

Mentmore Terrace- COVID-19 Risk Assessment for reopening of offices

The purpose of this assessment is to identify the risks associated with COVID-19 when reopening the offices, and identify and communicate the actions that have been/will be taken to mitigate these risks. In order to thoroughly consider all risks, we have consulted official sources and benchmarked to other organisations:

1. <https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm>
2. <https://www.nhs.uk/conditions/coronavirus-covid-19/>
3. https://www.cipd.co.uk/Images/general-workplace-safety-risk-assessment-example_tcm18-77042.pdf
4. Working safely during coronavirus (COVID-19) in offices and contact centres (updated 03.07.20)
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
5. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
6. <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>
7. <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
8. <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>
9. HSE- First aid at work- <https://www.hse.gov.uk/pubns/priced/l74.pdf#page=9>

This risk assessment has been created using the HSE risk assessment template, and cross-checked with the UNITE risk assessment template.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Additional actions taken for Phase 1 of re-opening
Maintenance of building during lockdown period- risk of legionella from lack of use	All users of the office (staff, contractors , external visitors)	Office has been closed and all staff have been working from home	<ul style="list-style-type: none"> • Water supply treated and tested by trained contractors to ensure there is no risk of legionella before re-occupation • HVAC system will be sterilised and cleaned • Any other relevant maintenance identified and completed before re-occupation
Transmission of virus	All users of the office (staff, contractors , external visitors, cleaning staff)	Follow current government and NHS guidance ¹ <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve when coughing or sneezing • place tissues in bin immediately • Wash hands immediately using soap and warm water for at least 20 seconds • Dry hands thoroughly after washing • If not possible, use hand sanitiser • Wash hands on a regular basis • Avoid touching your face, eyes, nose and mouth • Any person who feels unwell should remain at home² 	<ul style="list-style-type: none"> • During the first phase of opening, only NCB staff and necessary contractors are able to access the building • Only staff who need to attend the office for professional reasons or want to for personal reasons should do so. All other staff should continue to work from home³ • Office capacity reduced to help social distancing • Signage placed around the building to remind occupants to wash their hands regularly, use tissues to catch coughs and sneezing and maintain social distancing measures at all times • Hand sanitisers and sanitising wipes provided around the building for use by occupants

¹ <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

² <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

³ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

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			<ul style="list-style-type: none"> • Daily cleaning schedule reviewed and agreed with contractors, with priority on high contact areas and communal spaces • Staff will not be required to wear face coverings whilst working, although they can do so if they choose to⁴ • No face-to-face working will be taking place⁵ • HVAC system will be sterilised and cleaned.
Risks of transmission through staff sharing desk space and equipment	All users of the office	<ul style="list-style-type: none"> • All staff currently working from home 	<ul style="list-style-type: none"> • Only staff who need to attend the office for professional reasons or want to for personal reasons should do so. All other staff should continue to work from home⁶ • Office capacity reduced to help social distancing Desks to be used by one occupant per day and each staff member assigned their own keyboard and mouse • Enhanced morning cleaning schedule focussing on the high contact area of the office • Sanitiser and cleaning items available throughout the office. • Staff encouraged to use communal areas of the office, such as the printers, as minimally as possible. Where they must be used, cleaning materials will be available and should be used to clean touch points after using.
Risk of transmission through inability	All users of the office	<ul style="list-style-type: none"> • All staff are currently working from home 	<ul style="list-style-type: none"> • In the first phase of re-opening, staff are encouraged to only access the office if they are unable to work from home reducing number of staff in the office. As numbers

⁴ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

⁵ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

⁶ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

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to socially distance in the office			<p>increase, we will review the need for staggered start/finish times.</p> <ul style="list-style-type: none"> • Access limited to NCB staff and contractors required to maintain the building- no other visitors allowed • Staff book in advance of attending site, so that we can ensure that the numbers allow for a safe environment • One way system implemented throughout the building using signage and floor marking⁷ • Contactless sign in process⁸ • A reduced desk layout to ensure social distancing measures are able to be followed without the need for installing screens⁹ • Meeting rooms closed during the first phase of return. All meetings should take place remotely. • Staff asked to limit their movement around the office as much as possible • Lift to be used when completely necessary, and then only one person at a time
Risk of transmission in communal spaces	All users of the office	<ul style="list-style-type: none"> • All staff are currently working from home • No post or deliveries are being made to the office 	<ul style="list-style-type: none"> • Where communal areas still need to be accessed, max number of occupants agreed and signage put up to communicate this • Additional seating removed • No food prep to take place in kitchens, and staff bring in and wash up their own cutlery

⁷ <https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm>

⁸ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

⁹ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

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			<ul style="list-style-type: none"> • Showers will be open and cleaning materials left for each person to use afterwards. • Deliveries and collections will only be allowed if business-critical, and the recipient will be responsible for ensuring that they follow social distancing and hygiene measures when receiving the items.
Risk of infection to vulnerable and extremely vulnerable staff members	All staff, particularly those needing to shield	<ul style="list-style-type: none"> • The office is closed for all staff • The government guidelines for extremely vulnerable persons is to shield until 1st August¹⁰ • Government guidelines for vulnerable persons is work from home where possible, and stay in where possible¹¹ 	<ul style="list-style-type: none"> • We strongly encourage anybody at a higher risk of infection to work from home and not access the office • As government guidance on shielding changes, we will review and communicate with staff • We are committed to monitoring the wellbeing of our staff and ensuring that anyone working from home feels supported and able to work safely and effectively
Lone working risk	All staff	<ul style="list-style-type: none"> • All staff currently working from home • The offices are patrolled each evening 	<ul style="list-style-type: none"> • We will ensure that minimum numbers of staff are present in an open office to avoid lone working risks • The office will be open for set period of time and working in the office outside these hours will not be permitted • A "nominated person" will be on site each day to oversee the safety and security of the occupants in the event of any incidents

¹⁰<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

¹¹<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>

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Travelling to and from the office	All staff	<ul style="list-style-type: none"> Where travel is not possible without using public transport, we strongly advise all staff members to continue working from home If you must access the office using public transport, a face covering is mandatory¹² 	<ul style="list-style-type: none"> Staff are encouraged to avoid using public transport to access the office¹³ Additional bike storage is provided for staff cycling in
First Aid and Fire Evacuation Process	All users of the office	<ul style="list-style-type: none"> All staff currently working from home We have reviewed our fire evacuation plan 	<ul style="list-style-type: none"> In the event of a Fire Emergency all staff are to follow the procedures previously practiced, but social distancing measures should be followed at the fire assembly point. Any changes to the plan have been communicated to staff before re-occupation A nominated person will be on site each day to be responsible in the event of any evacuations or incidents
Person accessing the building developing symptoms or having a confirmed case of COVID-19	All users of the office	<ul style="list-style-type: none"> Currently all staff are working from home If any staff member is displaying symptoms, as noted on the NHS site, they should self-isolate as per guidance¹⁴ If any staff member is living with somebody displaying symptoms, they should self-isolate as per guidance¹⁵ 	<ul style="list-style-type: none"> If an individual, or anybody within that individual's household/support bubble, develops any of the symptoms listed on the NHS website, they should follow government guidance and under no circumstances access the office¹⁶ The COVID leads should be notified of any confirmed cases, or if an employee has been advised to self-isolate by NHS Track and Trace.

¹² <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

¹³ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

¹⁴ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

¹⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

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			<ul style="list-style-type: none"> Specific government guidance will be followed when cleaning after a suspected COVID-19 case.
Communication with employees	All staff	<ul style="list-style-type: none"> Senior members of the organisation have communicated updates and developments to all staff throughout the pandemic and will continue to do so as new developments arise¹⁷ 	<ul style="list-style-type: none"> Staff guidance for returning to the office has been developed, reviewed by SLT and Union reps and communicated to the staff⁸ We will ensure that consistent and regular communication is given to staff to ensure all changes to working are followed consistently
Communication with external partners			<ul style="list-style-type: none"> As changes arise, all outward facing communications will be reviewed and updated, to ensure that our plan is clear and consistent to all partners¹⁹

¹⁷ https://www.cipd.co.uk/Images/general-workplace-safety-risk-assessment-example_tcm18-77042.pdf

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