## What are the hazards?
- Spread of Covid-19 Coronavirus via contact person and objects
- Staff
- Visitors to our premises
- Cleaners
- Contractors
- Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact in relation to our business

## Who might be harmed
- Staff
- Visitors to our premises
- Cleaners
- Contractors
- Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact in relation to our business

## Controls Required
- Contact HR when using the office, to aid RUSI’s Track & Trace system
- Communicate to staff they must not attend the workplace if they are self-isolating as a result of a positive Covid result or being told to do so by Test and Trace.
- Set all A/C controls to maximum Air Flow for better ventilation and fresh air supply
- Regular cleaning of all meeting room equipment, pods and all kitchen equipment

## Additional Controls
- Staff will need also need to fill out the RUSI Visitors Form, for all visitors to our domain.
- Place posters on all entry doors and inside all floors.
- All staff to register that they have accessed RUSI’s Return to the Office Induction
- Inform staff not to adjust the Air Flow button on the control panel and turn A/C on when entering floors.
- Staff to be reminded to use the cleaning wipes provided in each meeting room, pods and staff kitchens areas, to wipe down surfaces and equipment

## Action by who?
- Constance Ekpenyong
- Dennis Francis
- Dennis Francis
- Dennis Francis
- Constance Ekpenyong

## Action by when?
- 01/09/2021
- 01/09/2021
- 01/09/2021
- 23/05/2020
- Ongoing

## Done
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply staff with hand sanitiser, surface wipes and tissues</td>
<td>Staff need to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap, use signage. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</td>
<td>Dennis Francis</td>
<td>15/05/2020</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Hand Gel Sanitiser dispensers at every exit / entry door to our domain</td>
<td>Posters to be displayed advising staff on personal hygiene</td>
<td>Dennis Francis</td>
<td>15/05/2020</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Review the layout, to limit face to face working and reduce staff numbers in any work area</td>
<td>As much as possible, limit meetings to small groups and short times. Hold online meetings wherever possible. Workstations should be assigned to an individual if possible and if they need to be shared, Staff need to clean all equipment and surfaces before and after use.</td>
<td>Deborah Pourkarimi</td>
<td>01/09/2021</td>
<td>Ongoing</td>
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<tr>
<td>Regular cleaning of high contact areas, high contact surfaces, door handles and kitchen surfaces</td>
<td>Regular checks will be carried out by line managers and Facilities Manager to ensure that the necessary procedures are being followed</td>
<td>Cleaners/Dennis Francis</td>
<td>06/09/2021</td>
<td>Ongoing</td>
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<tr>
<td>Restrict access to non-employees of RUSI except for RUSI contractors wearing the required PPE for the task</td>
<td>Contractors will be expected to follow their own risk assessment and comply with the RUSI’s hand cleaning procedures Ensure PPE is worn throughout the task and the right PPE is selected</td>
<td>Dennis Francis</td>
<td>15/05/2020</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Review starts and finish times to reduce number of staff in the office at any one time</td>
<td>Staggering arrival and departure time to help staff travel at quiet times, when there is more space on public transport</td>
<td>Line Managers</td>
<td>01/09/2020</td>
<td>Ongoing</td>
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<td></td>
<td><strong>Suspected COVID-19 outbreak</strong></td>
<td>Refer to RUSI RISK ASSESSMENT Number 23 – Coronavirus COVID 19 Outbreak</td>
<td>All Staff</td>
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<td></td>
<td>Management and HR will promote mental health and wellbeing awareness to staff and offer support where they can help</td>
<td>Internal communication channels through Line Managers should be carried out regularly to support and inform staff of a changing situation. HR to provide support and information on Mental health issues + Employee Assistance Programme</td>
<td>Constance Ekpenyong</td>
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