

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

**Updated: 26/07/2021**

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 14.07.21**
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.

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
<b>Maintenance of building during any lockdown periods/closures</b>	All users of the office (staff, contractors, external visitors)	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>The following tasks are being completed to keep the building safe during limited use: <ul style="list-style-type: none"> <li>Water outlets flushed weekly as a minimum</li> <li>Fire alarm tested weekly as a minimum</li> <li>Other regular maintenance tasks carried out as needed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>In the event of another lockdown or office closure, the Office Manager will liaise with contractors to ensure office is appropriately moth-balled: <ul style="list-style-type: none"> <li>Water outlets flushed weekly as a minimum</li> <li>Fire alarm tested weekly as a minimum</li> <li>Other regular maintenance tasks carried out as needed</li> </ul> </li> </ul>
<b>Transmission of virus</b>	All users of the office (staff, contractors, external visitors, cleaning staff)	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> </ul> <p>Follow current government and NHS guidance on hygiene measures<sup>1</sup></p> <ul style="list-style-type: none"> <li>cover the mouth and nose with a tissue or sleeve when coughing or sneezing</li> <li>place tissues in bin immediately</li> <li>Wash hands immediately using soap and warm water for at least 20 seconds</li> </ul>	<ul style="list-style-type: none"> <li>Staff are not required to wear face coverings whilst working, although they can do so if they choose to<sup>4</sup></li> <li>Staff are currently not required to work in the office and can choose to work from home if they prefer to.</li> <li>All staff are encouraged to complete regular lateral flow testing each week to help prevent transmission of the virus.</li> </ul>

<sup>1</sup> <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>  
<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Additional actions to be taken
		<ul style="list-style-type: none"> <li>○ Dry hands thoroughly after washing</li> <li>○ If not possible, use hand sanitiser</li> <li>○ Wash hands on a regular basis</li> <li>○ Avoid touching your face, eyes, nose and mouth</li> <li>○ Any person who feels unwell should remain at home<sup>2</sup></li> <li>• Daily cleaning schedule reviewed and agreed with contractors, with priority on high contact areas and communal spaces<sup>3</sup></li> <li>• Hand sanitisers and sanitising wipes provided around the building for use by occupants</li> <li>• Signage placed around the building to remind occupants to wash their hands regularly and use tissues to catch coughs and sneezing</li> </ul>	
<b>Risks of transmission through staff sharing desk space and equipment</b>	All users of the office	<ul style="list-style-type: none"> <li>• Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>• Enhanced morning cleaning schedule focussing on the high contact area of the office</li> </ul>	<ul style="list-style-type: none"> <li>• Each staff member assigned their own keyboard and mouse</li> <li>• 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 encouraged to</li> </ul>

<sup>2</sup>

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

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

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Additional actions to be taken
		<ul style="list-style-type: none"> <li>Sanitiser and cleaning items available throughout the office.<sup>5</sup></li> <li>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 building<sup>6</sup></li> </ul>	complete regular lateral flow testing each week to help prevent transmission of the virus
<b>Risk of transmission in communal spaces</b>	All users of the office	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>Enhanced morning cleaning schedule focussing on the high contact area of the office</li> <li>Sanitiser and cleaning items available throughout the office</li> <li>The office has good ventilation throughout the space and areas with less ventilation will be used minimally<sup>7</sup></li> <li>Showers are open and cleaning materials left for each person to use afterwards.</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries and collections will be allowed, and the recipient will be responsible for ensuring that they follow hygiene measures when receiving the items.</li> <li>All staff are encouraged to complete regular lateral flow testing each week to help prevent transmission of the virus</li> <li>Staff can make use of outdoor space for working and breaktimes<sup>8</sup></li> </ul>
<b>Risk of infection to vulnerable and extremely</b>	All staff, particularly those	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> </ul>	<ul style="list-style-type: none"> <li>Nobody is required to work from the office and can continue working from home if they prefer to do so.</li> </ul>

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

<sup>6</sup> <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

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

<sup>8</sup> <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Additional actions to be taken
<b>vulnerable staff members</b>	needing to shield	<ul style="list-style-type: none"> <li>Enhanced morning cleaning schedule focussing on the high contact area of the office</li> <li>Sanitiser and cleaning items available throughout the office</li> <li>The office has good ventilation throughout the space</li> </ul>	<ul style="list-style-type: none"> <li>The government guidelines for extremely vulnerable and vulnerable persons is to follow the rules in place for everyone and take extra precautions to protect themselves<sup>9</sup></li> <li>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</li> </ul>
<b>Lone working risk</b>	All staff	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>There will be an on-site responsible person each day to oversee the safety and security of the occupants in the event of any incidents</li> <li>The offices are patrolled each evening</li> </ul>	<ul style="list-style-type: none"> <li>Nobody is required to work from the office and can continue working from home if they prefer to do so.</li> </ul>
<b>Travelling to and from the office</b>	All staff	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Nobody is required to work from the office and can continue working from home if they prefer to do so.</li> <li>Staff are able to adjust their arrival/departure times in the office in order to avoid rush hour</li> <li>Staff using TfL transport should still wear a face covering throughout their journey<sup>10</sup></li> <li>Where possible, staff are encouraged to avoid using public transport to access the office<sup>11</sup> and use alternative methods such as cycling or walking instead</li> </ul>

<sup>9</sup><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>

<sup>10</sup> <https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=hero-Home-London,%20we%27re%20ready%20when%20you%20are#on-this-page-0>

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

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			<ul style="list-style-type: none"> <li>Additional bike storage is provided for staff cycling in</li> </ul>
<b>First Aid and Fire Evacuation Process</b>	All users of the office	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>There will be an on-site responsible person each day to oversee the safety and security of the occupants in the event of any incidents</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>An on-site responsible person will be there each day the office is open, has been informed of what their duties are in the event of an incident, and completed Fire Marshall training</li> <li>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.</li> <li>Any changes to the plan have been communicated to staff before re-occupation</li> </ul>
<b>Person accessing the building developing symptoms or having a confirmed case of COVID-19</b>	All users of the office	<ul style="list-style-type: none"> <li>Office is open from Tuesday-Thursday whilst limited numbers of staff are expected to make use of the office</li> <li>All staff are encouraged to complete regular lateral flow testing each week to help prevent transmission of the virus</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Nobody is required to work from the office and can continue working from home if they prefer to do so.</li> <li>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</li> <li>The COVID leads should be notified of any confirmed cases.</li> <li>Specific government guidance will be followed when cleaning after a suspected COVID-19 case.</li> <li>Staff have also been asked to work from home (if able) if showing any signs of illness, even if not considered a</li> </ul>

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		<p>positive, they should follow government guidance and under no circumstances access the office<sup>12</sup></p> <ul style="list-style-type: none"> <li>Anybody who has been informed they must self-isolate will not be allowed access to the office<sup>13</sup></li> </ul>	<p>symptom of COVID, to avoid spread colds etc throughout the office</p>
<b>Delivery of external training</b>		<ul style="list-style-type: none"> <li>If the delivery will be taking place in an external venue, the NCB organiser needs to ensure the completed risk assessment includes measures take in response to COVID risks, and also check the venue's risk assessment to ensure compliance with their measures.</li> <li>Any delivery on NCB sites to be by agreement of Facilities team who will require full risk assessment, and to be signed off by the Strategic Director-Finance and Corporate Services</li> </ul>	
<b>Communication with employees</b>	All staff	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Staff guidance for returning to the office has been developed, reviewed by SLT and Union reps and communicated to the staff</li> <li>We will ensure that consistent and regular communication is given to staff to ensure all changes to working are followed consistently</li> </ul>
<b>Communication with external partners</b>			<ul style="list-style-type: none"> <li>As changes arise, all outward facing communications will be reviewed and updated, to ensure that our plan is clear and consistent to all partners</li> </ul>

<sup>12</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<sup>13</sup> <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>