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WORKPLACE RISK ASSESSMENT FOR VISITORS ATTENDING THE STEVENAGE OFFICE

REVIEW DATE: AS SITUATION CHANGES

DATE: 28/03/2022

UPDATED

VERSION: 1.0

This assessment has been developed to mitigate the potential spread of COVID-19 and maintain the safety of staff and visitors to the Stevenage office. The assessment is an expectation the IET has of its visitors and outlines our commitment to your safety. Extended details of our approach to safety and COVID-19 are available from your host if required.

This RA is mindful of HM Government guidance (updated 24/02/2022), together with The IET’s ongoing risk assessment approach.

The IET recognises and accepts its responsibility, as an employer and an organisation in control of premises, for ensuring the health, safety and welfare of all employees, and other persons working at, or visiting our premises.

All visitors to the Stevenage office also have responsibilities towards the IET and others affected by their activities. This includes cooperating with us on safety matters and taking care of their own safety and that of others - whether from within, or outside the company - who may be affected by their actions or omissions.

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| 1. General Covid-19 risk
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| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Responsibility for additional actions and when | Done |
| Reducing risk of virus coming into Stevenage office | spread of virus | IET staff | * Visitors should not attend the office if they have COVID -19, have been in close contact with someone who has COVID-19 or if they have symptoms
* Visitors should not attend site if they have any respiratory illness such as a cold or cough
* The IET still prefers non physical meetings and prefers the use of technology
* Where face to face meetings are necessary, IET hosts should ensure correct rooms are booked that are an adequate size for the numbers attending. Note the building is well ventilated and circulates 100% fresh air to mitigate the spread of the virus. Windows in all rooms can be opened.
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| Limiting contact between visitors and staff | spread of virus | IET staff | * Where possible visitors should attend meetings in the meeting room suite on the ground floor to avoid unnecessary contact with others
* Masks / face coverings are optional in the building though anyone who is more comfortable wearing a face covering is welcome to continue doing so.
* Note that some staff have low immune systems so please respect their wishes to wear masks and retain a social distance if talking with them.
* Please retain a sensible distance from others at all times.
* An access pass will be issued to visitors that will limit access around the building to key / necessary areas. This should be returned to reception when leaving
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| Cleanliness of building | spread of virus on surfaces | IET staff and visitors | * The IET employs cleaners who are on site during the day cleaning high touch points. Evening cleaners maintain cleanliness of desks, floors etc
* Meeting room desks are cleaned regularly
* Anti bacterial wipes are in the rooms or available from facilities
* Hand sanitizer is available from dispensers around the building
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| 1. General site safety
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| Hazard / risk | Issue | Who at risk | Controls/ mitigations | Additional actions | Responsibility for additional actions and when | Done |
| Unaware of site safety  | Health and safety of the site | IET staff and visitors | * All visitors have a duty to adhere to site safety rules and not do anything (or omit to do something) that could endanger the safety of others
* The IET host will point out the evacuation routes and assembly point. Note the individual has a responsibility to inform their host if they have any disabilities that could reduce their ability to safely evacuate the building in an emergency. The host will discuss with Facilities and a personal evacuation plan will be written
* First aid is available – call 0 for reception who will call assistance
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Should anyone need clarification on this risk assessment please see Facilities