

# BUILD STUDIOS

Build Studios

COVID-19 Risk Assessment and COVID-secure preparations

## Introduction

This risk assessment has been produced with reference to Gov.UK publication 'Reopen your business safely during coronavirus (COVID-19) with specific reference to the guidance for offices; and guidance from the Health & Safety Executive website, including 'Working Safely During the Coronavirus Outbreak, a short guide' (HSE 05/20).

The risk assessment takes into account Build Studios' responsibilities as an employer to its staff, but also as an operator of shared workspace to its members and visitors to the building, ensuring safety and equality in the workplace.

It has taken into consideration feedback from staff and members on the safe operation of the workspace.

The risk assessment also identifies practical **Actions** that will be undertaken prior to re-opening and when the space has re-opened to ensure the health and safety of all users of the space and reduce the risk of spreading Coronavirus; specifically the measures set out how Build Studios will ensure the workspace remains COVID-secure.

The risk assessment has been conducted by Build Studios' executive director. Responsibility for its day-to-day implementation will be taken by the Build Studios Workspace Manager.

The risk assessment and actions will be reviewed initially on a monthly basis and updated as appropriate in line with changing government guidance.

**Theme: Social distancing**

Wherever possible, we will maintain social distancing guidelines of 2m distance between users of the space (1m with risk mitigation) to minimise the risk of transmission, including while arriving at and departing from Build Studios and while working in or visiting the building.

| <b>Hazard</b>   | <b>Risk (High, Low, Medium)</b>   | <b>Action</b>   |
|---|---|---|
| Coming into close contact with individuals on arrival at or leaving the workspace | Low. Build Studios has a clear glass frontage with good sight lines into and out of the workspace, giving visitors and users forewarning of anyone coming into or out of the space. There are no set start-times, with members and visitors arriving at different times throughout the day. | <b>Signage will be displayed at the entrance (exterior door and front desk) to remind people to maintain social distancing guidelines.</b><br><br><b>Workspace Manager will remind members and visitors to keep their distance if people begin to congregate at the entrance.</b> |
| Moving around the workspace   | Medium. There is generally good visibility throughout the workspace, but some 'blind corners' and more narrow walkways where  | <b>A one-way system will be introduced at the workspace and clearly signed at floor-level to reduce the risk of people not maintaining adequate social distance.</b>  |

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|                     | <p>there is a risk of people not maintaining adequate social distance</p>   | <p><b>At the entrance to narrow walkways or blind corners such as at the foot of the stairs and entrance to the kitchen/toilet area, 'wait zones' will be set up asking people to wait to check no one is coming the other way before proceeding.</b></p> <p><b>Use of the lift will be restricted to one user and indicated by appropriate signage. If it is essential that two people use the lift at the same time, they will be asked to face opposite walls, indicated by dividing tape and 'footprint signage'.</b></p>                     |
| <p>Workstations</p> | <p>High. Some of the office furniture can be rearranged to ensure members are able to sit a full 2m apart. In some areas, physical intervention will be required to protect people where 2m distance cannot be maintained. Hot-desking will be restricted and carefully managed to prevent the potential for transmission of Coronavirus.</p> | <p><b>Ground floor rectangular desks will be rearranged to ensure individual workstations maintain required social distancing.</b></p> <p><b>Ground floor circular tables will be restricted to 1 user.</b></p> <p><b>Upstairs desks will be managed to ensure '1m plus' social distancing with appropriate mitigations. Back-to-back and side-by-side seating will be deployed where appropriate. Other desks will require a central clear protective panel to separate users.</b></p> <p><b>All desks will be allocated to named users.</b></p> |

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|              |   | <p><b>The deployment of these measures will be consulted on with all affected members in advance and clearly communicated in a floor plan made available to all users of the space.</b></p> <p><b>Hot-desking and desk sharing at Build Studios will be strictly controlled. Flexible members will have to provide 48 hours notice to attend to enable additional cleaning to take place before they arrive. Regular flexible members will be allocated their own desk wherever possible. Members that have a part-time desk membership will be required to specify in advance the days on which they will use it to enable a full ‘changeover clean’ to take place.</b></p> |
| Common Areas | <p>High. The kitchen area is a confined space that is frequently busy, especially at lunchtime. The ground floor round tables are often used for informal gatherings to eat lunch. The toilets are accessed via the same corridor as the kitchen, which is often busy. The reception area is less busy,</p> | <p><b>The kitchen area will remain open to members, but with a strict one-in-one-out policy. This will be clearly communicated with signage at the entrance. Members will also be asked to refrain from queueing to use the kitchen or toilets and encouraged to come back later to avoid bringing them into close contact with other users.</b></p> <p><b>Circular tables will be restricted for use as desks by one member and will not be available for lunches. Members will be encouraged to eat outside at the benches immediately outside Build Studios, at the public seating</b></p>  |

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|                      | <p>but is also used as an informal gathering point.</p>  | <p><b>on Lower Marsh Market or at their desks in the event of bad weather.</b></p> <p><b>Members will be asked to bring in their own food if possible that does not require them to use the kitchen facilities or to eat off-site e.g. from one of the cafes or street food stalls at Lower Marsh market.</b></p> <p><b>The reception sofa will remain in situ. Use will be restricted to two people at a time.</b></p> <p><b>A clear screen will be placed at the reception desk to protect Build Studios staff and members/visitors.</b></p> <p><b>All externally facilitated evening events at Build Studios remain cancelled until further notice.</b></p> |
| <p>Meeting rooms</p> | <p>Medium. The ground floor board room can accommodate four people with '1m plus' social distancing. The first floor meeting room will be converted temporarily into space for two additional workstations and will not be</p> | <p><b>Signage will be displayed on the doors to the meeting room notifying people of the reduced capacity of 4.</b></p>  |

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|                    | available for use as a meeting room.   |  |
| Accident/emergency | High. In the event of an emergency, such as a fire, people will need to evacuate the building quickly and will likely be in close proximity to each other. | <b>In the event of an accident or emergency that requires people to position themselves closer than 2m, the priority will be to make the immediate situation safe in the first instance (e.g. evacuate the building in the event of a fire). Attention will be made to sanitation measures immediately afterwards, e.g. reminding people to wash their hands if they have been in close contact with others.</b> |

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| <b>Theme: Managing visitors and contractors</b>   |   |  |
| We will encourage staff and members to restrict the number of visitors to Build Studios to the minimum required. We will communicate clearly with all visitors and contractors the measures we have put in place to restrict the potential transmission of Coronavirus. |   |  |
| <b>Hazard</b>   | <b>Risk (High, Low, Medium)</b>   | <b>Action</b>  |
| Excessive visitors to the workspace   | Low. The majority of visitors to Build Studios are individuals or small numbers of clients or contractors visiting members. | <b>Members and staff will be encouraged to limit visitors to Build Studios to the minimum required and encourage remote attendance where possible – e.g. dialling in to video calls.</b> |

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|   |   | <p><b>Clear signage will indicate the maximum capacity (reduced) for the board room.</b></p>  |
| <p>Transmission of Coronavirus by visitors to the workspace</p> | <p>Low. Limited numbers of visitors will be allowed to visit Build Studios and measures to prevent the transmission of Coronavirus will be tightly managed.</p> | <p><b>Members will be asked to include a link to Build Studios' COVID-secure risk assessment and measures to prevent the spread of Coronavirus in their email sign-offs and encourage their guests to read this prior to arriving at the workspace.</b></p> <p><b>On arrival, guests will be briefed on Build Studios COVID-secure protocols and directed to relevant signage and hygiene products.</b></p> <p><b>Visitors will not be required to sign in using a shared pen. Instead, members may sign in their own guests using their own pen, via email to <a href="mailto:hello@buildstudios.co.uk">hello@buildstudios.co.uk</a> or guests may sign in verbally to Build Studios staff by stating their name and who they are visiting.</b></p> <p><b>Contractor visits will be scheduled for 'off-peak' times wherever possible to minimise contact with people in the workspace.</b></p> |

**Theme: Cleaning**

We will maintain the highest possible standards of cleanliness and hygiene in the workspace to limit the potential transmission of Coronavirus.

| <b>Hazard</b>                | <b>Risk (High, Low, Medium)</b>   | <b>Action</b>   |
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| Ventilation in the workspace | Medium. The air handling system at Build Studios is a new system (less than five years old). However, Build Studios' location on a busy road means that extra care must be taken with managing air flow in the workspace. | <p><b>The air handling system at Build Studios has been checked by Urbanest (landlord) facilities staff to ensure it is running at optimum capacity and that air filters have been changed or cleaned as required.</b></p> <p><b>Members will be encouraged to leave the doors to the board room propped open if possible to enable better air-flow through the room.</b></p> |
| Poor hygiene                 | Medium. There are good hand-washing facilities at Build Studios. However, members and visitors will need to be reminded to be extra vigilant with maintaining good hygiene standards.                                     | <p><b>Hand sanitiser will be provided at key points in the workspace, in particular: the reception desk, the top of the stairs, the print/photocopier room and the board room.</b></p> <p><b>Alcohol wipes and other cleaning equipment will be provided throughout the workspace and on request.</b></p>   |



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|                         |  | <p><b>Signage will be displayed in the kitchen and toilets demonstrating correct hand washing protocol.</b></p> <p><b>Boxes of tissues and bins will be provided on each floor and in the board room with signage encouraging use and disposal.</b></p>   |
| <p>Poor cleanliness</p> | <p>Low. Build Studios is cleaned thoroughly on a twice-daily basis by Urbanest's on-site contractors, Cabenco. However, additional cleaning will be required to minimise risk of transmitting Coronavirus.</p> | <p><b>A deep-clean of Build Studios was undertaken prior to re-opening.</b></p> <p><b>Additional cleaning will be undertaken by Cabenco of the common areas and frequent touch-point areas (door handles etc) during the lunchtime clean.</b></p> <p><b>Build Studios staff will also wipe down all frequent touch-points and the board room table mid morning and mid afternoon</b></p> <p><b>Members will be encouraged to keep the space as clean as possible, maintaining clear desks to facilitate cleaning and storing loose items in lockers or shelving and off the floor.</b></p> <p><b>Alcohol wipes will be supplied in the shower room and members will be asked to clean the shower after use. This will also be checked regularly by Build Studios staff.</b></p> |

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| <p>Handling goods and postage</p>   | <p>Medium. Build Studios' post is sorted by Urbanest staff before being picked up and put in pigeonholes by Build Studios' staff. Deliveries are also made directly to the workspace.</p>  | <p><b>Build Studios staff will wash their hands before and after handling all post and packages addressed to Build Studios before placing it in members' pigeonholes for collection.</b></p> <p><b>Members will be asked to restrict the number of items they have delivered to Build Studios to work-related items only.</b></p>  |
| <p>Kitchen and catering hygiene</p> | <p>Medium-high. Build Studios' kitchen is often busy and there is high usage of communal facilities, including coffee machine, water dispenser, cutlery, dishwasher and microwave. The kitchen will require careful management to maintain excellent hygiene levels.</p> | <p><b>Members will be asked to minimise their use of the kitchen and the upstairs fridges.</b></p> <p><b>Members should bring pre-prepared food that ideally does not require the use of the microwave and does not require preparation space in the kitchen; or to purchase their lunch off site.</b></p> <p><b>Members must supply their own cutlery, food containers and crockery (with the exception of water glasses, water jugs, mugs and tea spoons). These must be washed immediately after use and either stored in a locker or taken home at the end of the day. Any non-perishable food items must be stored in lockers, not in the kitchen.</b></p> <p><b>No perishable food may be stored in the fridges, with the exception of clearly labelled milk supplied by Build</b></p> |

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|  |  | <p><b>Studios, cold drinks or pre-prepared meals in sealed containers.</b></p> <p><b>Food may be eaten outside at the benches next to Build Studios or at desks.</b></p> <p><b>A one-in-one-out policy will apply to people wanting to use the kitchen.</b></p> <p><b>Alcohol wipes will be supplied in the kitchen and by the upstairs fridges and signage displayed asking members to wipe the buttons on the coffee machine and water dispenser after use, as well as any handles they have touched.</b></p> <p><b>Clean mugs, glasses, small water jugs and teaspoons will be laid out in the kitchen for members and guests at the beginning of the day. Members should load these into the dishwasher at the end of the day.</b></p> |
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**Theme: General**

Following legal requirements and good practice in adhering to our health and safety obligations and making the workspace COVID-secure

| Consideration                            | Principle   | Action   |
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| Who should go to work?                   | That everyone should work from home unless they cannot work from home.  | <p><b>The Workspace Manager position is required to be based on-site to ensure the effective and safe running of Build Studios. It is not possible to relocate this role off-site.</b></p> <p><b>The Executive Director role can largely be done working from home. On days when she is required to be in the office, the Workspace Manager will be encouraged to work from home when appropriate, with on-site responsibilities undertaken by the Executive Director, to enable the minimum number of people to be on site to operate safely and effectively.</b></p> |
| Protecting people who are at higher risk |   |  |
| People who need to self-isolate          | To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with | <p><b>If appropriate and practical, Build Studios will enable staff to work from home while self-isolating.</b></p> <p><b>Build Studios will follow current guidance for employers relating to statutory sick pay due to COVID-19.</b></p>   |

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|  | someone who has symptoms |  |
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Build Studios

23 September 2020