

## Risk Assessment Form

## Covid-19 Return to Onsite Working

<b>Assessor Name</b>	Spencer O'Brien _ Global FM and H&S Director	<b>Date Assessment created/updated</b>	March 2020 / 24.02.2022
<b>Description of process, activity, or task to be risk assessed</b>			
<b>Premises address where process, activity, or task will take place</b>	Christie's, 8 King St, St. James's, London, SW1Y 6QT	<b>Specify where in the premises the process, activity, or task will take place</b>	Offices, Warehouses, Photo studios, Galleries, Auction Room, Specialist Departments
<b>Describe the process, activity, or task to be performed</b>	<p>Plan for living with Covid-19 – From 24.02.2022</p> <ul style="list-style-type: none"> <li>• Face coverings are no longer mandatory in galleries and circulation areas, however, consideration towards colleagues and clients is required in all scenarios.</li> <li>• Departments should continue to manage their on-site rota to ensure safe capacity in offices and business continuity.</li> <li>• Capacity levels of meeting rooms and less-ventilated areas across the building available as guidelines. The Roof Garden can be used to hold meetings outdoors where appropriate.</li> <li>• Regular self-testing recommended. Home tests can be ordered via <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> or collected from any pharmacy, free of charge until 1<sup>st</sup> April 2022.</li> </ul>		
<b>Describe any equipment and/or substances to be used</b>	Stepladders, genie-lift, photography stands, cleaning materials.		
<b>Describe the people involved in the process, activity, or task to be performed</b>	All staff and vulnerable groups, third party suppliers and contractors, visitors 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 YES / NO	Residual risk rating*		
				L	C	R					L	C	R
Infection of vulnerable groups such as elderly and young, new and expectant mothers, those with existing underlying health conditions or / and disabilities or those with vulnerable dependents	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>Flexible rota systems across each department to ensure safe and gradual return to onsite working.</li> <li>Suitable IT and equipment to enable remote working.</li> </ul>	1	4	4	Consideration to be given to higher risk staff to reflect potential risk if infected.	Line manager	24.02.2022	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 to avoid busy times and busy routes on public transport.</li> <li>Staff to return to onsite working on a gradual basis.</li> </ul>	2	4	8	Staff advised to use face masks or multi layered face coverings on public transport unless exempt.	Line manager	24.02.2022	Yes / ongoing requirement	1	4	4
Infection during international business travel	All returning staff	Covid-19 infection	<ul style="list-style-type: none"> <li>All essential business travel is permitted only if pre-approved before booking by the line manager / T&amp;E budget-holder.</li> <li>Staff instructed to abide by the regulations of the country they are visiting.</li> <li>Arrivals who are not recognised as fully vaccinated will only need to take a pre-departure test and a PCR test on or before day 2 after they arrive in the UK.</li> </ul>	2	4	8	Travel to be carefully considered to assess if the scope can be met virtually. Staff to use face masks or multi layered face coverings for their journey when traveling.	Line manager	24.02.2022	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 available.</li> </ul>	1	4	4	Regular reinforcement of key messages in Business Continuity meetings.	Regional Operations Director	24.02.2022	Yes / ongoing requirement	1	4	4

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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>Guidelines available on maximum occupancy in each space including break out spaces / meeting rooms.</li> <li>Self-testing twice weekly recommended.</li> <li>Staff to increase close contact gradually.</li> </ul>	1	4	4	Regular reinforcement of key messages in Business Continuity meetings. Regular review of arrangements to ensure these meet evolving requirements.	Regional Operations Director	24.02.2022 Ongoing requirement	Yes / ongoing requirement	1	4	4
Infection in the workplace due to contact in circulation areas	All staff on site	Covid-19 infection	<ul style="list-style-type: none"> <li>Face coverings are no longer mandatory in galleries and circulation areas, however, consideration is required towards colleagues and clients in all scenarios, especially in less ventilated areas such as warehouses and meeting rooms.</li> <li>Face coverings do not need to be worn by colleagues and clients who fall within any of the exemptions which are listed on the <a href="#">UK Government website</a></li> </ul>	2	4	8	Regular review of arrangements to ensure they meet evolving requirements	Regional Operations Director	24.02.2022 Ongoing requirements	Yes / ongoing requirement	1	4	4

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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 and inside building.</li> <li>Covid-19 sign at entry point.</li> <li>Posters highlighting good practice displayed throughout premises.</li> <li>Appointments encouraged.</li> <li>In person business meeting with clients and internal meetings with colleagues can take place, with available guidance on occupancy levels.</li> </ul>	1	4	4	Regular review of arrangements to ensure these meet evolving requirements.	Regional Operations Director	24.02.2022	Yes / ongoing requirement	1	4	4
Infection due to poorly ventilated areas	All staff on site	Covid-19 infection	<ul style="list-style-type: none"> <li>Mechanical Ventilation rates maximised</li> <li>Air conditioning/ ventilation filters changed</li> <li>Natural ventilation optimised by opening windows</li> <li>C02 sensors in higher use areas</li> <li>Air purification units with UV in higher use areas</li> </ul>	2	4	8	Map out the floor plates and colour code each room with a RAG status using the following as a guide only: RED = No Mechanical or Natural Ventilation Amber = Natural Ventilation Only Green = Mechanical Ventilation Corridors and lifts to all be treated as RED due to the lack of ventilation and extract Regular review of arrangements to ensure they meet evolving requirements	FMC / Regional Operations Director	24.02.2022 Ongoing requirements	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	Regular review of arrangements to ensure meet evolving requirements	Regional Operations Director	24.02.2022 Ongoing requirement	Yes / ongoing requirement	1	4	4

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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 on how staff can reduce risks to themselves and others available.</li> <li>If you feel unwell, then take a lateral flow test. You can still access the tests through gov.uk or your local pharmacy subject to availability until the 1st April.</li> <li>If you test positive you must work from home if you can, and only return to the office if you have a negative lateral flow test on two consecutive days (a minimum of 24 hours apart), starting no earlier than day 5. If you are unable to work from home speak to your manager.</li> <li>Increased cleaning frequency.</li> <li>SharePoint system to log all illness with Covid-19 symptoms &amp; to trace all contact cases.</li> </ul>	2	4	8	Regular review of arrangements to ensure staff are supported.	Regional Operations Director  Regional HR Director	24.02.2022 Ongoing requirement	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 available.</li> <li>Activity logged and recorded.</li> <li>Safe system for disposal of PPE used on leaving.</li> </ul>	1	4	4	Regular review of all activities to ensure risk assessments in place and developed after completion of activity.	Regional Operations Director	24.02.2022 Ongoing requirement	Yes / ongoing requirement	1	4	4



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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>Layouts of client furniture.</li> <li>Safe system for disposal of PPE used on leaving.</li> </ul>	1	4	4	Regular review of client protection measures in place, in consultation with client facing staff to review effectiveness	Regional Operations Director	24.02.2022 Ongoing requirement	Yes / ongoing requirement	1	4	4

**\*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. Extensive Negative coverage in National/International press and media.

## 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	