

**Map Group UK - COVID-19 Map House Office and Surrounding Areas Risk Assessment.**

This Risk Assessment has been produced to demonstrate the additional Control Measures Map Group have implemented into Map House office and surrounding areas, in regard to COVID-19.

All of the below Controls must stay in place until you are advised otherwise by a director, senior manager, or the office manager.

This Risk Assessment must be readily available to all Map Group employees and visitors and will be displayed accordingly.

There must also be a COVID-19 Government poster displayed to demonstrate that Map Group have complied with Government guidance on managing the risk of COVID-19 within the office.

This Risk Assessment will also be available to tenants of Map House and consultation between all parties will be crucial in ensuring all control measures are implemented and adhered to.

**Risk Rating**

| Likelihood |               | Consequence                       |  |
|------------|---------------|-----------------------------------|--|
| 1          | Very unlikely | 1 in a million of hazardous event | 1 Insignificant No injury                  |
| 2          | Unlikely      | 1 in 100,000 of hazardous event   | 2 Minor Minor injuries requiring first aid |
| 3          | Fairly likely | 1 in 10,000 of hazardous event    | 3 Moderate Up to 7 days absence            |
| 4          | Likely        | 1 in 1,000 of hazardous event     | 4 Major More than 7 days absence           |
| 5          | Very likely   | 1 in 100 of hazardous event       | 5 Catastrophic Death                       |

|  |   |              |    |    |    |    |
|--|---|--------------|----|----|----|----|
| L<br>I<br>K<br>E<br>L<br>I<br>H<br>O<br>O<br>D | 5 | 5            | 10 | 15 | 20 | 25 |
|  | 4 | 4            | 8  | 12 | 16 | 20 |
|  | 3 | 3            | 6  | 9  | 12 | 15 |
|  | 2 | 2            | 4  | 6  | 8  | 10 |
|  | 1 | 1            | 2  | 3  | 4  | 5  |
|  |   | 1            | 2  | 3  | 4  | 5  |
|  |   | CONSEQUENCES |    |    |    |    |

| <ul style="list-style-type: none"> <li>• Location / Activity</li> <li>○ Hazard</li> </ul> | <ul style="list-style-type: none"> <li>➤ Who might be harmed,</li> <li>❖ The Hazardous Event</li> <li>⤴ The Consequences</li> </ul> | <b>Controls</b> <ul style="list-style-type: none"> <li>• Risk Rating is based on all the below control measures being implemented</li> <li>• Controls in <b>RED</b> need to be discussed and implemented prior to personnel returning to work.</li> </ul> | Risk Rating |   |   |
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| <ul style="list-style-type: none"> <li>• Office area- Full floor</li> <li>○ COVID-19 virus</li> </ul> | <ul style="list-style-type: none"> <li>➤ Map Group employees / Visitors</li> <li>❖ Contracting COVID-19 virus</li> <li>⤴ Possibly Catastrophic</li> </ul> | <ol style="list-style-type: none"> <li>1. Following government guidance:               <ol style="list-style-type: none"> <li>a) Adhere to Safe Distancing advice (Keep a minimum of 2 meters/6 feet away from other people)</li> <li>b) Wash hands regularly using soap and water where possible, use sanitizer or alcoholic hand wipes if this is all you have access to, especially after sneezing, coughing, blowing your nose or being in an area where other people are doing so.</li> <li>c) Cover your mouth and nose with a tissue (or sleeve) when you sneeze or cough.</li> <li>d) Clean and disinfect regularly touched objects and surfaces.</li> </ol> </li> <li>2. Should you have an onset of a new continuous cough and/or high temperature you should:               <ol style="list-style-type: none"> <li>a) Stay at home</li> <li>b) Call your manager for advice</li> <li>c) Self-Isolate for 7 days from when the symptoms started.</li> <li>d) If symptoms worsen during isolation or are no better after 7 days then contact NHS 111 online or call NHS 111.</li> </ol> </li> <li>3. All Map Group office personnel are working from home and have access to a laptop with the Map system access. When a return to work is possible Map Group will look at the below options. All of the options listed will be communicated to the office employees and consultation will take place on the best option to keep the employees safe.               <ol style="list-style-type: none"> <li>a) A phased return to work starting with 25% of the office workforce returning and monitoring the situation to decide on when further employees will return and in what capacity.</li> <li>b) Alternating work from home and within the office.</li> <li>c) Staggered start and end times.</li> </ol> </li> <li>4. When a date has been agreed that personnel will be allowed back into the office Map Group will:               <ol style="list-style-type: none"> <li>a) Test all relevant appliances / Air-con systems / Water systems / Showers for Legionella.</li> <li>b) Run all taps for 5 mins to ensure clean water is running through.</li> <li>c) Flush all toilets in the building.</li> </ol> </li> <li>5. Always sanitize your hands when entering or exiting the office. Sanitizer pumps will be available inside the entrances on floors that Map Group personnel occupy.</li> </ol> | 2 | 5 | <b>10</b> |
|---|---|--|---|---|-----------|

| <ul style="list-style-type: none"> <li>• Location / Activity</li> <li>○ Hazard</li> </ul> | <ul style="list-style-type: none"> <li>➤ Who might be harmed,</li> <li>❖ The Hazardous Event</li> <li>▲ The Consequences</li> </ul> | <b>Controls</b> <ul style="list-style-type: none"> <li>• Risk Rating is based on all the below control measures being implemented</li> <li>• Controls in <b>RED</b> need to be discussed and implemented prior to personnel returning to work.</li> </ul> | Risk Rating |   |   |
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|  |  | <ol style="list-style-type: none"> <li>6. All work areas will be set out in such way that all personnel are a minimum of 2 meters away from each other- This will require further review and consultation before Map Group employees return to work.</li> <li>7. When necessary/if required wear correct PPE (Disposable latex gloves &amp; mask) and change regularly. An adequate supply of disposable gloves and masks, as well as alcoholic hand sanitizer will be available on request. PPE must not be shared under any circumstances.</li> <li>8. Dispose of used PPE after use by placing in a waste bag and tying the bag, this should be disposed of in a normal waste bin until guidance changes.</li> <li>9. Ensure work uniform is changed daily, all used work uniform should be immediately washed when returning home.</li> <li>10. Do not share office equipment, such as keyboard, mouse etc., if equipment must be shared then it must be cleaned / sanitized prior to using.</li> <li>11. Ensure any shared equipment, such as the printer, staplers etc. are wiped clean with sanitizing/alcoholic wipes after each use.</li> <li>12. Before and after eating, drinking or smoking ensure you have washed hands thoroughly with soap and water or with alcoholic hand sanitizer.</li> <li>13. When eating or drinking ensure 2m social distancing rules are applied and do not congregate with others.</li> <li>14. When working within an enclosed space increase ventilation where possible by safely opening doors/windows. Never open windows or doors if it is not safe to do so. ie. Windows must have a safety bar or equivalent. Note: Windows and doors should not be opened when the Air Conditioning is in use.</li> <li>15. Kitchen / Tea making area prohibited to 1 person allowed within this area at any time. This area is designated as being from the Board Room door to the water dispensing machine. After using the kitchen tea making area you must wipe down all surfaces and any used appliances/utensils with sanitizing/alcoholic wipes.</li> <li>16. All eating and drinking utensils to be washed before and after use. You should always try and use your own cup &amp; eating utensils and not share with others.</li> <li>17. The office area will be cleaned and sanitized after work has finished for the day, ready for the following day. Every individual will be responsible for sanitizing their personal work area at the end of the working day. Communal areas will be cleaned and sanitized by an external cleaner/contractor twice a week minimally.</li> <li>18. If in doubt STOP work and contact your direct line manager/supervisor immediately.</li> </ol> |  |  |  |
|--|--|--|--|--|--|

| <ul style="list-style-type: none"> <li>● Location / Activity</li> <li>○ Hazard</li> </ul> | <ul style="list-style-type: none"> <li>➤ Who might be harmed,</li> <li>❖ The Hazardous Event</li> <li>⤴ The Consequences</li> </ul> | <b>Controls</b> <ul style="list-style-type: none"> <li>● Risk Rating is based on all the below control measures being implemented</li> <li>● Controls in <b>RED</b> need to be discussed and implemented prior to personnel returning to work.</li> </ul> | Risk Rating |   |   |
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|   |   |   | L           | C | R |

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| <ul style="list-style-type: none"> <li>● Toilet / WC area</li> <li>○ COVID-19 virus</li> </ul> | <ul style="list-style-type: none"> <li>➤ Map Group employees / Visitors / Tenants.</li> <li>❖ Contracting COVID-19 virus</li> <li>⤴ Possibly Catastrophic</li> </ul>   | <ol style="list-style-type: none"> <li>1. After using the toilet / WC every individual is responsible for cleaning / sanitizing the area using the provided wipes / products. An external cleaner / contractor will clean and sanitize the toilet / WC area twice a week minimally.</li> <li>2. Toilet / WC visits should be limited to 1 person at a time. If the toilet / WC is occupied you should wait until the person exits, ensuring a safe distance of 2 meters is kept.</li> <li>3. Employees should try to only use the toilet / WC facilities on the floor they are situated on unless it is not possible to do so.</li> <li>4. Hands must be washed with soap and water for a minimum of 20 seconds after using the toilet facilities.</li> <li>5. If there are any issues with the toilet / WC or you are worried about the cleanliness, then report this immediately to the office manager.</li> </ol>  | 2 | 5 | <b>10</b> |
| <ul style="list-style-type: none"> <li>● Car Park Area.</li> <li>○ COVID-19 virus</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Map Group employees / Visitors / Tenants<br/>Delivery personnel / Sub-Contractors.</li> <li>❖ Contracting COVID-19 virus.</li> <li>⤴ Possibly Catastrophic</li> </ul> | <ol style="list-style-type: none"> <li>1. The car park has individual bays marked out for parking cars, wherever possible park in alternating car park bays.</li> <li>2. Do not walk with others, outside of your household across the car park.</li> <li>3. Only smoke in the designated smoking area and               <ol style="list-style-type: none"> <li>a) Ensure a minimum safe distance of 2 meters is kept between you and others in the area.</li> <li>b) Do not share cigarettes or lighters.</li> </ol> </li> <li>4. Delivery vehicles should barrier off / show signs when necessary to ensure they maintain a minimum of 2 meters distance between themselves and Map House occupants.</li> <li>5. Office personnel, visitors and others <b>MUST</b>:               <ol style="list-style-type: none"> <li>a) Not offer or attempt to assist delivery personnel in their duties.</li> <li>b) Keep a safe distance of 2 meters minimum from delivery personnel.</li> </ol> </li> </ol> | 2 | 5 | <b>10</b> |

| <ul style="list-style-type: none"> <li>• Location / Activity</li> <li>○ Hazard</li> </ul> | <ul style="list-style-type: none"> <li>➤ Who might be harmed,</li> <li>❖ The Hazardous Event</li> <li>⤴ The Consequences</li> </ul> | <b>Controls</b> <ul style="list-style-type: none"> <li>• Risk Rating is based on all the below control measures being implemented</li> <li>• Controls in <b>RED</b> need to be discussed and implemented prior to personnel returning to work.</li> </ul> | Risk Rating |   |   |
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| <ul style="list-style-type: none"> <li>• Travelling to workplace.</li> <li>○ COVID-19 virus.</li> </ul>      | <ul style="list-style-type: none"> <li>➤ Map Group employees.</li> <li>❖ Contracting COVID-19 virus.</li> <li>⤴ Possibly Catastrophic.</li> </ul>   | <ol style="list-style-type: none"> <li>1. Walk or cycle to work wherever possible.</li> <li>2. If driving only 1 person, per vehicle.</li> <li>3. Avoid public transport wherever possible. If public transport is your only option in getting to work, then discuss with your direct line manager.</li> <li>4. If dual occupancy of a vehicle is required, then:               <ol style="list-style-type: none"> <li>a) The manager should complete and sign the Map Group dual occupancy form ensuring:                   <ol style="list-style-type: none"> <li>i) Both members of the vehicle reside at the same address or</li> <li>ii) One team member does not hold a valid driving license or</li> <li>iii) No alternative available.</li> </ol> </li> <li>b) If dual occupancy is authorized the following mandatory control measures must be complied with:                   <ol style="list-style-type: none"> <li>i) Avoid changing vehicle occupants</li> <li>ii) Minimize duration and distance of travel</li> <li>iii) Avoid driver and passenger rotation</li> <li>iv) Keep windows open for ventilation</li> <li>v) Avoid touching your face and objects within the vehicle</li> <li>vi) Do not eat or drink whilst travelling</li> <li>vii) Maintain hygiene when leaving and entering the vehicle</li> <li>viii) Frequently clean and sanitize the surfaces within the interior of the vehicle (dashboard, steering wheel, door handles and controls etc.)</li> </ol> </li> </ol> </li> </ol> | 2 | 5 | <b>10</b> |
| <ul style="list-style-type: none"> <li>• All work</li> <li>○ COVID-19- Risk to vulnerable persons</li> </ul> | <ul style="list-style-type: none"> <li>➤ Older workers, those with chronic medical conditions, such as, heart disease, diabetes, lung diseases and have low virus resistance, for example, liver transplant patients and some cancer treatments (As advised by Government Guidance)</li> <li>❖ Contracting COVID-19 virus.</li> <li>⤴ Possibly Catastrophic.</li> </ul> | <ol style="list-style-type: none"> <li>1. Employees in the vulnerable category must:               <ol style="list-style-type: none"> <li>a) Work from home if possible. If this is not possible then Furlough.</li> <li>b) Self-isolate for 12 weeks, or until Government Guidance changes.</li> </ol> </li> </ol>  | 3 | 5 | <b>15</b> |

| <ul style="list-style-type: none"> <li>• Location / Activity</li> <li>○ Hazard</li> </ul> | <ul style="list-style-type: none"> <li>➤ Who might be harmed,</li> <li>❖ The Hazardous Event</li> <li>⤴ The Consequences</li> </ul> | <b>Controls</b> <ul style="list-style-type: none"> <li>• Risk Rating is based on all the below control measures being implemented</li> <li>• Controls in <b>RED</b> need to be discussed and implemented prior to personnel returning to work.</li> </ul> | Risk Rating |   |   |
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|   |   |   | L           | C | R |

|  |   |   |   |   |    |
|--|---|---|---|---|----|
| <ul style="list-style-type: none"> <li>• All work</li> <li>○ COVID-19- Higher risk of being contaminated, or contaminating others</li> </ul> | <ul style="list-style-type: none"> <li>➤ Employees and sub-contractors that have recently travelled to or from a high-risk country or have been known to have been in contact with those already diagnosed, with COVID-19.</li> <li>❖ Contracting COVID-19 or contaminating others.</li> <li>⤴ Possibly Catastrophic</li> </ul> | <ol style="list-style-type: none"> <li>1. Self-isolate at home as per Government Guidance.</li> <li>2. Keep in regular contact with your direct line manager.</li> </ol>  | 3 | 5 | 15 |
| <ul style="list-style-type: none"> <li>• Stairs / Lift / Lobby areas</li> <li>○ COVID-19</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Map Group employees / Visitors / Tenants Delivery personnel / Sub-Contractors.</li> <li>❖ Contracting COVID-19 virus</li> <li>⤴ Possibly Catastrophic</li> </ul>   | <ol style="list-style-type: none"> <li>1. The lift should not be used unless absolutely necessary.               <ol style="list-style-type: none"> <li>a) If it is absolutely necessary to use the lift, then only 1 person at a time is permitted to use the lift.</li> <li>b) Lift buttons / rails etc. should be cleaned and sanitized after use.</li> </ol> </li> <li>2. When using the stair's, you must ensure:               <ol style="list-style-type: none"> <li>a) You are always a minimum of 2 meters away from others (6 steps minimum)</li> <li>b) You keep to the left of the stairs, especially when passing others.</li> <li>c) You walk up and down the stairs in single file.</li> </ol> </li> <li>3. Do not congregate in Lobby's or stairwells</li> <li>4. Ensure 2 meter social distancing is always kept when in the lobbies. <b>To review before personnel return to work and mark out 2 meter lines if agreed after consultation.</b></li> </ol> | 2 | 5 | 10 |

| Review date | Carried out by: | Changes            |
|-------------|-----------------|--------------------|
| May 2020    | Lee Meek        | Initial assessment |
|             |                 |                    |
|             |                 |                    |

**Date of next review – Assessment under constant review due to regular government guidance changes.**