



## CV19 RISK ASSESSMENT FOR EMPLOYEES AND VISITORS TO MURGITROYD OFFICES

Hazard	Risk before controls	Control Measures	Implemented By	Risk post controls
Employees working in the office	Unacceptable	<ul style="list-style-type: none"> <li>Homeworking for all staff who can work from home has been implemented.</li> <li>In accordance with local government guidance key staff may return to work if they meet the criteria, ie unable to do job from home / business critical / personal well-being.</li> </ul>	Murgitroyd Management	Acceptable
On returning to the office social distancing requires to be maintained	Unacceptable	<ul style="list-style-type: none"> <li>Staggering start/finish times</li> <li>Introducing one-way systems where necessary.</li> <li>Providing hand-washing facilities and hand sanitiser.</li> <li>Install signage and floor taping to encourage social distancing.</li> <li>Redesigning of work areas / shift pattern may be required in the future.</li> <li>Desk screens – pro's and con's will be considered but it is preferable staff work 2m apart.</li> </ul>	Murgitroyd Facilities Team / Office Managers	Acceptable



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Travel/footprint within our offices	Unacceptable	<ul style="list-style-type: none"> <li>• Colleagues must not enter any areas/offices they do not require to.</li> <li>• Files and filing vaults should only be used when absolutely necessary, it is preferred employees continue utilising electronics records only.</li> <li>• If files are used please wear gloves and wash hands before and after use.</li> <li>• Lifts should only be used by one person at a time.</li> <li>• One-way systems and exit/entry only signage installed where this can be done.</li> <li>• Doors, handles, touch plates, handrails etc are priority touch points and cleaned regularly.</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable
Travelling to/from our offices	Unacceptable	<ul style="list-style-type: none"> <li>• It is preferred colleagues and suppliers visiting our offices do not travel by public but when necessary they must follow government guidelines by wearing face masks.</li> <li>• Use of own vehicle for business purposes - please ensure your insurance and MOT/applicable local government tax is valid and your driving details have been submitted to HR.</li> </ul>		Acceptable



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Sitting at desks/workstations	Unacceptable	<ul style="list-style-type: none"><li>• Use floor tape to mark areas to encourage social distancing.</li><li>• Manage occupancy levels.</li><li>• Hot desks closed.</li></ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable
Meetings – risk of infection	Unacceptable	<ul style="list-style-type: none"><li>• Meetings should be carried out via video or voice using GoToMeeting/Zoom/Slack/Telephone</li><li>• Currently only urgent office meetings are permitted, having documents signed etc.</li></ul>	Murgitroyd Management	Acceptable



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Kitchen Areas	Unacceptable	<ul style="list-style-type: none"><li>• In Glasgow office Café 75 remains closed for catering and should only be used to make a drink/heat food/use zip tap and leave again – no seating available.</li><li>• One employee at a time in kitchens which are less than 2 meters wide.</li><li>• Larger kitchens 2 employees maximum and you must adhere to 2m distancing guidelines.</li><li>• Tape floors to indicate distances.</li><li>• Install posters to remind staff of hand-washing.</li><li>• Sanitise all areas you have touched/used after use.</li><li>• Wash-up all utensils used.</li><li>• Sanitise items before putting them into fridges and when you take them out.</li><li>• Office Managers have authority to bin all fridge contents at the end of each working week. Fridges must be emptied on a weekly basis.</li></ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable



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Document Centres/Printers	Unacceptable	<ul style="list-style-type: none"> <li>• Tape floors to indicate safe distance.</li> <li>• One person using at a time.</li> <li>• Sanitise touch areas before and after use.</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable
Visitors (including cleaners and contractors)	Unacceptable	<ul style="list-style-type: none"> <li>• No client/sales visitors allowed in Murgitroyd offices at present unless prior approval has been received by HR and documentation is completed as necessary.</li> <li>• Maintenance visits only if absolutely necessary – risk assessment from the company visiting must be provided to HR in advance of the visit.</li> <li>• All visitors must sign CV19 declaration on arrival.</li> <li>• Install hand-sanitiser at reception desks.</li> <li>• Provide guidance on inhouse one-way systems and social distancing.</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable
Air-conditioning / Ventilation units	Unacceptable	<ul style="list-style-type: none"> <li>• Ensure these are serviced regularly.</li> <li>• Open windows/doors to encourage ventilation where possible (not fire doors).</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers	Acceptable



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<b>Cleaning</b>	Unacceptable	<ul style="list-style-type: none"> <li>Frequent cleaning of work areas, surfaces and equipment.</li> <li>Leave desks completely clear at the end of each working day so surfaces can be cleaned. Excessive personal items should be removed.</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers / Murgitroyd cleaning contractors.	Acceptable
<b>Hygiene – Toilet facilities</b>	Unacceptable	<ul style="list-style-type: none"> <li>Responsible person ensuring common toilets are meeting standards.</li> <li>Put up signs/posters to build awareness to wash hands frequently.</li> <li>Provide adequate soap and hand sanitiser.</li> <li>Set clear use for toilet areas – one person at a time where required.</li> <li>Provide papers towels as an alternative to hand dryers.</li> </ul>	Murgitroyd Management and Facilities Team / Office Managers / Murgitroyd cleaning contractors / landlords and landlords contractors	Acceptable
<b>Work related travel</b>	Unacceptable	<ul style="list-style-type: none"> <li>No business travel is permitted at present unless it is agreed with the HR Director.</li> </ul>	Murgitroyd Management Team	Acceptable
<b>Using company vehicles</b>	Unacceptable	<ul style="list-style-type: none"> <li>Only one person per vehicle.</li> <li>Cleaning products will be left in vehicles – sanitise before and after use.</li> <li>Vehicles to be valeted weekly.</li> </ul>	Murgitroyd Management and Property Teams.	Acceptable



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Inbound/Outbound deliveries	Unacceptable	<ul style="list-style-type: none"> <li>Adhere to local signage.</li> <li>Install tape to mark floor areas for deliveries</li> <li>Non-contact deliveries at all times – eg no signing.</li> <li>Use gloves for receiving and opening documents, put envelope/wrapping in waste immediately.</li> <li>Colleagues should <b>not</b> have personal couriers/mail delivered to the workplace.</li> </ul>	Murgitroyd Management and Admin Teams.	Acceptable
Staff Wellbeing/Mental Health	Unacceptable	<ul style="list-style-type: none"> <li>Staff are encouraged to communicate with any member of the HR team to discuss wellbeing.</li> <li>Communicating guidance to staff home-working and office based to ensure their wellbeing is considered.</li> <li>Providing help and advice where necessary.</li> </ul>	Murgitroyd Management, HR Teams and Line Managers.	Acceptable
First Aider/Appointed person	Unacceptable	<ul style="list-style-type: none"> <li>If you require to be in close contact with someone to administer first aid you must wear gloves and a mask.</li> <li>Please protect yourself at all times and mitigate risk.</li> </ul>	Murgitroyd Management and HR Teams.	Acceptable



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Fire Wardens	Unacceptable	<ul style="list-style-type: none"><li>• While only essential staff are in our offices all staff onsite must take responsibility for ensuring safe evacuation of colleagues from the building.</li><li>• Be aware of who is in your office each day – in some cases this may mean checking the staff list for your office, available on Slack. In smaller offices you just need to be mindful of who is in the office that day.</li><li>• Adhere to normal fire evacuation procedures.</li></ul>	Murgitroyd Management Team	Acceptable