WORKPLACE RISK ASSESSMENT FOR MICHAEL FARADAY HOUSE – COIVD-19

REVIEW DATE: WEEKLY REVIEW AS SITUATION CHANGES

DATE: 12/06/2020

VERSION: 1.4

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 in offices and contact centres (latest issue 14th June 2020) together with IET’s ongoing risk assessment approach. It is based on the Government COVID-19 [threat level](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884352/slides_-_11_05_2020.pdf) of 3. It should be read in conjunction with Michael Faraday House (MFH) Back to Work Rules and the Lone Working Policy.

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| 1. Minimising staff attending at Michael Faraday House
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| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Exposure to COVID-19 virus | Staff infection and passing on to others | Staff, visitors and contractors | * Only essential people and those who undertake critical business activities will be allowed to visit MFH. This will continue to be reviewed in line with government guidance. As lockdown restrictions ease Staff who cannot reasonably work from home may be allowed to return after individual consideration and approval from the Gold Team
* Staff that can work from home are expected to do so.
* We have provided equipment to enable colleagues to work from home. The ability to remove equipment from MFH workstations to take home has been allowed and transport of these items considered on a case-by-case basis.
* Staff returning to work in MFH are only allowed to do so where their tasks are important to the company and cannot be actioned at home.
* Time at MFH will be limited to how long the task takes and to maximise productivity of the individual.
* Staff will be required to sign saying they have not knowingly had the virus or symptoms nor been in touch with anyone with symptoms in previous 14 days.
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| 1. Working from home where possible
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| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Wellbeing impacts | Remote working impacting welfare, mental and physical health | All remote workers | * There is a programme of communications, including promotion of wellbeing activities.
* Signposting of relevant support including useful resources and the Employee Assistance Programme.
* Line management training to support remote working

on-going 1:1 and performance review has been provided. |  | Line Manager regular 121’s. Resources provided by HR & Internal Comms |  |
| Higher vulnerability to COVID-19 | Individuals suffering potentially worse outcomes from infection | Clinically extremely vulnerable individuals will have received a letter telling them they are in this group, or will have been told by their GP Clinically vulnerable individualsinclude those aged 70 or over and those with some underlying health conditions Those in households or with carer responsibilities for such individuals | * Extremely vulnerable individuals (or colleagues with vulnerable members of their household\_ should preferably not attend their workplace without prior review and agreement.
* Clinically vulnerable, or contacts of clinically vulnerable, are not required to attend their workplace. Permission for Voluntary attendance will only be given by prior review and agreement.
* No detriment applied to these individuals.
* If staff from these groups have to attend MFH, they are to be situated away from all other colleagues and assessed if seeing other staff involves an acceptable level of risk.
* Consideration will be given to show equality in the workplace, regardless of special needs. The IET will allow staff to return based on the importance of the task required, not who can undertake the task. There will be no discrimination against groups such as carers or parents.
 | Separate risk assessment to be made on these staff if required | Facilities Manager and staff members line manager prior to them being on site |  |
| Staff with difficulty working from home | Mental and physical deterioration of staff health due to lone working, space issues to set up workstation correctly | Remote workers | * We will continue to provide equipment where possible or practicable. Staff should liaise with their line managers who will check their requirements with HR / Facilities. This to be done on a case-by-case basis.
 | Separate risk assessment to be made on these staff if required | Facilities and line manager & HR |  |

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| 3. Social distancing at work |
| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Arrival and departure | Source of congestion and potential point of introduction of contamination | Individuals entering and leaving (and all occupiers) | * We have issued an Acceptance of Workplace rules prior to individuals’ arrival that has to be signed in advance.
* Handwashing is provided in the reception area (re-designated non-disabled toilet),
* There is one point of entry and exit into MFH to enhance security and stop unauthorised access (staff or others). The reception lobby is large enough to allow two-way traffic and do not need touching to open /close.
* Alcohol gels are available at all entrance and exit points.
* Touch-free security card system.
* Segregation of stairs (one for going upstairs by reception and two for going downstairs at the east and west of the building).
* Allocation of visitors and colleagues’ arrival time to stagger and reduce congestion.
 |  | All Colleagues as part of onboarding |  |
| Circulation | Ability to maintain 2m distancing in circulation routes | All building users | * One-way stairwells with signage.
* Single occupancy of lifts, reserved for those with mobility issues
* Restricting individuals to the half-floor where they work (with access to toilet, vending machine and photocopier).
* Individuals are required to remain working in the same area with same group of individuals at all times.
* Minimising total on-site presence to support social distancing.
* Where 2m distancing cannot be followed in relation to a particular task, managers / business must consider if the task needs to happen.
* Staff to increase frequency of hand washing and cleaning their own surface cleaning.
* Staff must clean down desk area and equipment before leaving.
* Staff should only stay on site while they carry out critical tasks that cannot be undertaken from home.
* Remove or reduce the need to move around the building
* Remove or reduce the need to meet with others – use of technology (such as Skype should still be used rather than face- to-face meetings).
* Consider use of communal areas (photocopiers, vending machines etc). If the area or facility is in use the individual must return later.
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| Toilets | Ability to maintain 2m distancing and avoid spread of virus | All staff | * The toilet blocks can only be used by one person at a time.
* Signage has been placed on the doors showing ‘Occupied – Wait’ and ‘Unoccupied – Please Use’. Staff should turn the sign accordingly.
* Toilets in reception (re-designated non-disabled toilets) can additionally be used as hand wash stations for people entering the building.
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| Meeting rooms | Multiple users in an area spreading virus | All staff in meeting | * All meeting rooms are out of use and remain closed.
* If it is necessary to hold a face to face meeting, ONLY CR1 AND CR2 ARE TO BE USED. These rooms have a notice on the door stating how many the room can safely hold with 2m social distancing enforced. Windows can be opened to increase ventilation (see Facilities for a key) and sanitizer is also provided. When finished the room should be cleaned using wipes provided. The duration of the meeting should be as short as possible
 | Ongoing review of need for meeting space | Opening of meeting rooms would be subject to review by Health &Safety Committee |  |
| Communal areas | Multiple users in area spreading virus | Staff | * Initially the canteen will be closed, including for meetings, drinks or informal gatherings with the exception of Gold Team approved requests.
* Staff should use outside areas, or their desks, to eat at and initially are encouraged to bring their own food and not order deliveries of food to the building.
* Breaks should be staggered by managers, as well as start / finish times.
 | Review need to make Edison’s and catering facilities available | Opening of Edison’s would be subject to review by Health &Safety Committee |  |
|  Workplace and workstations | Ability to maintain 2m between colleagues | All desks users | * Where possible we will assign a desk to an individual. Managers will arrange shifts to ensure staff can remain at their usual desk keeping at least 2m away from others.
* If this is not possible a dedicated alternative desk will be allocated for that staff member to use until lockdown restrictions ease.
* Shared hot desks will not be allowed.
* Where possible, work side-by-side not facing colleagues. Desks have limited height screens. Between them which may help stop any spread.
* Staff will be required to clean down their desk area and equipment before leaving.
 |  | Allocation of alternative desk as required by Facilities |  |
| IT Equipment | Safe handling |  | * Dealing with IT requests will be undertaken remotely in the first instance by IT support team colleagues. There will only be a limited onsite presence of IT support colleagues initially.
* Where the handling of equipment is required, there will be a designated area for the drop-off and collection of equipment with appropriate distancing and hygiene measures in place.
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| Accidents and emergencies | Protection of IET incident staff | IET incident staff | * In event of a fire evacuation, staff will evacuate and keep at least 2m apart in the car park. This overrules the need to stand in exact marshalling points, but individuals should be in the vicinity of it.
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|  | Fire control | All staff | * Facilities staff will make daily checks on occupancy and appoint a fire marshal. This is a low risk as all staff are well trained in fire evacuation. Incident controllers (RM&SD) will be on site.
* The building will only be opened from 8am to 5pm initially.
 | Email has been sent to all marshals for them to contact Facilities when they are on site.Fire register kept by reception with instructions to take to fire marshal in event of an evacuation | Facilities, completed |  |
|  | First aid | All staff | * The number of first aiders required will depend on the number of staff on site. Currently, Shaun Dreyer is on site and qualified along with Kerry Felstead 2 days a week. Maintenance will also be on site three days a week. Nominated incident controllers will take charge. Staff still to call 1111 if required. Facilities staff will make daily occupancy check for first aiders.
 | Email has been sent to all marshals for them to contact Facilities when they are on site | Facilities, completed |  |

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| 4. Customer, visitors and contractors |
| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Exposure to COVID-19 virus | Staff infection and passing on to others | Staff, visitors, contractors | * Visitors will not be allowed on site without prior agreement and advance signed acceptance of this RA and the rules document.
* Staff will continue to be expected to use technology rather than face-to-face.
* Signage has been placed at the entrance informing visitors of the expectations the IET has of them.
* Contractors will be allowed on site only by prior agreement and where necessary to perform repairs or PPM on equipment.
* Cleaners and catering staff will provide for review and adhere to their own risk assessments and any PPE.
* Visitors to site will be required to have their photo taken, but not to sign in on the pad.
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| 5. Hygiene |
| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Cleaning of workplace | Stop spread of the virus | Staff | * Areas not frequently used during the lockdown will be checked and cleaned prior to the return of staff. This will include visible desk areas, phone handles, chair arms, carpets, non-carpet flooring, windows and toilets.
* The ventilation system has been changed to allow 100% fresh air into the building and zero recycled air. Filters were last changed 11/5/2020 as per the Planned Preventative Maintenance schedule.
* Windows will be opened for part of a day from w/c 11/5/2020 to ventilate the building.
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| Keeping MFH clean | Stop spread of the virus | Staff | * Cleaners will be on-site to frequently clean the high touch points on doors, vending machines, copiers etc.
* Waste management will remain as before the outbreak.
* Staff will be provided with anti-bacterial wipes to clean their own workstation after use (available from Facilities)
* Staff are encouraged to use the hand sanitizer units and frequently wash their hands using the NHS methodology.
* Cleaners will be on-site to frequently clean the toilets.
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| Handwashing, sanitation facilities and toilets | Reduce the spread of the virus | Staff | * IET will continue to use signage to build awareness of the benefits of good hygiene.
* Hand sanitizer is provided in every stairwell on each floor.
* Soap is provided in every toilet.
* The toilets will be deep cleaned prior to staff returning and frequently during the day.
* Paper towels should be used rather than hand blowers which will be turned off until further notice.
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| Showers |  |  | * The showers will be closed to allow increased cleaning on other areas and reduce the number of cleaners required on site.
 | To be kept under review |  |  |
| Handling of goods etc  | Avoid transmission through contact | Staff, postroom staff | * Courier drivers have their own regulations to avoid transmission to minimise contact.
* Sanitizer available in post room.
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| 6 PPE and face coverings – NB with current measures at MFH 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 is responsible for additional actions and when | Done |
| Lack of PPE  | Possible infection of staff | Staff | * Wearing of a face mask is optional and not required by law. The IET will monitor this and act accordingly if medical advice changes.
* If staff do wear a single use face mask (rather than a face covering) they are encouraged to:
* Wash hands with soap for 20 seconds before putting it on and after removing it.
* Avoid touching their face or the covering as they could contaminate it.
* Change it if it becomes damp.
* Still practice 2m social distancing.
* Staff are responsible for the safe disposal of their masks. A clinical waste bin is provided in reception.

Any face coverings should be stored on site in a plastic bag while not in use | Facilities will investigate a secure disposal method for any staff used face masks |  |  |
| Handling of deliveries | Transmission via packages | Staff handling | * Guidance says that the virus can live on packages for 24 hours so all post will be quarantined for 24 hours before being sorted and distributed.
* Personal deliveries (Amazon etc) will not be accepted into MFH.
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| 7. Workforce management – to change the way work is organised |
| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Who is responsible for additional actions and when | Done |
| Unnecessary contact between staff | Potential transmission of virus | Staff | * Work should be set up to minimise the number of contacts each employee has through working at home or minimising contact i.e. meetings
* Where possible managers should split teams. If contact is unavoidable ensure the contact is between the same people i.e. by keeping shift members the same.
* Reduce areas where people pass items directly to others i.e. Post will be placed on POD areas/trays rather than being handed to recipients.
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| Work related travel | Staff member catching virus | Staff | * Initially there should be no travel on behalf of work, except to and from MFH and, even then, only if an individual undertakes a critical role.
* Avoid all non-essential travel – managers to continue to promote technology.
* All business travel to be approved by Gold Team
* Minimise the number of staff travelling together.
* Cleaning of any shared vehicles and equipment used.
* Single use masks or face coverings are a legal requirement on all public transport from 15/6/2020 with £100 fines. Single use masks should be used according to directions and disposed of in a double bag at your destination. A new single use mask to be used for the return journey.
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| Communications and training | Staff unaware of the rules or risk assessment and becoming a danger to themselves and others | staff | * The IET will provide regular clear and consistent information.
* All new colleagues will be made aware about the rules and protocols.
* The IET will engage with the Health &Safety Committee and agree changes in any working arrangements.
* The IET will inform staff of the rules and risks prior to them entering MFH.
* The IET will keep staff informed of any changes to this risk assessment.
* The IET has a reporting of incidents and questions process. This is through Health &Saftey representatives, HR partners or Facilities. All contact information is available on the intranet or the ‘What You Need to Know’ posters displayed around MFH.
* 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 cleaning and catering companies who provide non IET staff at MFH.
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1. <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

**Version Control**

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

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| Version number | Issued by & date | Comments | Approved by | Release date |
| 1.0 | R Mundy13/5/2020 | Initial draft developed based on Government guidance in relation to offices and contact centres, for review by Health &Safety Committee and COVID Gold team | Reviewed by Health &Safety Committee, comments feed back, not for release | N/a |
| 1.1 | R Mundy15/5/2020 | Final copy for release after posting to Health &Ssafety Committee and the Gold Team 15/5/2020 | Approved by Health &Safety Committee 14/5/2020 and Gold Team 15/5/2020 |  |
| 1.2 | R Mundy26/5/2020 | Updated travel guidance and updated instructions to have been issued | Approved by Gold Team  |  |
| 1.3 | R Mundy12/6/2020 | H&S changed to Health & Safety. Description of staff allowed back into MFH expanded to incorporate those that cannot reasonably work from home | Approved by Gold Team 15/6/2020, published 16/6/2020 |  |
| 1.4 | R Mundy16/6/2020 | Changes to mask wearing advice / instruction in travel section. Addition to meeting room usage | Approved by Gold Team 19/6/2020Sent to H&S committee, no comments received by noon 23/6/2020Sent to Comms for general publishing |  |