

# RISK ASSESSMENT FORM

## COVID-19 PHASE 1 AND 2 RETURN TO ONSITE WORKING

RISK ASSESSMENT REFERENCE: COVID-19 001

### Assessor Name

Spencer O'Brien, Global FM and H&S Director

### Date Assessment created/updated

01/06/2020

### DESCRIPTION OF PROCESS, ACTIVITY, OR TASK TO BE RISK ASSESSED

#### Premises address where process, activity or task will take place

Christie's, 8 King Street, London SW1Y 6QT

#### Specify where in the premises the process, activity, or task will take place

Offices, warehouses, photo studios, galleries, auction room

#### Describe the process, activity, or task to be performed

##### Phase 1 – From 11/05/2020

Deliveries and collections by third party logistics suppliers, photography and cataloguing of artworks to support online, live and private sales, office-based tasks.

##### Phase 2 – From 15/06/2020

Public viewing by appointment only, live auction with clients in attendance but subject to social distancing, Phase 1 activities increased.

#### Describe any equipment and/or substances to be used

Stepladders, genie-lift, photography stands, cleaning materials.

#### Describe the people involved in the process, activity or task to be performed

Goods-in, saleroom & warehouse art handlers, photographers, art department specialists, facilities manager, security, maintenance staff, cleaning staff, front of house staff, third party suppliers and clients.

What are the hazards?	Who might be harmed?	How might people be harmed?	What risk controls are currently in place?	Current risk rating*			State any further controls needed (if required)	Who is to implement the controls?	Date to be completed by	Action complete in place?  YES / NO	Residential risk rating*		
				L	C	R					L	C	R
Infection of higher risk staff or those with vulnerable dependents	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>Staff invited to return after considering risk factors, such as age, underlying health conditions, vulnerable dependents.</li> </ul>	1	4	4	Staff are being selected in a priority order that reflects potential risk if infected.	Line manager	20/05/2020	Yes Ongoing requirement	1	4	4
Infection during travel to workplace	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>Staff invited to return located closest to office.</li> <li>Instruction to avoid use of public transport if possible, using own car, walking or cycling.</li> </ul>	2	4	8	Staff to use face masks or multi-layered face coverings when using public transport as a mandatory requirement.	Line manager	03/06/2020	Yes Ongoing requirement	1	4	4
Infection due to lack of staff knowledge or awareness	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>Staff consulted on risk assessment before return.</li> <li>Return to onsite working guidelines to be read by staff in advance of initial attendance to premises to confirm awareness.</li> </ul>	1	4	4	Line manager to ensure staff complete & record confirmation.	H&S Advisor	01/06/2020	Yes Ongoing requirement	1	4	4
Infection due to lack of control of premises	All staff on site	Covid-19 infection	<ul style="list-style-type: none"> <li>Controlled access to building.</li> <li>Covid-19 sign at entry point.</li> <li>Controlled access inside building.</li> <li>Posters highlighting good practice displayed throughout premises.</li> <li>All appointments scheduled in advance to control occupancy levels.</li> <li>Meetings to continue remotely where possible.</li> </ul>	1	4	4	Weekly review of arrangements to ensure these meet evolving requirements.	Regional Operations Director	11/05/2020 Ongoing requirement	Yes Ongoing requirement	1	4	4

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				L	C	R					L	C	R
Infection due to being in too close in proximity	All staff on site	Covid-19 infection	<ul style="list-style-type: none"> <li>• Posters reinforcing social distancing and hygiene recommendations.</li> <li>• Floor markings reinforcing social distancing.</li> <li>• Designated spaces for each person with interaction points highlighted.</li> <li>• Maximum occupancy in each space including break out spaces / meeting rooms.</li> <li>• One way / priority systems in circulation spaces / staircases.</li> <li>• Shift working and A/B teams.</li> <li>• Activity which cannot be completed maintaining distance is avoided or specifically risk assessed.</li> </ul>	1	4	4	<p>Regular reinforcement of key messages in Business Continuity meetings.</p> <p>Weekly review of arrangements to ensure these meet evolving requirements.</p>	Regional Operations Director	11/05/2020 Ongoing requirement	Yes Ongoing requirement	1	4	4
Infection in the workplace due to a lack of hygiene standards	All staff on site	Covid-19 infection	<ul style="list-style-type: none"> <li>• Hand sanitiser available at point of entry.</li> <li>• Posters reminding staff of hygiene good practice.</li> <li>• Designated washrooms and kitchens with increased cleaning frequency.</li> <li>• High use areas increased cleaning frequency.</li> <li>• Active antibacterial cleaning products used.</li> <li>• Safe system for disposal of PPE used on leaving.</li> </ul>	1	4	4	Weekly review of arrangements to ensure meet evolving requirements.	Regional Operations Director	11/05/2020 Ongoing requirement	Yes Ongoing requirement	1	4	4

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				L	C	R					L	C	R
Infection due to contact with other staff who become ill	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>Guidance and instructions to all staff to not attend work if they or a member of their household is unwell.</li> <li>Line managers advise all illness with Covid-19 symptoms.</li> <li>Line managers trace and record all contact cases.</li> <li>All contact cases return to remote working or self-isolation if symptoms develop.</li> <li>Weekly review of cases.</li> <li>Deep clean of any area with suspected or confirmed case.</li> </ul>	2	4	8	SharePoint system to log all illness with Covid-19 symptoms & to trace all contact cases. Weekly review of cases to ensure staff are supported.	Regional Operations Director Regional HR Director	03/03/2020 Covid-19 cases tracked 05/06/2020 SharePoint System launch	Yes Ongoing requirement	1	4	4
Infection due to essential operations that cannot be completed maintaining social distancing	Art handlers, First Aiders	Covid-19 infection	<ul style="list-style-type: none"> <li>Specific risk assessment required for each process/ activity type.</li> <li>Hand sanitisers available in each work area.</li> <li>PPE face masks, goggles/visor, gloves used.</li> <li>Time in close proximity planned and minimised.</li> <li>Activity logged and recorded.</li> <li>Safe system for disposal of PPE used on leaving.</li> </ul>	1	4	4	Weekly review of all activities to ensure risk assessments in place and developed after completion of activity.	Regional Operations Director	11/05/2020 Ongoing requirement	Yes Ongoing requirement	1	4	4

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				L	C	R					L	C	R
Infection of clients visiting the premises	Clients	Covid-19 infection	<ul style="list-style-type: none"> <li>• Covid-19 risk assessment on christies.com.</li> <li>• Invited Clients pre-briefed on Christie's risk mitigations in advance of visit.</li> <li>• Clients advised not to visit if unwell.</li> <li>• Covid-19 prepared sign at point of entry.</li> <li>• PPE masks &amp; gloves available at point of entry.</li> <li>• Hand sanitisers available throughout premises.</li> <li>• Clients advised to hand wash on arrival &amp; regularly during visit.</li> <li>• Social distancing signage, barriers and any necessary one-way systems in place to maintain social distancing.</li> <li>• Protective screens in place on reception and collections desk.</li> <li>• Layouts of client furniture to support social distancing.</li> <li>• Specific risk assessments required for interaction types where it is not possible to maintain social distancing..</li> <li>• Safe system for disposal of PPE used on leaving.</li> <li>• Client details retained for a limited period in case they become a contact case.</li> </ul>	1	4	4	Weekly review of client protections in place, in consultation with client facing staff to review effectiveness.	Regional Operations Director	11/05/2020 Ongoing requirement	Yes Ongoing requirement			

**\*LIKELIHOOD X CONSEQUENCE = RISK**

## RISK RATING CALCULATOR

Likelihood (L) hazardous event will occur	
1	Very unlikely (<5%)
2	Unlikely (5–10%)
3	Fairly likely (10–50%)
4	Likely (50–90%)
5	Very likely (>90%)

Potential Consequence (C) of hazardous event	
1	<b>Insignificant</b> – No injury.
2	<b>Minor</b> – Minor injury. Improvement notice or warning from Regulatory Authority. Isolated negative coverage in industry press/local media.
3	<b>Moderate</b> – Moderate injury. Moderate fine. Action required by authorities to continue work. Negative coverage in industry press/local media.
4	<b>Major</b> – Major/RIDDOR injury or fatality. Company or individuals facing prosecution. Major fine & disruption to trading. Extensive negative coverage in national press/media.
5	<b>Catastrophic</b> – Widespread loss of life. High profile prosecution.

## ACTION LEVEL TABLE

Risk rating (R)	Action Required
20–25	<b>Stop</b> – Stop activity and take immediate action.
15–16	<b>Urgent action</b> – Take immediate action. Stop activity if necessary, maintain existing controls rigorously.
8–12	<b>Action</b> – Improve within specified timescale. Stop activity if necessary, maintain existing controls rigorously.
3–6	<b>Monitor</b> – Consider options for improvement.
1–2	<b>No action</b> – No further action but ensure controls are maintained and reviewed.

You should review your risk assessment if you think it might no longer be valid  
(e.g. following an accident in the workplace or if there are any significant changes to hazards,  
such as new work equipment or work activities)

**BRIEFING REGISTER**

I confirm that I understand the contents of this risk assessment, it accurately reflects the task/activity/process  
that I am due to undertake and I will comply with all stated control measures.

I have made the risk assessor aware confidentially of any medications I am taking, or medical conditions I am experiencing,  
which may increase the risk to the safety of myself or others involved in this task/activity process, to enable the risk assessment  
to be adapted as appropriate by the assessor.

Name	Date	Company	Signature
All staff returning to work (separately logged)		Christie, Manson and Woods	