

WORKPLACE RISK ASSESSMENT FOR Austin Court – COVID-19 – Interim June 2020

Version: 2

DATE: 15/6/2020

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 in offices and contact centres (latest issue 11th May) together with IET's ongoing risk assessment approach. It is based on the Government COVID-19 threat level of 4.

It should be read in conjunction with AC Back to Work Rules and the Lone Working Policy.

1. Minimising staff attending at Austin Court						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff & all contractors	<ul style="list-style-type: none"> All persons (Contractors and Staff) must apply for permission to attend site to AS (Akmal Shahzad- Venue Manager) All persons visiting AC minimised to essential only. This will change as lockdown restriction ease but will be by invite only. Time at AC limited to how long the task takes All persons to sign the visitors log in book at Reception to say they have seen, read and agree to the instructions and procedures in this document All persons to sign saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days 	Only one CTS engineer is onsite twice weekly to carry out PPM's during lockdown		
2. Social distancing at work						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Arrival and departure	Source of congestion and potential point of introduction	Individuals entering and leaving	<ul style="list-style-type: none"> Hand sanitizers available in Reception In all areas Social Distancing to be observed Hands to be washed and sanitised immediately on entry to AC following the use of public transport. 			

	of contamination	(and all occupiers)	<ul style="list-style-type: none"> • PPE designated bin for disposable face coverings – double bagged or yellow clinical bag • If using a reusable face covering, once removed, store it in a plastic bag. 			
Circulation	Ability to maintain 2m distancing in circulation routes	All building users	<ul style="list-style-type: none"> • Maximum occupancy of one person in the lift • Staff to increase frequency of hand washing and their own surface cleaning • Remove or reduce the need to move around the building • Consider use of communal areas 	Only CTS engineer is onsite weekly to perform PPM's		
Accidents and emergencies	Protection of IET incident staff	IET incident staff	<ul style="list-style-type: none"> • In event of a fire evacuation staff to evacuate and keep 2m apart at the front Car park • During lockdown only one CTS engineer onsite 	AS on call		
	Fire control	CTS staff/ All staff	<ul style="list-style-type: none"> • CTS engineer is aware of the Fire Panel Control display when onsite • CTS engineer also carries out the weekly fire alarm check • Site is 24 hours monitored by a Monitoring station • Site is also covered by CCTV which can be accessed remotely 	AS on call		
	First aid	All staff	<ul style="list-style-type: none"> • At this time First Aiders may not be available • There is a First Aid kit behind Reception 	AS on call		
			<ul style="list-style-type: none"> • Lone workers to inform AS of arrival & departure 	AS on call		
Meeting Facilities	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> • All meeting rooms are closed. • AHU's are turned on weekly for few hours to ensure continuous operation and air circulation as part of the PPM's. • For any essential meeting taking place at the Venue for CTS/Contractor etc. room ventilation to be cared for by opening windows for fresh air • The Crompton Room is the essential meeting room • Social distancing for essential contractor meetings at 2m • Notice on essential meeting room door with MAX occupancy signage ie 4 people • Only 4 chairs • Sanitiser to be provided • No Pens or pads required. 	AS		

3. Staff and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, visitors, contractors	<ul style="list-style-type: none"> • Signage to be placed on entrance informing visitors of the expectations the IET has of them • Contractors by prior agreement and where necessary to perform repairs of PPM on equipment • Cleaning staff to adhere with their own risk assessments and any PPE • AC Remains a No Smoking/Vaping building 	Only CTS engineer is onsite weekly to perform PPM's		

4. Hygiene

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Cleaning of workplace	Stop spread of the virus	Staff	<ul style="list-style-type: none"> • GCC cleaning service. Venue is being cleaned on a weekly basis to ensure cleanliness while building is shut. • Sanitiser available at Reception and around the building • PPE to be disposed in a double lined bin bag or yellow clinical bag • If using a reusable face covering, once removed, store it in a plastic bag. 			
Handwashing, sanitation & toilets	Reduce the spread of the virus	Staff	<ul style="list-style-type: none"> • Hand sanitizer is provided on arrival • Soap is provided in every toilet 			
Shower			<ul style="list-style-type: none"> • Shower in the building is not available for use. • This facility is only for staff and not for members or clients. 			
Handling of goods etc	Avoid transmission through contact	Reception staff	<ul style="list-style-type: none"> • Couriers / deliveries are contact free during lockdown • Sanitizer and wipes available at Reception 			

5. PPE and face coverings – NB with current measures at AC the risk of COVID-19 is very low so PPE is not required on site. Evidence suggests that wearing a face mask does not protect the individual but may protect others although the evidence is weak (1)

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
PPE	Possible interaction and exposure	Staff	<ul style="list-style-type: none"> • Staff are now required by law to wear a face covering if using public transport. Potential fine of £100 • If staff do wear a face mask they are encouraged to: <ul style="list-style-type: none"> • Wash hands with soap for 20 seconds before putting on and after removing it 	Face covering as per Govt advice 15 th June 2020 –	All staff using public transport	

			<ul style="list-style-type: none"> • Avoid touching your face or the covering as you could contaminate it • Change it if it becomes damp • Still practice 2m social distancing • Staff are responsible for the safe disposal of their masks • Dispose of PPE in the designated bin (double bagged or with yellow clinical bag) • If using a reusable face covering, once removed, store it in a plastic bag. 	Public transport		
7. workforce management – to change the way work is organised						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Unnecessary contact between staff	Potential transmission of virus	Staff	<ul style="list-style-type: none"> • Work should be set up to minimise the number of contacts each person has through working at AC 			
Communications and training	Staff unaware of the rules or risk assessment and becoming a danger to themselves and others	staff	<ul style="list-style-type: none"> • The IET will provide clear and consistent information • The IET will engage with the HEALTH AND SAFETY COMMITTEE and representatives and agree changes in any working arrangements • The IET will inform staff of the rules and risks prior to them entering AC • Staff need to abide by these rules and measures to reduce or avoid risk for the safety of themselves and others on site • This risk assessment will be shared with the contractors who provide non IET staff at AC • Contractors have also created their own Risk Assessments which may result in alternative procedures – Such as cleaners have a requirement to wear additional PPE 			

(1) <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

(2) **Version Control**

(3) All released versions of this risk assessment require approval by IET’s COVID-19 Gold Contingency management group after consultation with the Health & Safety Committee of the IET

(4) Public Transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Version number	Issued by & date	Comments	Approved by	Release date
1	Akmal Shahzad 15/5/2020	Initial draft developed based on Government guidance in relation to offices and contact centres, for review by HEALTH AND SAFETY COMMITTEE C and COVID Gold team	Approved by Health and Safety Committee	19/5/2020
2	Akmal Shahzad 14/6/2020	<p>Second version to include:</p> <ul style="list-style-type: none"> • Room ventilation for onsite meeting rooms to be considered with windows/AHU's or air con. • Latest Govt. advice on face masks to be mandatory during public transport. • https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home • From 15 June, you must wear a face covering on public transport. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification. • PPE disposal in designated bin. • If using a reusable face covering, once removed, store it in a plastic bag. • Change Health and Safety Committee to Health and Safety Committee 	Approved by Health and Safety Committee	19/06/2020