going upstairs have right of way, those going down must wait.</p> <p>Lifts – passenger lifts taken out of general service; back goods lift in Chatham House restricted for equipment / deliveries only; Ames House passenger lift restricted for equipment / deliveries only.</p> <p>Staff canteen closed and no hot beverages will be provided.</p> <p>Face coverings to be worn at all times while moving around the building.</p>	<p>IT</p> <p>Facilities</p> <p>Facilities</p> <p>All</p>	<p>30 July: All staff have access to MS Teams + Zoom. Signage installed around the building. One-way system implemented on the stairs.</p> <p>Notices not to use the lifts installed.</p>	31 July 2020
			Good hygiene practices	Hand sanitizer located around the buildings where there is no access to handwashing facilities.	Facilities	Final installation scheduled for 27 July.	27 July 2020
			Day cleaner	Focusing more on cleaning of high-traffic areas and specific touchpoints across the buildings, and on regular replenishment of toilet consumables including soap and paper towels etc.	Facilities	03 August	
			Vulnerable persons continue to work from home to protect their health.	Employees must highlight any health concerns they have to their manager and HR.	HR		

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Transmission of COVID-19 in office areas.	Employees, vulnerable persons, visitors, fellows, consultants, contractors, public	Person is carrying the virus unknowingly and comes into the building and spreads infection.	Social distancing – reducing the number of persons in the building to comply with the 2-metre (6.5 foot) gap recommended by public health England	<p>Staff should continue work at home where their role allows.</p> <p>Building open between 07:30 and 19:30 to enable staff to stagger start and finish times.</p> <p>Office capacities reduced. SMT to manage teams' attendance effectively.</p> <p>Booking-in system implemented and available in 'All Staff' Teams. No admission for anyone not booked.</p> <p>Only use desks that are facing away from each other and are more than 2 metres (6.5 feet) apart. Do not use desks that are immediately opposite a work colleague or next to a colleague if there is not a 2-metre (6.5-foot) gap.</p> <p>Employees only permitted to use workstations 2 metres apart, and are allowed to work from any desk not in use for at least 48 hours within their team space; ensuring they are able to observe the social distancing measures.</p> <p>Windows should be open where possible to increase ventilation.</p> <p>Employees do not have to cover nose and mouth in office space while sat at their desks, but may do so if they choose.</p> <p>Facilities + IT Teams to use nose and mouth coverings and disposable gloves when carrying out tasks where the 2-metre (6.5-foot) social distancing rule cannot be observed and/or shared equipment is being used.</p>	Facilities Managers, and then all	27 July booking-in system uploaded to MS Teams	31 July 2020
			Good hygiene practices. To build awareness of good hygiene practices and techniques, of the need to increase handwashing frequency, of the need to avoid touching your face, and of the need to cough or sneeze into a tissue which is binned safely (or into your arm if a tissue is not available), in accordance with government guidelines.	<p>Signs / posters around the buildings and guidance on the Internet to remind staff the importance of good hygiene practices.</p> <p>Wipes available in office areas. Staff must wipe down workstations before and after use, as well as shared equipment such as printers / photocopiers.</p>	Facilities, then all	Signage installed around the building and guidance published on the Internet. Wipes provided.	31 July 2020

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			Day cleaner	Focusing more on cleaning of high-traffic areas and specific touchpoints across the buildings, and on regular replenishment of toilet consumables including soap and paper towels etc.	Facilities	03 August	
			Vulnerable persons continue to work from home to protect their health.	Employees must highlight any health concerns they have to their manager and HR.	HR		
Spread of COVID-19 infection to others	Employees, vulnerable persons, visitors, fellows, consultants, contractors, public	Employee becomes symptomatic of the virus.	<p>If someone attends the premises and is unwell consistent with the symptoms of COVID-19, they are sent home, must report to the NHS and follow medical advice.</p> <p>If someone who entered the building later feels unwell at home or someone they live with feels unwell, they must report this to the NHS and follow medical advice, then immediately notify HR.</p> <p>In both cases, until and unless the individual is no longer showing symptoms, tested and then receives a negative result, they must not return to the office for 14 days.</p>	<p>Booking-in system for all staff and contractors to capture information about where a colleague was sitting / working during the day and advise those who came into contact with the symptomatic employee that they should self-isolate for 14 days, or until they are notified that the individual tested negative.</p>	Facilities/HR /managers	Booking in system went live 27 July 2020.	
			<p>All business travel will be recorded in the travel tracker document available in the 'All Staff' Team.</p> <p>All business travel is approved at Programme Director level and checked with the Director of Risk, Ethics and Resilience if travel is to a high-risk country listed on the CH annual travel insurance policy.</p>	<p>On return from outside the UK or visiting any government-marked COVID 'hotspots' located in the UK, the individual must not enter the building for at least 14 days following their return, irrespective of whether the country visited is on the government's safe to travel list.</p>	All	Travel Tracker Live 31 July 2020	
			All meeting attendees must be booked in on Condeco to enable tracing.	Numbered seating in meeting rooms		28 Aug 2020	
			Testing and tracing	<p>If an employee tests positive – all employees who came into contact with the positive colleague to isolate for 14 days and contact the NHS for testing and tracing.</p> <p>Desk and surrounding area will be deep cleaned and remain off-limits for 5 days.</p>	HR/Facilities		

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Accidents and emergencies	Employees, vulnerable persons, visitors, fellows, consultants, contractors, public		<p>There are procedures in the event of an accident or a fire which should continue to be followed.</p> <p>Government guidance states that people do not have to stand 2 metres apart (1 metre if not possible) if it would be unsafe in an emergency.</p> <p>First aid is being given by trained persons in accordance with the guidance on the intranet in relation to COVID-19.</p>	<p>Staff are reminded of the fire evacuation procedures.</p> <p>Testing of the fire alarms will move to the days the building is open.</p> <p>Online H&S briefs will be arranged for new starters and one-to-one walk-rounds will be arranged.</p> <p>Booking in/out system will be used for roll call.</p>	Facilities		