

RISK ASSESSMENT FORM

RISK ASSESSMENT REFERENCE: COVID-19 001

COVID-19 PHASE 1 AND 2 RETURN TO ONSITE WORKING

| Assessor Name | Date Assessment created/updated |
|---|---------------------------------|
| Spencer O'Brien, Global FM and H&S Director | 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"> Staff invited to return after considering risk factors, such as age, underlying health conditions, vulnerable dependents. | 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"> Staff invited to return located closest to office. Instruction to avoid use of public transport if possible, using own car, walking or cycling. | 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"> Staff consulted on risk assessment before return. Return to onsite working guidelines to be read by staff in advance of initial attendance to premises to confirm awareness. | 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"> Controlled access to building. Covid-19 sign at entry point. Controlled access inside building. Posters highlighting good practice displayed throughout premises. All appointments scheduled in advance to control occupancy levels. Meetings to continue remotely where possible. | 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"> • Posters reinforcing social distancing and hygiene recommendations. • Floor markings reinforcing social distancing. • Designated spaces for each person with interaction points highlighted. • Maximum occupancy in each space including break out spaces / meeting rooms. • One way / priority systems in circulation spaces / staircases. • Shift working and A/B teams. • Activity which cannot be completed maintaining distance is avoided or specifically risk assessed. | 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"> • Hand sanitiser available at point of entry. • Posters reminding staff of hygiene good practice. • Designated washrooms and kitchens with increased cleaning frequency. • High use areas increased cleaning frequency. • Active antibacterial cleaning products used. • Safe system for disposal of PPE used on leaving. | 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"> Guidance and instructions to all staff to not attend work if they or a member of their household is unwell. Line managers advise all illness with Covid-19 symptoms. Line managers trace and record all contact cases. All contact cases return to remote working or self-isolation if symptoms develop. Weekly review of cases. Deep clean of any area with suspected or confirmed case. | 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"> Specific risk assessment required for each process/ activity type. Hand sanitisers available in each work area. PPE face masks, goggles/visor, gloves used. Time in close proximity planned and minimised. Activity logged and recorded. Safe system for disposal of PPE used on leaving. | 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"> Covid-19 risk assessment on christies.com. Invited Clients pre-briefed on Christie's risk mitigations in advance of visit. Clients advised not to visit if unwell. Covid-19 prepared sign at point of entry. PPE masks & gloves available at point of entry. Hand sanitisers available throughout premises. Clients advised to hand wash on arrival & regularly during visit. Social distancing signage, barriers and any necessary one-way systems in place to maintain social distancing. Protective screens in place on reception and collections desk. Layouts of client furniture to support social distancing. Specific risk assessments required for interaction types where it is not possible to maintain social distancing.. Safe system for disposal of PPE used on leaving. Client details retained for a limited period in case they become a contact case. | 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 | Insignificant – No injury. |
| 2 | Minor – Minor injury. Improvement notice or warning from Regulatory Authority. Isolated negative coverage in industry press/local media. |
| 3 | Moderate – Moderate injury. Moderate fine. Action required by authorities to continue work. Negative coverage in industry press/local media. |
| 4 | Major – Major/RIDDOR injury or fatality. Company or individuals facing prosecution. Major fine & disruption to trading. Extensive negative coverage in national press/media. |
| 5 | Catastrophic – Widespread loss of life. High profile prosecution. |

ACTION LEVEL TABLE

| Risk rating (R) | Action Required |
|-----------------|--|
| 20-25 | Stop – Stop activity and take immediate action. |
| 15-16 | Urgent action – Take immediate action. Stop activity if necessary, maintain existing controls rigorously. |
| 8-12 | Action – Improve within specified timescale. Stop activity if necessary, maintain existing controls rigorously. |
| 3-6 | Monitor – Consider options for improvement. |
| 1-2 | No action – 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 | |
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