



Risk Assessment – Glory Park Offices (Phase 1)

Risk assessment											
	Activity	Hazard	Who might be harmed?	Existing controls	Risk rating with existing controls			Further controls	Risk rating with further controls		
					L	S	RR		L	S	RR
To be read in conjunction with the Paradigm risk assessment, available on our website											
1	All office activities	<ul style="list-style-type: none"> Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces 	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Staff MUST not attend the office if showing any symptoms however mild (or a member of their household is) or is self-isolating or following shielding guidance. Avoiding all close contact where possible in line with government guidance Maintain 2m social distancing at all times Regularly wash hands with soap and water Minimise office working by rotation and in the same teams where possible. All other office based staff to work from home Managers maintain regular contact with staff working on site Default position for all work activity is delivered via video or telephone where possible to minimise social contact A hand sanitiser (alcohol based) / disposal area will be set up in Reception, outside the Hub and on all floors and zones for all to use Staff should not make drinks for others Face coverings must be worn when away from your desk and when entering/leaving the building. Wash hands or sanitise prior to use. Clean desk policy in place All staff to be briefed on controls in place and have completed a COVID health assessment in advance of attending the office, confirming they are symptom free. 	3	3	9	<ul style="list-style-type: none"> Leadership group are reviewing attendance at office to essential only Communication to staff that the controls in place must be followed Reduce leadership rota from 2 to 1 per day due to reduced occupancy Amend requirement to require all staff to wear face coverings in any prolonged interaction with others as well as when leaving their desk, whilst still keeping 2m distance 	1	3	3



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2	Cleaning regime Surface contact prevention	Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> All areas in use will be sanitised and cleaned regularly and before each working day. These areas will include desks, monitors, keyboards, chair armrests, door touch points (including the front door), toilets, kitchens, the Hub, stairwells and lifts We have identified all desks and offices in use. Where a desk or office is not in use it will be marked accordingly. Doors to be left open on floor exits where possible and devices installed to other doors e.g. toilets Touch points will be cleaned throughout the day e.g. morning and afternoon or more frequently in high traffic areas where it is necessary 	1	3	3				
3	Meetings Internal / External	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> All meetings must remain virtual (via Teams) External visitors (including external trainers) are not permitted to attend in-person meetings in the office Staff will not have access to meeting rooms 	1	1	1				
4	Using welfare facilities (toilets, kitchens)	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Staff to have access to the kitchen on a one in, one out basis - this includes access to printers Print only where absolutely necessary, and print jobs together where possible at the same time Staff to use the toilet on the floor they are based Maintain 2m social distancing where possible Staff to be vigilant when accessing the toilet areas and maintain social distancing as much as possible, avoiding direct face to face contact. Staff can bring own cup/cutlery or use disposables available. If using own cup/cutlery you must take it home Disposable crockery, cutlery and cups will be provided in all kitchens Dishwashers will not be available for use 	1	3	3				



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				<ul style="list-style-type: none"> Staff must not leave food containers etc in the sinks or on kitchen worktops Fridges to be emptied and cleaned out and staff will be asked to remove all food at the end of each day. The cleaning staff will dispose of anything left inside the fridges daily Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. 							
5	Use of 'The Hub'	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> The Hub will be available but social distancing must be followed Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. The thumbprint payment option will be closed off and contactless payment only will be accepted Designated seating areas in the Hub will be marked out to ensure social distancing requirements are met. 	1	3	3				
6	Access/egress of building	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> 2m marking on floor in reception area Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. Sanitiser and blue roll available inside/ outside main door Provision of a wall mounted/standing sanitation point in reception Where possible the main door/lift lobby entrance door will be opened to avoid contact around start and finish times Signage to require external visitors to wear face coverings whilst in reception. 	2	3	6	<ul style="list-style-type: none"> Extend requirement to require all staff to wear face coverings in any prolonged interaction with others as well as when leaving their desk, whilst still keeping 2m distance 	1	3	3
7	Use of stairs	Contact with persons with NO Symptoms Close contact with others	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Maintain social distancing where possible and be vigilant when entering and leaving floors. Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. 	1	3	3				



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8	Use of lifts	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Lifts will be in use and will be limited to one person per lift at all times Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. 	1	3	3					
9	Air Conditioning of building	Possible circulation of COVID 19 Contaminated air circulation	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Air flow rate set to maximum in line with HSE and government guidance and confirmed by M&E engineers System does not re-circulate air. Direct supply from outside Air is filtered from outside to remove any particles Staff attending office should not have any symptoms Risk is very low based on the above 	1	3	3					
10	Use of DSE equipment	Contact with persons with NO Symptoms Close contact with others Contact with infected surfaces	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> No hotdesking Desk layout configured so that each desk where a person is sitting does not have a person either side of them. Maintain 2m distancing at all times Avoid face to face direct contact 	1	3	3					
11	Contractors on-site	Contact with persons with NO Symptoms Close contact with others	<ul style="list-style-type: none"> All Staff Contractors 	<ul style="list-style-type: none"> A risk assessment will need to be carried out for any contractors undertaking work in the office Express Vending will attend during a dedicated time each morning; whilst they are working, the Hub will not be available to staff Face coverings must be worn when working in the building. Wash hands or sanitise prior to use. 	2	3	6	<ul style="list-style-type: none"> Request updated RA's from contractors 	1	3	3	



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		Contact with infected surfaces		<ul style="list-style-type: none"> Deliveries are arranged and planned. Deliveries dropped at door unless agreed with the supplier, maintaining 2m social distancing Routine servicing contractors have been approved by H&S Team via procurement Contractor RAMS to be PRE-approved by H&S Team where high risk planned maintenance work is required 							
12	Comms	Potential spread due to lack of clear communications	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Posters, signage and other updates relating to hand washing and social distancing will be displayed throughout the office All staff will be briefed outlining the controls put in place and what is expected from them along with any other general information. This will be sent out prior to staff attending the office. Staff will be required to confirm their understanding of the controls in place before returning to the office. All requirements will need to be reinforced by managers and monitored. Staff to ensure social distancing when moving round the office as well as when seated at their desks. Staff expected to minimise any movement to other floors Staff to adhere to social distancing whilst outside in Glory Park, for example, in the car park or when in the smoking area. Process in place so staff can report concerns or issues with colleagues not adhering to the required measures. Staff to raise any concerns/feedback on working arrangements or wellbeing with their line manager, senior on site manager, Safer Together Group rep or any member of the H&S Team Covid-19 risk assessments updated appropriately and shared on Ping and via staff communications 	1	3	3				



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13	Fire	Injuries due to fire and/or evacuation		<ul style="list-style-type: none"> Adequate fire wardens will be in place Dispersal to ensure 2m separation encouraged after leaving the building Doors open - last one out closes door 	1	3	3	<ul style="list-style-type: none"> Move to roll call rather than sweep of building. FM to oversee and manage. Leadership group member to support evacuation 	1	3	3
14	Injuries and development of COVID 19 symptoms whilst at work	<p>Reduced first aid coverage</p> <p>First Aider coming into contact with others</p> <p>Development of COVID 19 symptoms at work</p>		<ul style="list-style-type: none"> A minimum of one First aider on site at all times First aiders require access to an emergency pack situated in first aid room and first aid boxes etc. Contents should include: <ul style="list-style-type: none"> Disposable gloves Type 2R Surgical Masks Disposable glasses Disposable Aprons PPE used where close contact is likely Utilise 111 or 999 where required Both the injured person and first aider must wear surgical masks whilst treatment is being given Dispose of any waste in waste bag, seal and place in bin If COVID 19 symptoms develop, leave the building and immediately call your line manager and the H&S Team. Do not leave site unless you have done so. 	1	3	3				
15	B&W Security	<p>Close contact with others</p> <p>Contact with infected surfaces</p>		<ul style="list-style-type: none"> To follow PHG risk assessment and Government guidance Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use. 	1	3	3				
16	Smoking	<p>Contact with persons with NO Symptoms</p> <p>Close contact with others</p> <p>Contact with infected surfaces</p>	<ul style="list-style-type: none"> Staff smoking outside 	<ul style="list-style-type: none"> Hand sanitiser available in reception Signage reminding of social distancing 2m distancing maintained where possible 	1	3	3				



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17	Use of PeV charging points in car park	Contact with infected surfaces	· Staff	· Sanitiser available in reception · Clean after use where required	1	3	3				
18	PPE Provision and Supply	Lack of available PPE	All Staff	· Monitor stock levels and ensure PPE can be provided to staff · FM taking the lead for all PPE supply to non-property services teams. · Supply of face coverings in reception for any staff who forget to bring one to work	1	3	3				
19	Accessing IT Services	Potential for staff to visit IT to have their issues resolved Potential for cross-contamination	All Staff	· No IT “Walk-ups” allowed without a pre-planned appointment. Use telephone or email if urgent · All IT queries MUST be raised via the Service desk. · IT will book an appointment and confirm this to the user · All issues(new/broken) equipment and IT inductions to be only undertaken in Room 1.2 · Staff attending an appointment should report to reception and they will be collected by the IT Team ensuring social distancing is maintained · All appointments booked with a 15 minute gap to avoid congestion · All equipment is configured with IT staff wearing disposable gloves, which are disposed of after each use. · Staff to wash hands with soap/water or use sanitiser if facilities not available before attending the planned appointment · Face coverings must be worn when away from your desk. Wash hands or sanitise prior to use.	2	3	6	· Extend requirement to require all staff to wear face coverings in any prolonged interaction with others as well as when leaving their desk, whilst still keeping 2m distance	1	3	3



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20	Outbreak / Sickness	Potential for staff to be infected and localised outbreak and/or sickness occurs	All Staff	<ul style="list-style-type: none"> · Review controls in place if any signs that staff who are attending the office become sick. · Deep clean where required · Follow any PHE advice · Keep log of employees if track and trace required to identify any impact on other staff · Employees to arrange testing as soon as possible · Review risk assessment · All staff to card swipe (do not touch the receiver) even when doors are open to identify any impact on other staff · Any desks used are put out of use until deep cleaned 	2	3	6	<ul style="list-style-type: none"> · Minimising staff attendance in office where possible following Leadership group review 	1	3	3
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