

Mentmore Terrace- COVID-19 Risk Assessment

Updated: 22/12/2021

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.nhs.uk/conditions/coronavirus-covid-19/>
2. <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs> **last updated 22.12.21**
3. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
4. <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>
5. <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>
6. <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>
7. HSE- First aid at work- <https://www.hse.gov.uk/pubns/ priced/l74.pdf#page=9>
8. <https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=hero-Home>
9. <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

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 to be taken upon returning to the office
Maintenance of building during any lockdown periods/closures	All users of the office (staff, contractors, external visitors)	<ul style="list-style-type: none"> Office is currently closed and all staff are working from home. The following tasks are being completed to keep the building safe during limited use: <ul style="list-style-type: none"> Water outlets flushed weekly as a minimum Fire alarm tested weekly as a minimum Other regular maintenance tasks carried out as needed 	<ul style="list-style-type: none"> In the event of lockdown or office closure, the Office Manager will liaise with contractors to ensure office is appropriately moth-balled: <ul style="list-style-type: none"> Water outlets flushed weekly as a minimum Fire alarm tested weekly as a minimum Other regular maintenance tasks carried out as needed
Transmission of virus	All users of the office (staff, contractors, external visitors, cleaning staff)	<ul style="list-style-type: none"> Office is currently closed and staff are working from home. <p>Follow current government and NHS guidance on hygiene measures¹</p> <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 	<ul style="list-style-type: none"> As of 15th December, anybody is identified as a close contact of someone with COVID, who does not legally have to isolate, should⁴: <ul style="list-style-type: none"> Take a lateral flow test every day for 7 days, or until 10 days after their last contact with the person Take this test before they leave their home for the first time that day Staff confirmed to have been in contact with someone with a confirmed case of the Omicron variant must self-isolate, regardless of age or vaccination status.

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

⁴ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

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		<ul style="list-style-type: none"> ○ Wash hands on a regular basis ○ Avoid touching your face, eyes, nose and mouth ○ Any person who feels unwell should remain at home² • Daily cleaning schedule reviewed and agreed with contractors, with priority on high contact areas and communal spaces³ • Hand sanitisers and sanitising wipes provided around the building for use by occupants • Signage placed around the building to remind occupants to wash their hands regularly, use tissues to catch coughs and sneezing, take regular lateral flow tests, stay at home if unwell and also allow good distance from others 	<ul style="list-style-type: none"> • Staff are not required to wear face coverings whilst working, although they can do so if they choose to⁵ • Staff are currently not required to work in the office and can choose to work from home if they prefer to. • All staff are expected to complete regular lateral flow testing each week to help prevent transmission of the virus. • As of 16th August, anybody who is double vaccinated and does not have symptoms does not need to self-isolate.⁶ • Any staff member who is showing symptoms, receives a positive test result, or has not received both doses of the vaccine must self-isolate as per government guidelines. • Staff have also been asked to work from home (if able) if showing any signs of illness, even if not considered a symptom of COVID, to avoid spread colds etc throughout the office
Risks of transmission through staff sharing desk	All users of the office	<ul style="list-style-type: none"> • Office is closed and staff are working from home • Enhanced morning cleaning schedule focussing on the high contact area of the office 	<ul style="list-style-type: none"> • Each staff member assigned their own keyboard and mouse

²

<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

³ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

⁵ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

⁶ <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

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space and equipment		<ul style="list-style-type: none"> Sanitiser and cleaning items available throughout the office.⁷ A contactless sign-in process is available and hand sanitiser has been placed in the reception area to the building for all occupants to use upon entering the building⁸ 	<ul style="list-style-type: none"> Staff are reminded to avoid working face-to-face where possible, instead using desks side-by-side or diagonally opposite each other Where communal equipment, such as printers, need to be used, materials are available and should be used to clean touch points after using. All staff are expected to complete regular lateral flow testing each week to help prevent transmission of the virus
Risk of transmission in communal spaces	All users of the office	<ul style="list-style-type: none"> Office is closed and staff are working from home Enhanced morning cleaning schedule focussing on the high contact area of the office Sanitiser and cleaning items available throughout the office The office has good ventilation throughout the space and areas with less ventilation will be used minimally⁹ CO2 monitors are being used in smaller spaces, such as meeting rooms, to ensure that they are being adequately ventilated Staff are reminded to allow distance between others using communal areas through signage 	<ul style="list-style-type: none"> Deliveries and collections will be allowed, and the recipient will be responsible for ensuring that they follow hygiene measures when receiving the items. All staff are encouraged to complete regular lateral flow testing each week to help prevent transmission of the virus Staff can make use of outdoor space for working and breaktimes¹⁰

⁷ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

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		<ul style="list-style-type: none"> • Showers are open and cleaning materials left for each person to use afterwards. 	
Risk of infection to vulnerable and extremely vulnerable staff members	All staff, particularly those needing to shield	<ul style="list-style-type: none"> • Office is closed and staff are working from home • Enhanced morning cleaning schedule focussing on the high contact area of the office • Staff are reminded to allow distance between others using communal areas through signage • Signage to remind of good hygiene procedures throughout the office • Sanitiser and cleaning items available throughout the office • The office has good ventilation throughout the space and areas with less ventilation will be used minimally¹¹ • CO2 monitors are being used in smaller spaces, such as meeting rooms, to ensure that they are being adequately ventilated 	<ul style="list-style-type: none"> • The government guidelines for extremely vulnerable and vulnerable persons is to follow the rules in place for everyone and take extra precautions to protect themselves¹² • 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"> • Office is closed and staff are working from home 	<ul style="list-style-type: none"> • Nobody is required to work from the office and can continue working from home if they prefer to do so. • There will be a minimum of 2 on-site responsible persons each day to oversee the safety and security of the occupants in the event of any incidents

¹¹ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

¹² <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>

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			<ul style="list-style-type: none"> The offices are patrolled each evening
Travelling to and from the office	All staff	<ul style="list-style-type: none"> Office is closed and staff are working from home 	<ul style="list-style-type: none"> Nobody is required to work from the office and can continue working from home if they prefer to do so. Staff are able to adjust their arrival/departure times in the office in order to avoid rush hour Staff using TfL transport should still wear a face covering throughout their journey¹³ Where possible, staff are encouraged to avoid using public transport to access the office¹⁴ and use alternative methods such as cycling or walking instead 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"> Office is closed and staff are working from home 	<ul style="list-style-type: none"> A minimum of two on-site responsible persons will be there each day the office is open, they have been informed of what their duties are in the event of an incident, and completed Fire Marshall training 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

¹³ <https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=hero-Home-London,%20we%27re%20ready%20when%20you%20are#on-this-page-0>

¹⁴ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

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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"> • Office is closed and staff are working from home • All staff are expected to complete regular lateral flow testing each week to help prevent transmission of the virus • If an individual, develops any of the symptoms listed on the NHS website, or comes into close contact with a person who has symptoms/tested positive, they should follow government guidance and under no circumstances access the office¹⁵ • Anybody who has been informed they must self-isolate will not be allowed access to the office¹⁶ 	<ul style="list-style-type: none"> • Nobody is required to work from the office and can continue working from home if they prefer to do so. • If a staff member develops symptoms, or otherwise receives a notification via the NHS Test and Trace app, they should immediately isolate themselves from other occupants and return home • The COVID leads should be notified of any confirmed cases and our Emergency Action Plan will be followed • Specific government guidance will be followed when cleaning after a suspected COVID-19 case. • Staff have also been asked to work from home (if able) if showing any signs of illness, even if not considered a symptom of COVID, to avoid spread of colds etc throughout the office
Delivery of external training		<ul style="list-style-type: none"> • If the delivery will be taking place in an external venue, the NCB organiser needs to ensure the completed risk assessment includes measures taken in response to COVID risks, and also check the venue's risk assessment to ensure compliance with their measures. • Any delivery on NCB sites to be by agreement of Facilities team who will require full risk assessment, 	

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

¹⁶ <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

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		and to be signed off by the Strategic Director-Finance and Corporate Services	
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 arise 	<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 staff 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 partners