

	<b>SMLG and Snow Hill Site-Based Risk Assessment – Mitsui Bussan Commodities Ltd</b>	<b>Reference:</b>	SSRA-V1.2-MBCL
	<b>For: COVID 19 Office Return to the Office</b>	<b>Date Prepared:</b>	16/08/21
	<b>Site: 1 St Martin Le Grand – 6<sup>th</sup> Floor / Snow Hill</b>	<b>Review Date:</b>	19/08/21
	<b>Persons at risk: MBCL Employees, Support Staff, Site Visitors</b>	<b>Author: Paul Whiteley</b>	<b>Approved: Sean Walsh, Sheena Ravji</b>

CONSEQUENCE (C)		RISK RATING (RR)				
<ul style="list-style-type: none"> <li>Fatalities</li> <li>Terminal Ill-Health Condition</li> <li>Long term widespread damage or loss</li> <li>Major fire/ explosion/ gas vapour leak</li> </ul>	E	(E1) 10	(E2) 14	(E3) 21	(E4) 23	(E5) 25
<ul style="list-style-type: none"> <li>Permanent disability</li> <li>Significant long-term health effects</li> <li>Major damage or loss</li> <li>Fire/ minor gas – poisonous component release</li> </ul>	D	(D1) 9	(D2) 13	(D3) 18	(D4) 22	(D5) 24
<ul style="list-style-type: none"> <li>Lost time injury (LTI)</li> <li>Health issue requiring time off work, significant pain</li> <li>Significant property/ plant damage or loss</li> <li>RIDDOR reportable</li> </ul>	C	(C1) 4	(C2) 7	(C3) 17	(C4) 19	(C5) 20
<ul style="list-style-type: none"> <li>Medical Treatment Injury (MTI)</li> <li>Health issue requiring physiotherapy or counselling (moderate pain – no time off)</li> <li>Short term local damage or loss</li> <li>Minor fire/ non component release</li> </ul>	B	(B1) 2	(B2) 5	(B3) 8	(B4) 15	(B5) 16
<ul style="list-style-type: none"> <li>First Aid (FAB)</li> <li>Minor health issue, slight pain (no time off work)</li> <li>Very limited property/ plant damage or loss</li> </ul>	A	(A1) 1	(A2) 3	(A3) 6	(A4) 11	(A5) 12
<b>RISK CATEGORIES:</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
25-21 Intolerable Risk (Eliminate)		Very Unlikely	Unlikely	Possible	Likely	Very Likely
20-13 Intolerable Risk (Manage)		<b>LIKELIHOOD OF OCCURRENCE (L)</b>				
12-11 Intolerable Risk (Procedural Solutions)						
10-9 Tolerable Risk (Contingency Procedures)						
8-1 Tolerable Risk (Review Periodically)						
<b>CONSEQUENCE X LIKELIHOOD = RISK RATING (C x L = RR)</b>						

Task Overview
<p><b>Introduction</b></p> <p>In order to support a return to the office, the business needs are being balanced with maintaining a controlled working environment for staff members.</p> <p>High ventilation, vaccinations, social distancing, isolating symptomatic people and promoting high standards of hygiene primary controls for COVID-19. In addition to this, vulnerable people and families are to be protected.</p> <p>Government, HSE and industry expert advice is to be followed to ensure a controlled return to the office.</p> <p><b>Scope</b></p> <p>This risk assessment has been developed to identify COVID-19 related risks affecting those persons who may attend the site. The risk assessment has been undertaken as part of the re-mobilisation of the building following the lockdown.</p> <p>Control measures have been based on existing practices, government guidance, good practice previous RA and current MBCL policy and procedure.</p> <p><b>References</b></p> <ul style="list-style-type: none"> <li>Health and Safety at Work etc. Act 1974</li> <li>Management of Health and Safety at Work Regulations 1999</li> <li>Workplace Health and Safety at Work Regulations 1992</li> <li>Government Guidance</li> <li>NHS Guidance</li> <li>HSE Guidance – Talking with your workers to prevent Coronavirus</li> </ul>

Steps	Hazards / Risks	Who might be harmed	Unmitigated			Control Measures	Mitigated		
			C	L	R		C	L	R
Employees returning to work	Risk that persons who are vulnerable or who are caring for/ living with vulnerable people may return to the office	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	E	2	14	<ul style="list-style-type: none"> <li>The business will implement control measures in line with UK Govt and HSE guidance, as well as recommendations from other sites, such as the NHS.</li> <li>It is important to note that the employee has a personal responsibility to ensure they do not put themselves at risk, but also that they take adequate precautions to reduce the risk, such as vaccinations, distancing and regular hand washing</li> <li>A gradual phased return to the office will be implemented. Staff will RTO in three stages each increasing the occupancy of the office until full capacity is reached. Progress will be reviewed after each stage.</li> <li>RTO champions will be appointed to enable communication and feedback from the employees returning</li> <li>The business will co-ordinate the working patterns/days of those individuals who need to work in the office and try to implement “partnering/fixed teams” to reduce exposure from other households.</li> <li>Heads of Departments will ensure employees are aware of the policies and procedures for return and will have regular discussions with their teams.</li> <li>Vulnerable employees will be confirmed with HR so a vulnerable persons risk assessment can be carried out.</li> <li>It is highly recommended that all those returning to the office be double vaccinated as it has been shown to significantly reduce the impact and severity</li> <li>Employees returning to the office and those employees who have continued to work on site will be required to review the Site-Based Risk Assessment and adhere to any site specific Covid-19 guidelines.</li> <li>Staff returned will be brought back on a gradual basis to review behaviours and interactions and adjust staff guidance and risk assessment if the situations change</li> <li>MBCL to provide ‘return to work packs’ for all site users including face coverings and hand sanitiser</li> <li>Return to Office packs to be provided for staff coming back into the office to include new policies and procedures (including emergency contacts)</li> </ul>	E	1	10

Steps	Hazards / Risks	Who might be harmed	Unmitigated			Control Measures	Mitigated		
			C	L	R		C	L	R
Commuting to and from work	Risk that workers could encounter an infected person (during the commute to work) and become infected with COVID-19. Increased exposure at peak times. <u>Note:</u> This risk considers, trains, buses and car sharing.	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Commuting method to be discussed in the Managers one-to-one discussion.</li> <li>Employees to consider routes into the office that minimise exposure time in higher risk environments (such as London Underground or highly utilised travel routes)</li> <li>Where possible, staff members to take routes into the office that minimise the amount of public transport used</li> <li>Where possible, staff members to travel outside peak hours</li> <li>It is recommended that employees utilise face coverings when travelling into the office in public transport</li> <li>Where staff use public transport and where possible, use of face coverings, staggering working hours to avoid peak times and following government guidance will be recommended in the welcome pack.</li> <li>In reviews, bike racks and additional bike storage locations are to be confirmed to staff, including hire bikes. MBCL to consider additional bike storage within the office</li> <li>Staff must consider the use of showers on a personal basis.</li> </ul>	C	1	4

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Arriving/leaving work	<p>High temperature - Risk that a worker could attend work with a high temperature (COVID-symptom) and infect other workers and members of the Security team.</p> <p>Risk that worker could contaminate surfaces/ equipment/ people on arrival into the office</p>	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>It should be assumed that while MBCL staff will follow guidelines, we cannot ensure other site users will follow guidelines and teams should minimise contact with those outside the MBCL office when entering the building.</li> <li>Employees must stay at home if they feel generally unwell and/or present with symptoms of COVID-19 and follow government and MBCL guidance</li> <li>Employees must take PCR testing in line with HR guidance in the event of being in close contact with an individual with a positive case, and not return to the office unless agreed with the line manager</li> <li>When entering the building, staff to maintain distance between themselves and other building users</li> <li>It is recommended that staff wear face coverings when utilising shared spaces within the building</li> <li>Hand sanitiser to be used on entering the MBCL office to provide a 'clean' barrier</li> <li>All employee to swipe cards in and out of site and IT to note desk location to support track and trace</li> <li>Promote handwashing and use of hand sanitiser, using posters and inductions.</li> <li>Managers to consider staggering arrival and departure times where possible to reduce crowding into and out of the office in their one-to-ones.</li> </ul>	C	1	4
Moving around the building	<p>Infecting or contracting virus through contact with people/objects/ surfaces</p>	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>All employees are expected to consider distance around the office and not have extended periods of time in close proximity with others.</li> <li>Movement around the building should be limited as best possible by site users</li> <li>Staff to wear face coverings in the building when moving around.</li> <li>Frequent hand washing and hand sanitiser to be used</li> </ul>	C	1	4
Use of lifts	<p>Contamination due to contact with buttons, close proximity to people using lifts</p>	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Floor markings in lift lobby areas to ensure social distancing whilst waiting for a lift.</li> <li>Landlord to implement regular cleaning of lift touchpoints.</li> <li>Staff to follow recommendations of the landlord guidance</li> </ul>	C	1	4

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5	<p>Workers risk being contaminated with COVID-19 if workstations have been used by an infected person or by an asymptomatic person.</p> <p>Musculoskeletal issues due to poor awareness of correct DSE. Legal requirement to complete due to change in environment after significant period of time.</p>	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Site users have allocated desking which will be confirmed to them</li> <li>It is recommended site users pre-sanitise their desk using the available cleaning materials before starting work</li> <li>Cleaning regimes are in place to ensure desks are and workspaces are protected each day.</li> <li>Workstation cleaning will include all surfaces and touch points including handsets on phones</li> <li>Headsets are not to be shared</li> <li>Equipment and stationery should not be shared. Any equipment, including computers which must be shared due to operational reasons must be wiped down before and after use with wipes by the user.</li> <li>A clear desk policy will be in effect to aid cleaning and reduce risk of contaminated surfaces</li> <li>Cleaning regime is set out by MBCL based on government guidance focusing on touch points and staff environment</li> <li>Provide disinfectant wipes at workstations for employees to use.</li> <li>The use of desk fans is prohibited.</li> <li>Restricting non-business deliveries e.g. personal deliveries to workers.</li> <li>Shared assets, such as printers, should be wiped down by site users before and after use</li> <li>Hand sanitiser will be available around site at marked out points</li> <li>As per Government guidance, staff are not to sit directly face to face where possible, but side to side or back to back.</li> <li>Perspex screens have been installed at reception</li> <li>Where staff sit face to face, barriers (such as traders screens) will provide a natural barrier. Where this is not possible, Perspex barriers to be erected</li> <li>Airflow within office spaces to be measured to be inline with recommendations and measurement to be considered through airflow measurement, CO2 readings and fresh air default supplies</li> <li>In the first instance, airflow measurement to be a first point of reference for good ventilation, with CO2 monitoring to be considered for longer term reviews</li> <li>Kitchen and tea points can be opened so long as site users clean touch points down before and after use</li> <li>Kitchen seating remains closed</li> <li>Face coverings may be worn at desks, but not required</li> </ul>		1	4

Steps	Hazards / Risks	Who might be harmed	Unmitigated			Control Measures	Mitigated		
			C	L	R		C	L	R
Meetings	Transmission due to face-to-face meetings and inability to maintain social distancing in meetings	Mitsui Bussan Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Remote working tools are to be used for meetings where possible</li> <li>Distancing should be maintained within meetings and those in meetings should not sit directly opposite each others.</li> <li>Hand sanitiser and wipes to be provided in meeting rooms</li> <li>Airflow in meeting rooms to be ensured in line with recommendations</li> <li>Where possible, doors to be left open during meetings to improve airflow</li> </ul>	C	1	4
Common areas	Transmission due to contact with infected people, objects, surfaces, equipment	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Employees to bring in your own food for lunch and breaks where possible to minimise time in common areas.</li> <li>All are permitted eat at your desk, enhanced cleaning regime will mitigate risk of vermin, people not to store food in desk drawers unless they are in an appropriate, sealed container</li> <li>All staff to clean objects and surfaces before and after use or touching, especially fridges, microwaves, taps in kitchens, door/cupboard handles, printers, eating areas with the wipes provided.</li> <li>All to ensure personal hygiene – wash hands regularly, posters to be displayed.</li> <li>Facilities to implement an enhanced cleaning regime (based on government guidance) and includes all touch points, desks and keyboards.</li> <li>Facilities teams to carry out periodic review walks</li> </ul>	C	1	4
Welfare Facilities	Transmission due to contact with infected people, objects, surfaces, equipment	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Employees to ensure they minimise use of common parts of the building and follow landlord guidelines</li> <li>Employees to use paper towels instead of hand dryers in handwashing facilities.</li> <li>Good handwashing technique posters displayed by sinks in toilets.</li> <li>Employees to take personal responsibility to ensure suitable distancing as per signage</li> </ul>	C	1	4

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			C	L	R		C	L	R
Contamination from asymptomatic worker	Risk of an asymptomatic person (with no Covid-19 symptoms) infecting other individuals through exposure to contaminated surfaces or absorption of infected droplets.	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Staff to ensure they wear face coverings when not sat at their desk or meeting tables and follow site guidelines</li> <li>Staff are recommended to regularly self-test using lateral flow tests provided by NHS – positive tests should be confirmed with PCR tests</li> <li>No staff to attend site before being approved to return if they have come into contact with a person who is CV19 positive</li> <li>Staff who are feeling unwell should contact their line manager and not attend the office</li> <li>Staff who feel unwell during the day should contact their line manager and move to the isolation area and await instructions</li> <li>Where individuals feel unwell or confirm positive cases after attending site, line manager to notify facilities and HR</li> <li>HR to contact those in close contact with IP and request they not attend the office and follow HR test to release policy</li> <li>Facilities to ensure enhanced cleaning is carried out on desk, surrounding areas, common parts and any used meeting rooms as a priority.</li> </ul>	C	1	4
Poor mental health	Fear of enhanced risk of exposure when returning to work leading to anxiety and poor mental health.	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Line Managers to ensure they discuss the mental health and wellbeing of their approved workers during part of the return to work one-to-one.</li> <li>Employees to raise any concerns with their line manager to be discussed</li> <li>Staff have access to an employee assistance programme and as required</li> </ul>	C	1	4
COVID-19 symptoms developed whilst in the office	Risk that a person develops the recognised COVID-19 symptoms whilst working in the office.	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	4	19	<ul style="list-style-type: none"> <li>If you feel unwell whilst at work, call/contact your Manager immediately and move to the isolation area. DO NOT walk around the office.</li> <li>Follow First Aider instructions and await guidance</li> <li>Follow NHS Guidance.</li> <li>Keep in touch with your line manager.</li> </ul>	C	1	4

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First Aid	Risk of reduced levels of first aider coverage during the re-opening of sites, which could impact on the effectiveness of first aider response.	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	E	2	14	<ul style="list-style-type: none"> <li>Ensure first aiders and first aid points are highlighted to staff on their first return visit</li> <li>MBCL to ensure that adequate numbers of first aiders are available within the floor</li> <li>A room to be nominated as isolation room in the event of someone feeling significantly unwell</li> <li>First Aiders to be provided with guidance from the HSE</li> <li>PPE for first aiders to be reviewed and enhanced</li> <li>Bin to be placed in isolation rooms for disposal of potentially contaminated waste,</li> <li>To prevent cross contamination, first aid kits are to be given to each first aider</li> </ul>	E	1	10
Fire Safety	<p>Risk of reduced levels fire marshal coverage during the re-opening of sites, which could impact on the effectiveness of building evacuation</p> <p>Inability to evacuate employees with a PEEP due to insufficient staff numbers on site.</p>	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	E	2	14	<ul style="list-style-type: none"> <li>Staff to review building familiarisation packs</li> <li>Unless notified, all occupants are to assume that activation of the fire alarm is a real emergency and evacuate the building in a timely and safe manner.</li> <li>In an emergency evacuation, where possible, continue to sensibly distancing.</li> <li>Employees will be advised to wear their face mask when evacuating.</li> <li>A stock of face masks to be made available in the grab bag and can be handed out to employees at the assembly point if needed.</li> <li>Employees will be advised to stand in a line and face away from other people in the assembly point where possible.</li> <li>Fire Marshall coverage to be reviewed and confirmed</li> <li>Where possible, employees with a Personal Emergency Evacuation Plan (PEEP) should not return to the office, if they must, then the manager must review and amend their existing PEEP.</li> </ul>	E	1	10



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Managing contractors, visitors and customers	Risk of COVID-19 contamination by a 'walk-in' member of the public and visitors, i.e. postal workers, delivery drivers and contractors with symptoms at reception	Mitsui Bussan Commodities Ltd Staff, Contractors and Site users	C	3	17	<ul style="list-style-type: none"> <li>Encourage visits via remote connection where this is an option.</li> <li>Visitors would be recommended to attend only with department head approval and under exceptional circumstances.</li> <li>Where site visits are required, site guidance/information on social distancing and hygiene should be explained to visitors on or before arrival by the host.</li> </ul>	C	1	4