

COVID-19 Risk Assessment

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CBRE

Risk Assessment Process

CBRE has a duty to assess and control the risks in the workplace and implement suitable controls to reduce this risk to the lowest reasonably practicable level. This CBRE COVID-19 Risk Assessment will be communicated to all employees and where required on the company intranet.

What is the hazard?	Who might be harmed and how?	What are the current controls?	What further action is needed and by when?	Completed
Office Reopening	Employees Visitors Supply Chain Clients Vulnerable Persons & Carers Others	<ul style="list-style-type: none">UK Return to Office task force in place.EMEA H&S Questionnaire undertaken for each office location prior to approval to open (in areas where offices did not close H&S Questionnaire undertaken as audit).Review and completion of maintenance and statutory inspections ongoing.Local office/facilities management liaising with building management and/or other tenants.Company FAQs in place. Located on intranet.		
Client Site Visits & Work Activities	Employees Clients Visitors Residents Others	<ul style="list-style-type: none">Face coverings and personal supply of alcohol-based hand rub (hand sanitiser) available to employees undertaking site visits (via online supplier).Risk Assessments to be undertaken for client site visits.Company FAQs in place. Located on intranet.		
Commuting	Vulnerable Persons Carers for Vulnerable Persons Employees Visitors Supply Chain Members of the Public	<ul style="list-style-type: none">Travel to the office will not be mandatory for employees during the first phase of reopening at Stage 4 of the UK Government's reopening plan.Employees encouraged to review start and finish times to avoid travel during peak hours.Where shower facilities are available, these must continue to be pre-booked in advance.Passengers in company vehicles to be limited to 1 person in cars where possible. Where this is not possible, fixed team working should be undertaken, face to face seating avoided and windows open to improve air circulation.		
Reception	Receptionist Employees Clients Visitors Couriers Others	<ul style="list-style-type: none">Signage to be placed in reception for arrival of visitors to advise them of CBRE requirements for entry.Enhanced cleaning and disinfection regimes implemented.Plexiglass screens installed where appropriate.		

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Office Working	Employees Visitors Supply Chain/Contractors Cleaning Personnel Clients Vulnerable Persons & Carers Others	<ul style="list-style-type: none"> • EMEA Exposure Notification and Reporting Procedure. Employee guidance issued surrounding suspected and confirmed COVID-19 and associated symptoms (in line with WHO and public health authority guidance). • Enhanced cleaning and disinfection regimes to be retained, which includes high touch point areas such as door handles, taps, handrails etc. • Sanitisation points distributed throughout office including at entrance to building, adjacent to workstations, meeting rooms, tea points and kitchen areas. • Personal hygiene measures in place throughout offices and common areas including signage, soap and access to water, alcohol-based hand rub (hand sanitiser), screen and desk wipes. • Guidance issued to employees on safe wearing, removal, and disposal of face coverings (optional use only for office settings). • Office floor plans prepared documenting access and egress, reduced capacity, and available workstations. • Office locations shall be repopulated gradually. The total occupancy shall not exceed 75% and desks to be pre-booked prior to arrival in the first phase of opening from 19th July 2021. • Passenger lifts operating at reduced capacity. Stairwells available as an alternative option where appropriate. • Signage in place within the workplace to indicate handwashing requirements and personal hygiene measures to be implemented etc. • Clear desk policy implemented at all times to support enhanced cleaning and disinfection measures. • All employees allocated a designated workstation. Hot desking suspended until further notice. Where sharing of desks cannot be avoided, the desk shall be subject to deep cleaning and disinfection between users. • Employees requested to bring stationery from home and avoid sharing of objects. • All staff zoom call to discuss the measures taken in CBRE offices. • Where meeting rooms are in use, scheduled timeslots allocated to cleaning and disinfection. • Company FAQs in place. Located on intranet. • Any persons arriving at CBRE premises who are unwell or are displaying symptoms of COVID-19 will be turned away and advised to follow government guidance. • Consultation process in place for return to office. COVID-19 measures discussed with Employee Forum Committee. • Where appropriate, employees will be required to work from home whilst self-isolating and will be advised to follow all government requirements. Existing People team sickness absence procedures shall be followed where it is not possible for the individual to work from home. • CBRE employees encouraged to download the NHS Test and Trace Ap. • CBRE employees encouraged to undertake regular self-testing following government 		
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		<ul style="list-style-type: none"> guidelines. Single point of contact nominated to liaise with public health authorities where necessary in the event of workplace cases. CBRE to support NHS Test and Trace procedures as required. People Team Standard Operating Procedures to be followed where applicable. 		
Mail Room & Couriers	Mail Room Personnel Couriers and Postal Service Employees Visitors Others	<ul style="list-style-type: none"> Couriers where possible not permitted to enter the premises. Employees requested to have all personal items delivered to their home address. Mail room personnel provided with gloves. 		
Home Working	Employees Family Members Visitors Other	<ul style="list-style-type: none"> Option for employees to continue working from home remains in place. Health and Safety DSE Guidance Communications Work planned to include regular breaks or change of activity. All employees zoom call Company FAQs in place. Located on intranet. Support for managers on management of virtual teams, managing different personalities and how to support your team wellbeing. 	Review of homeworkers DSE assessment process. Laptop users trained to carry out own DSE assessment for use away from office.	
Mental Health and Wellbeing	Employees Visitors Supply Chain/Contractors Clients Vulnerable Persons & Carers Others	<ul style="list-style-type: none"> Provision of employee mental health and wellbeing guidance and communications. All employees zoom call Employee Assistance Programme in place Signposting to government initiatives Virtual learning programme in place EMEA COVID-19 Intranet Page in place Support for managers on management of virtual teams, managing different personalities and how to support team wellbeing. 		
Fire, Emergency and Security	Employees Visitors Supply Chain/Contractors Clients Others	<ul style="list-style-type: none"> Fire Risk Assessments and Emergency evacuation plans to be reviewed at site level. Review of fire wardens and first aiders included in office returnees Fire warden training scheduled as required Online appointed person training planned for small office on reduced occupancy. First aid box contents reviewed. Additional supplies added e.g., face coverings. Fire doors not to be wedged open. Business continuity plans in place and reviewed as appropriate. Security consulted where COVID-19 measures alter existing security measures. 		

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Maintenance Activities	Employees Visitors Supply Chain/Contractors Clients Others	<ul style="list-style-type: none"> Where possible, maintenance activities to be undertaken out of hours. Review and completion of maintenance and statutory inspections ongoing. Review of available supply of fresh air to be undertaken at each office. Servicing to be undertaken on Heating Ventilation and Air Conditioning systems as required. 		
Food Safety	Employees Visitors Supply Chain/Contractors Clients Others	<ul style="list-style-type: none"> Office restaurants to remain closed. Kitchen facilities (fridge/microwave/tea points) available to employees, subject to increased cleaning and disinfection schedule. 		
Travel	Employees Visitors Supply Chain/Contractors Clients Others Members of the Public	<ul style="list-style-type: none"> Travel procedures available on company intranet site including for overseas travel where required. CBRE Continue to monitor the evolving situation and update as required. 		
Sport Activities/Events	Employees Participants Clients Visitors Residents Others	<ul style="list-style-type: none"> Adequate ventilation if indoors. Venues should make sure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both Before attending any sporting activities, all participants, officials, volunteers, and spectators should self-assess for COVID-19 symptoms (a high temperature; a new, continuous cough; a loss of, or change to, their sense of smell or taste). If they, or anyone they live with, have one or more of these symptoms (even if they are mild), they should be advised not to attend any sporting activity, and to follow NHS guidance on testing and self-isolation. Participants should consider their own health and circumstances (for example, if they are not yet double-vaccinated or they live with somebody vulnerable), so they can make an informed choice about whether they wish to participate. Safety measures to be put in place to mitigate any specific risks associated with specific sporting activity Recommendation that participants take a COVID-19 test before participating, where this is practical and possible. Participants will not be required to inform CBRE of the results of the test but should follow local absence/illness reporting requirements and government guidance where they test positive. Face coverings are no longer required by law, but the government expects and recommends that people should continue to wear them in crowded and enclosed settings, to protect themselves and others. No hand shaking before/after the game Venue to provide confirmation of enhanced cleaning routine. Venues should increase 	First Aid training should be undertaken by members of the sporting clubs so they can provide help if and when necessary. First Aid kit to be provided by CBRE	

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		<p>how often they clean surfaces, especially those that are high touch points. Staff and customers should be encouraged to use hand sanitiser and clean their hands frequently.</p> <ul style="list-style-type: none">• Good hand hygiene – washing hands for at least 20 seconds• Shared equipment should be avoided where possible and practical, and cleaned between uses where required.• Avoid sharing water bottles or other refreshment containers. Where possible own drink should be brought to the venue in a labelled or highly distinguishable container• Follow good hygiene practices, to reduce the risk of transmission in sport environments. For example, do not spit or rinse out mouth on or around the playing area.• Communicate and train CBRE employees how to use the site. Keep all workers, contractors, and visitors up to date on how the site is using and updating safety measures.• First aiders, physios or other medical personnel should continue to ensure good hygiene standards when treating participants.• Visual inspection of the area for any waste, slips, trips hazards prior to commencing the activity.• All waste to be removed following the activity to reduce the transmission of the virus• All sports teams should follow National Governing Body control measures		
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