



Coronavirus Risk Assessment

Company name: Babylon Partners Ltd

Assessment carried out by: Matthew Thompson
(Facilities Manager/NEBOSH)

Date of next review: 18 July 2020

Date assessment was carried out: 29 June 2020

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
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	<ul style="list-style-type: none">• Staff are encouraged to work from home (e-mail 22 May 2020) and only visit the office if they can do so safely• Staff are encouraged to use Zoom as an internal/external communication tool	N/A	N/A	Completed	√

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Coronavirus Contamination	All Staff: Increased staff contamination risk based on the use of Public Transport	Bicycle racks made available to staff who wish to cycle to work	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Controlled building access ensures staff have opportunity to use hand sanitizer when entering building	All staff to only use main ground reception for building access (unless cycling)	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Controlled route to enter social distancing workplace on 3 rd Floor North, with adequate directional signage for 1-way movement system	N/A	N/A	Completed	√

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Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	4 th Floor workplace for limited number staff with: <ul style="list-style-type: none"> Controlled access/egress Social distancing based on pre-allocated desks 	N/A	N/	Completed	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Only 1 person allowed to use passenger/goods lifts at any given time	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Reduces staff coronavirus risk by avoiding infected non-member of staff entering building	No visitors allowed into building until further notice	N/A	N/A	Completed	√

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Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	1 meter + Social distancing workplace created on 3 rd floor North	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Advanced desk booking system in place to ensure adequate desks are available to maintain Government social distancing guidance	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	1 in – 1 out staff kitchen access arrangements in place to reduce contamination risk	N/A	N/A	Completed	√

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Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	All internal meeting rooms and associated Zoom systems are not available until further notice	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Adequate staff communication re how to use 3 rd floor North social distancing workplace circulated on 22 May 2020	Further coronavirus update to be circulated to staff	Babylon Health Management Team	w/c 6 July 2020	√
Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Floor plan circulated to all staff on 22 May 2020, which details the location of desks that can be used to meet social distancing ways of working	N/A	N/A	Completed	√

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Coronavirus Contamination	All Staff: Staff movement control measures to ensure people social distance in line with Government guidance	Only social distancing desks set up with power and monitors. Staff who require keyboards and mice, to bring in their own equipment to reduce contamination risk	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff/Contractors: Staff movement control measures to ensure people social distance in line with Government guidance	Floors that are currently unoccupied are locked to reduce coronavirus infection spread	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff/Contractors: Coronavirus spread risk at known contact points	Hand sanitizer has been installed at: <ul style="list-style-type: none"> • Doors that lead into social distancing workplace • Next to Multifunctional Devices 	Ensure dispensers are always replenished	Facilities Management Team	Daily/Ongoing	√

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Coronavirus Contamination	All Staff/Contractors: Coronavirus spread risk in welfare facilities	Increased cleaning frequency for welfare facilities	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Coronavirus spread risk connected to deliveries	<ul style="list-style-type: none"> Staff are encouraged not to organise deliveries to 60 Sloane Avenue Any deliveries to the building are quarantined for a period of 3 days 	N/A	N/A	Completed	√
Coronavirus Contamination	All Staff: Coronavirus spread risk connected to the Landlords building Management responsibilities	Landlord has generated comprehensive coronavirus risk assessment connected to their building management responsibilities	Landlord to review policy in line to any Government guidance changes	Facilities Management Team	Ongoing	√