

WORKPLACE RISK ASSESSMENT FOR AUSTIN COURT – COVID-19

REVIEW DATE: WEEKLY REVIEW AS SITUATION CHANGES - DATE: 14.03.2022

This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response

The IET Gold Contingency team is using the latest government advice to make informed decisions to ensure it offers the best possible safety and care for all staff in all its premises and operations It should also be noted that these guidelines only apply in England.

Overview

AREA	RULE	NOTES
Austin Court – Current Status	Hours – 08:00 to 17:30 Monday to Friday (Open on the weekend subject to a booking)	Social distancing is recommended where applicable
Members Business Centre	Hours – 08:00 to 17:30 Monday to Friday	Hot desk facility available for two. Meeting rooms available subject to prior booking.
Update regarding the wearing of Face Coverings within Austin Court		<i>While wearing face coverings are no longer mandatory, our members, visitors and colleagues who may feel more comfortable wearing a face covering should continue to do so.</i>

1. General office-based staff and visiting staff

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Infection and passing on to others	Staff, members, contractors Delegates	<ul style="list-style-type: none"> • <i>While wearing face coverings are no longer mandatory, colleagues who may feel more comfortable wearing a face covering should continue to do so.</i> • Social distancing is recommended where applicable • Perspex screens where fitted will be reviewed regularly • Continued communications to encourage vaccination and Booster • Other precautions we will be taking include reminding people to: <ul style="list-style-type: none"> • Regularly wash their hands • Providing hand sanitizer • Having good ventilation • Anyone who has symptoms of a respiratory illness will be requested not to attend our offices and to work from home. • If they cannot work from home, they should speak to their manager • Staff can be provided with anti-bacterial wipes to clean their own workstation after use 			
Staff anxiety/concern over remaining Covid-19 risks	Limited government restrictions	All colleagues	<ul style="list-style-type: none"> • Communication of IET welfare priority, risk assessment and return to office plans • H&S Committee review of risk management plan includes staff representatives • Maintaining appropriate mitigations as circumstance change 	Issue of risk assessment and communications to colleagues	GOLD to manage	
Illness	First Aid		<ul style="list-style-type: none"> • All Duty Managers are First Aid qualified. • All accidents and first aid calls will result in an accident form being completed by the attending First Aider to be reported to the H&S committee to monitor patterns and avoid repeats 	Illness	First Aid	

			<ul style="list-style-type: none"> Defib is located behind the reception. 			
Fire Risk	Evacuation	All Staff	<ul style="list-style-type: none"> All staff should make themselves are aware of the nearest Fire Exit from their work location Evacuation is on hearing a continues alarm Staff must act on instructions from the Fire Warden The Fire Alarm test take place weekly on Tuesday morning. 			
Covid transmission - ventilation	Exchange of air reduces viral transmission risk	All users	<ul style="list-style-type: none"> Fresh air mechanical ventilation provided Periodic monitoring of CO2 levels in open plan and meeting rooms as an indicator of fresh air circulation Open windows where possible 			
Exposure to COVID-19 virus	Persons displaying symptoms	Staff, members, and visitors	<ul style="list-style-type: none"> Any person developing symptoms whilst in the building should leave the building, self-isolate and take a Lateral Flow Test 			

2. Customer, member and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Infection and passing on to others	Staff, visitors, contractors	<ul style="list-style-type: none"> <i>While wearing face coverings are no longer mandatory, visitors and guests who may feel more comfortable wearing a face covering should continue to do so.</i> Visitors <u>asked not to attend the building with symptoms of Covid or other respiratory illness (colds etc)</u> External food or packaging is not permitted 			
Exposure to COVID-19 virus	Kingston Theatre	Visitors Organisers Delegates	<ul style="list-style-type: none"> Sanitizer stands outside each entrance 			

3. Events / Meeting / AV

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Infection and passing on to others	Staff, Members, Guests of members	<ul style="list-style-type: none"> • While wearing face coverings are no longer mandatory, visitors and guests who may feel more comfortable wearing a face covering should continue to do so. • Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation • There will be sanitizer and wipes available in each meeting room • Co2 levels will be monitored periodically 			
Exposure to COVID-19 virus	Staff infection from equipment and touch points	Staff, Members, Guests of members	<ul style="list-style-type: none"> • Technicians are required to ensure their own space and working environment is appropriate • Doors should be open and window to theatre to be open • Control equipment to be wiped down at the end of setups • Microphone necks/bases to be cleaned between each event • The technician issuing lapel microphones, where used, is responsible for its sanitization before and after use. 			

Version number	Issued by & date	Comments	Approved by	Release date
Version 12	Akmal Shahzad	Amended to show the Government has removed remaining domestic restrictions in England Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)	Health & Safety Committee	14.03.2022