

York Office
COVID-19
risk assessment
Summary

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1 Introduction.

The UK is currently experiencing a public health emergency because of the COVID-19 pandemic. It is critical that employers, employees, and the self-employed take steps to keep everyone safe. Piksel have followed the guidelines published in the [“Working Safely during COVID-19 in offices and call centres”](#) document to reduce the risk of the COVID-19 virus being present or transmitted within the building by staff and visitors alike. A detailed breakdown of all the actions taken is documented in a separate report. A copy of which is available on request. This report is just a summary of the actions taken.

2 Actions taken.

2.1 Staff communication – staff wellbeing & Covid-19 awareness.

Piksel recognise and acknowledge the importance of staff communication. There are several communication channels open. This includes but is not limited to:

- *Daily stand-ups by teams*
- *HR open door policy*
- *HR managed - monthly staff surveys, where staff wellbeing is a primary concern.*
- *Slack channel updates (#announcements, #York office)*
- *Email updates from the BCM team (three times a week)*
- *BCM site on SharePoint with news items and office re-opening slide decks*
- *Use of online training modules (Citation Atlas)*

2.2 Changes to the office.

The ground floor has been made COVID-19 secure. The first and second floors have been cordoned off, the first and second floors can only be accessed by special arrangement with the office manager.

Changes to the ground floor:

- *There are signs on the main entrance and at reception instructing people with Covid-19 symptoms, or who are self-isolating or who have tested positive, not to enter the building.*
- *Protective Perspex screens have been installed at the reception desk.*
- *A one-way system is now in place to avoid people passing one another when walking around the ground floor.*
- *There are signs around the building reminding people to wash their hands*
- *Desks and tables have been arranged to ensure a minimum of one-meter gap between seats. Although seating is side by side, there is no direct face to face seating.*
- *Limits have been set on occupancy for all meeting rooms*
- *Hand sanitiser and surface cleaner (with paper towels) is in each meeting room and reception area.*
- *The kitchen and shower rooms are closed and out of bounds*
- *PPE is available on-site if required.*

2.3 Ventilation

Ventilation is provided through open windows. All rooms available to use on the ground floor have windows that open. Windows are opened when the office is open for use.

2.4 Visiting the office

With the reduced office space and the revised office layout, supporting social distancing. Space is limited.

Staff and visitors can only enter the office if they have an appointment. Appointments are managed by the office manager. Appointment bookings are made through our internal office booking system.

The names and times of all attendees are recorded for track and trace.

All office attendees are instructed to wash their hands, on entry and when exiting the office building.

Social distancing is expected to be observed by all office attendees.

As the kitchen is closed, staff are advised to bring their own food or use the local shops and café's for food and hot drinks.

2.5 Office cleaning.

On the days the office is opened (Monday and Tuesday) the ground floor office space is deep cleaned twice a day, at Lunchtime and at the end of the day.

Document Control

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0.1	11/09/2020	Draft	Warren Dakin
1.0	15/09/2020	1 st issue	Warren Dakin