



Coronavirus (COVID-19) Risk Assessment

Company Name: Landmark Cannon Place

Assessment carried out by: JM

Date of next review: Next update

Date assessment was carried out: 27th Jan 2022

Re: Covid – England has returned to Plan A. You should continue to protect yourself and others

Our most recent risk assessments followed Step 4 of the Covid Roadmap issued on Wednesday 14th July 2021 and then Plan B of the government guidelines, the following risk assessment review has been carried out in accordance with the new Plan A of the government guidelines. The government has now lifted the measures put in place under Plan B. Further reviews will be carried out in accordance with future updates.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Plan A- Comms						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	Regular updates are issued to staff and signage continues to be displayed in kitchens and toilets. Cleaning & Sanitising: All enhanced cleaning measures including the use of Covid approved cleaning products continue to be used for the foreseeable future. Currently	Revised comms to be issued to all staff and clients summarising the government guidelines regarding Plan A of the government guidelines. https://www.gov.uk/guidance/w	JM	ASAP	

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		<p>using 2 key products that have been clinically and scientifically proven to be effective against Covid-19. One of these products also leaves a 24 hour prevention barrier on touch points.</p> <p>Hygiene: Continue to provide both hand sanitiser, sanitising wipes and hygiene signage in key locations within the premises. Hand washing facilities with soap and water are in place.</p>	<p>orking-safely-during-covid-19/offices-factories-and-labs</p>			
Main Entrances, Lifts, Stairwells, Reception, Waiting Areas, Club Space & Corridors						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	<p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such</p>	Continue to communicate any building management comms to all staff members, contractors and clients.	CRM/TE AM		Ongoing

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		as door handles, access control turnstiles, table tops and chair arms etc. Hand sanitiser and anti-bacterial wipes continue to be available for use.				
Kitchens						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	<p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly worktops, cupboard & drawer handles, dishwashers, chairs & tables, coffee machines, water taps, kettles, canisters, sink taps, microwaves, bin lids, dispensers etc.</p> <p>Removal of any "loose" consumables to mitigate contamination including but not limited to fruit, loose tea bags, sugar etc. and</p>		CRM/TE AM		Ongoing

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		introduction of individually wrapped items for tea/coffee/sugar. Hand soap/sanitiser and anti-bacterial wipes continue to be available for use. Handwashing signage in situ.				
Toilets						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	<p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, toilet seats, sink taps, dispensers. Antibacterial hand soap is available for use. Handwashing signage remains in situ.</p>		CRM / TEAM		- Ongoing

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Meeting Rooms						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	<p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths. Hygiene controls to be completed between meetings.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, tables, chair arms, IT equipment.</p> <p>All "loose" consumables have been removed to mitigate contamination. Individually wrapped items for tea/coffee/sugar and coffee pots are in use.</p>		CRM / TEAM		Ongoing

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Offices						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	<p>Cleaning & Sanitising: Enhanced cleaning measures are in place and the use of 2 cleaning products effective against Covid-19 is used with disposable cleaning cloths.</p> <p>Hygiene: Cleaning and disinfecting objects and surfaces that are touched regularly particularly desk tops, door handles, chair arms etc.</p>		CRM / TEAM		Ongoing
Ventilation						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	All air conditioning systems where applicable have been adjusted to supply a maximum setting of fresh air and extract. Any circulation of AC systems has been turned off to ensure ventilation systems are providing fresh air and extracting air simultaneously to maintain fresh air capacities.		BM/JM		Ongoing

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Personal Hygiene						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	Handwashing soap, hand sanitiser and anti-bacterial wipes continue to be available for use. Hand washing signage remains in situ. All staff have been advised to cover their mouth and nose with a tissue, hand or arm when they cough or sneeze. The used tissue should then be placed in the bin immediately. Staff should then wash their hands with soap and warm water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT.		CRM/TE AM		Ongoing
Reporting Covid Cases						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	In accordance with government guidelines, it is essential that staff members, customers or visitors should self-isolate if they or someone in their household has a persistent cough, a high temperature or has lost their sense of taste or smell. They must also self-isolate if they or a close contact has had a positive COVID-19 result, or if they have been	Continue to advise new staff, clients and contractors of the guideline criteria.	CRM/TE AM		Ongoing

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		told to self-isolate by NHS Test and Trace. All staff, clients and contractors have been advised that if they or a fellow worker is self-isolating, they must not allow them to come to work. It's an offence to do this. They must notify our centre staff immediately if they are aware of anyone that has attended the premises that falls within this category.				
Face Coverings						
Spread of Coronavirus	Staff, Clients, Visitors and Contractors	There is no longer a legal requirement to wear a face covering. People are still advised to wear one in crowded and enclosed spaces where they may come into contact with people they do not normally meet. Face masks are required when using TFL services. Face masks may reduce the risk of transmission to yourself and others. Workers may choose to wear a face covering in the workplace.				