

Risk assessment: Working in our offices



Page:	1 of 8	Scheme / Office / Project	All Midland Heart Offices	RA No	COVID-19 001
Assessment Date:	13 May 2020	Name of Risk Assessment / Description of Activity	Risk Assessment covering relaxing of lockdown in offices. This RA works alongside usual office RA's.	Review Date	27.05.2020
Risk Assessor	J Gibbons				

Hazard	Who can be harmed and how	Current Controls	Extra controls required	Actions		
				Who	When	Complete
Failing to Protect those at higher risk	All staff and person who may come in contact with such as customers	<p>The Government and NHS have identified a list of conditions that they deem to make people clinically vulnerable to the virus. They have been contacted by the NHS and advised to 'shield' or refrains from certain activities.</p> <p>Please follow the guidance issued. Discuss with your manager if you have been identified as such</p> <p>If you feel you should be in this group, please discuss this with your GP, NHS 11 and finally your line manager.</p> <p>Wherever possible Midland Heart will attempt to make reasonable adjustments within the workplace.</p>				
Failing to maintain social distancing and complaining with additional arrangements	All staff and those who you may come in contact with, such as customers	<p>We need to adapt and comply with Government guidance on social distancing, maintain two meters from others.</p> <p>Follow instructions and arrangement sin place when working in the offices, visiting customers or other buildings and premises.</p> <p><u>Compliance activity:</u> A designated Senior Manager will be on site each day to monitor compliance with the controls in place, through spot checking. Local Managers are asked to audit compliance daily within their teams and raise concerns/breaches with the H&S Team</p>				

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<p>Travelling to the office</p>	<p>Staff members may be exposed to Covid-19 during their commute, or may spread the virus.</p>	<p>Staff have been informed that they must continue to work from home if they can and only asked to attend a site or office if they cannot work from home or to undertake key work activity. This minimises staff attending sites and having to travel.</p> <p>Staff are encouraged to drive, cycle or walk to work where possible and avoid public transport.</p> <p>Staff have been briefed to plan their journeys to avoid unnecessary stops, and plan where they will park.</p> <p>Office opening hours are extended and staff are encouraged to arrange suitable shift patterns with their line manager that enables them to avoid peak travel times.</p> <p>Staff have been provided with Hand Sanitiser for journeys to work and other work activity.</p> <p><u>Compliance activity:</u> A designated Senior Manager will be on site each day to monitor compliance with the controls in place, through spot checking. Local Managers are asked to audit compliance daily within their teams and raise concerns/breaches with the H&S Team</p>	<p>New guidance to be issued on being safe whilst at work that is to include travelling to work advice.</p> <p>E-learning to be developed on the new guidance.</p>	<p>M Wood (Head of Safety and FM)</p> <p>Head of Talent</p>	<p>26.05.2020</p> <p>26.05.2020</p>	
<p>Working in Offices</p>	<p>Staff mixing in offices may increase the spread of Covid-19</p>	<p>Staff showing symptoms, or in a home with those showing symptoms are being recorded and will not return to the office until they are able to under current Government COVID-19 Guidance. This is managed centrally by the HR Team and tracked daily</p> <p>Any staff with pre-existing health conditions (meeting the Clinically Extremely Vulnerable Individuals group) will not return to the office until Public Health England advises they are safe to do so.</p>	<p>Consider separate entry and exits points.</p> <p>Consider up and down separation of stairwells and other one way traffic routes.</p>	<p>Head of Safety and FM</p> <p>Head of Safety and FM</p>	<p>26.05.2020</p> <p>26.05.2020</p>	

	<p>All staff have been assigned a group (two teams of A or B) to limit the number of staff that can attend the office at any one time. Days will be assigned Team A or B and only staff in the same group can attend on the assigned day</p> <p>Only staff who need to attend the office will do so, whilst working at home will be encouraged and supported where possible. All staff attending offices must first obtain approval from the Director for the service area.</p> <p>Cleaning of hand contact surfaces such as computer mice, keyboards, phones, switches, door handles and stair rails etc. has been increased by domestic staff and will be undertaken daily and at regular intervals.</p> <p>Sanitiser wipes are available for staff to use on their workstation equipment periodically.</p> <p>Alcohol sanitizer dispensers are positioned throughout the offices, on entry and exit routes, and in stairwells. Signage is in place to encourage sanitizer use at key points throughout the building.</p> <p>Desk spaces are arranged so staff do not breach social distancing when sitting, ensuring all are 2m apart and away from main transit routes. Preference is given to back to back seating rather than face to face.</p> <p>Distance markings are placed on walkways, showing 2m distancing to assist with social distancing guidance when moving within the building.</p> <p>Information posters are placed throughout the building reminding staff of the arrangements in place, reminding on social distancing and good hand hygiene.</p> <p>All staff will be asked to sign in 'via electronic device' to enable effective monitoring of those attending the office.</p> <p><u>Compliance Activity:</u></p>	<p>Develop and provide staff with a guidance on keeping safe whilst at work, that details arrangements in place and expectations.</p> <p>Develop an e-learning module on the key points of the guidance.</p>	<p>Head of Safety and FM</p> <p>Head of Talent</p>	<p>26.05.2020</p> <p>26.05.2020</p>	
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		<p>A designated Senior Manager will be on site each day to monitor staff compliance with the controls in place.</p> <p>Staff are asked to electronically sign in when they arrive and a daily report of those that signed-in will be checked each day to ensure staff that attended did so on their assigned day and had prior agreement with their senior management team.</p> <p>A senior member of the H&S Team will visit each office 1 day per week, to review and ensure the controls remain in place and spot check adherence to the controls.</p>				
Using communal facilities in the office	Staff increase the likelihood of spreading the virus if they congregate in communal areas.	<p><u>Meeting rooms:</u> Staff are encouraged not to hold face to face meetings wherever possible.</p> <p>If meetings must be held, then all meeting rooms under 5 person capacity will be available for ONE person only.</p> <p>Larger meeting rooms (5+ capacity) will have social distancing markers in place and signage to show the max number of persons and seating arrangements. Capacity of meeting rooms is designed to enable 2m social distancing at all times.</p> <p><u>Lifts:</u> All lifts will have a one person at a time policy.</p> <p>Lift controls will be cleaned periodically throughout the day.</p> <p><u>Kitchens:</u> Kitchens will be marked out in tape on the floor to allow staff to maintain social distancing.</p> <p>Signage will alert staff to '2 person per kitchen' at any one time.</p> <p>Where possible, and where fire compartmentalisation will not be breached, doors will be propped open to avoid unnecessary hand contact.</p>	<p>Issue paper towels in the staff WC's and disabling air dryers.</p> <p>Sanitizer wipes and hand sanitiser gels to be made available in the meeting rooms, with instructions to use before and after each meeting.</p> <p>Hand Sanitiser to be placed either within the lift or at each entry point with directions to use on entry and exit of the lift.</p>	Head of Safety and FM	26.05.2020	
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		<p>Staff are asked to bring food from home to prevent staff having to leave the building at break times and reduce the number of staff coming and going throughout the day.</p> <p><u>WC's and welfare:</u> Cleaning of WC's has been increased with regular monitoring and cleaning undertaken.</p> <p>Paper towels will be placed in WC's and hand air drying devices will be switched off.</p> <p>All break out areas will be closed off for use to prevent staff congregating in common areas.</p> <p>Any areas available to staff will be designed so seating is 2m apart. Information posters in place to inform seating is to be moved.</p> <p>Food warming provisions have been placed on each floor to reduce movement throughout the building and between floors.</p> <p>The prayer room will be limited to one person at a time.</p> <p><u>First Aid:</u> First aiders will have a brief on how to deliver First Aid during COVID-19, and First Aid boxes will have increased levels of PPE, including face masks to assist in the provision of first aid if required.</p> <p><u>Compliance Activity:</u> Designated senior management in attendance for each day to monitor compliance with staff on site.</p> <p>A senior member of the H&S Team will visit each office 1 day per week, to review and ensure the controls remain in place and spot check adherence to the controls.</p>				
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Visitors and Third parties attending the office	Increasing numbers of visitors and building users that could increase the risk of spread of COVID-19	Staff are informed to avoid all third party meetings via face to face and instead complete these via remote working wherever possible, using IT technology (such as Microsoft Teams)	Design waiting areas for visitors to wait (where social distancing can be maintained) until collection by staff leading on visitor meeting or make arrangements for a designated staff member to control and escort visitors to the appropriate staff/team	Head of Safety and FM	26.05.2020	
		If visitors must attend, then numbers of those visiting is kept to a minimum and meetings are kept to the shortest time possible.				
		Visitors are informed of all arrangements in place and they must adhere to these arrangements.				
		Removal of Pens and Paper documents for signing in. Replaced with electronic touchpad with hand sanitiser and cleaning products near touchpad device.				
		Contractors attending for service and maintenance of equipment (i.e. Heating and hot water systems, Legionella control and alarms and detections systems) will be planned for attendance at time where building is less occupied or out of normal working hours where possible.				
		Areas will be closed off to other staff if servicing equipment in normal working hours to avoid close interaction with staff in the building.	Hand Sanitiser provided to visitors on arrival.			
		<u>Compliance Activity:</u> Designated senior management in attendance for each day to monitor compliance with staff on site.	Visitor badges to be self-served, with clean and dirty boxes for collection and drop off.	Head of Safety and FM	26.05.2020	
		A senior member of the H&S Team will visit each office 1 day per week, to review and ensure the controls remain in place and spot check adherence to the controls.		Head of Safety and FM	26.05.2020	