

**COVID RISK ASSESSMENT
JUNE 2020
MERCHANTS COURT
NOTTINGHAM
REVIEWED 02/07/20**

BACKGROUND

To ensure we protect our colleagues and the wider population from the risks of Covid 19, we have a legal & moral responsibility to conduct a workplace Risk Assessment. The assessment will focus on managing and reducing transmission risks of COVID 19 within the workplace.

The Risk Assessment was created considering the following information:

- Working Safely during Covid 19 – Offices & Call Centres
- Our Plan to Rebuild – The Governments Covid 19 Recovery Strategy
- Statement of Intent– EXEID, Merchant Court Building Management
- Maximum office seating capacities with 2 metre distancing plans
- Site layouts & facilities available
- Colleague representation

The Risk Assessment is supported by a detailed action plan.

COVID 19 RETURN TO WORK RISK ASSESSMENT – MERCHANTS COURT, NOTTINGHAM

Date of Risk Assessment: 10th June 2020 – Review Date: 28th July 2020 OR if guidance updated

Reviewed 02/07/20

Hazard	Who is at risk?	Current Control Measures	Further Control Measures	Actioned by:	To be actioned by (date)	Date Complete
Spread of Covid -19	<p>General: Staff Visitors Contractors Delivery Personnel Reception Other Tenants</p> <p>Vulnerable Groups: Pregnant Staff Staff with existing underlying health conditions</p> <p>High Risk: First Aiders</p>	<p>Infection Control Hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand Sanitiser is available on banks of desks • Standard Office Cleaning Regime 	<p>Staff will be instructed to:</p> <ul style="list-style-type: none"> • Always cover the mouth and nose with a tissue or elbow (not hands) when coughing or sneezing • 'Catch it-Bin it-Kill it' • Put used tissues in the bin immediately • Wash hands regularly with soap and water for at least 20 seconds. To use hand sanitizer where this isn't possible • Not to touch the face, eyes, nose or mouth hands if your hands aren't clean • Use hand sanitizer provided upon entering & exiting the suite, at print hubs, before entering kitchen area & before using water machines. • Use hand sanitizer in areas where handwashing facilities are not available. • Avoid desk sharing • Avoid sharing equipment • Where possible and practical, to open windows to increase air flow throughout the suite • To use air conditioning units only where necessary, and set to low speed when required • Wardrobes will be locked. <p>Building Management will:</p> <ul style="list-style-type: none"> • regularly clean high touchpoint areas such as toilets, door handles, light switches, printers etc within the daily cleaning regime • Introduce hand sanitizer at suite entrance, in the toilet areas, kitchen area, and at the printer and water machine • Provide a supply of paper towels & a bin for use in the toilet cubicles. Hand dryers must not be used. 	HR Facilities Building Management Local Managers	19/06/2020	19/06/2020

COVID 19 RETURN TO WORK RISK ASSESSMENT – MERCHANTS COURT, NOTTINGHAM

Date of Risk Assessment: 10th June 2020 – Review Date: 28th July 2020 OR if guidance is updated

Reviewed 02/07/20

Hazard	Who is at risk?	Current Control Measures	Further Control Measures	Actioned by:	To be actioned by (date)	Date Complete
Spread of Covid -19	<p>General: Staff Visitors Contractors Delivery Personnel Reception Other Tenants</p> <p>Vulnerable Groups: Pregnant Staff Staff with existing underlying health conditions</p> <p>High Risk: First Aiders</p>	<p>Infection Control Hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand Sanitiser is available on banks of desks • Standard Office Cleaning Regime 	<ul style="list-style-type: none"> • Building Management will: • Conduct a Bio Clean of the common areas before the end of May 2020. This will keep the area sanitized for 28 days. • Provide wall mounted hand sanitizer at the entrance to buildings, common areas & toilets. • Increase the frequency of disinfecting objects and surfaces that are touched regularly: toilets, door handles, light switches, lift buttons • Training Activity – Will be performed adopting social distancing rules where possible using observation, videos, handouts and sharepoint tutorials. Equipment will not be shared. Where this is unavoidable, workstations are cleaned and hands are washed and/or sanitized. • 	HR	19/06/2020	19/06/20
				Facilities Management Local Managers	Local Managers National sales Director Training Executive	02/07/2020

COVID 19 RETURN TO WORK RISK ASSESSMENT – MERCHANTS COURT, NOTTINGHAM

Date of Risk Assessment: 10th June 2020 – Review Date: 28th July 2020 OR if guidance is updated

Reviewed 02/07/20

Hazard	Who is at risk?	Current Control Measures	Further Control Measures	Actioned by:	To be actioned by (date)	Date Complete
Spread of Covid -19	<p>General: Staff Visitors Contractors Delivery Personnel Reception Other Tenants</p> <p>Vulnerable Groups: Pregnant Staff Staff with existing underlying health conditions</p> <p>High Risk: First Aiders</p>	<p>Social Distancing - All staff have been furloughed. Office is currently closed</p>	<ul style="list-style-type: none"> We will increase COVID Safe communication to all returning staff and managers setting out behaviours and precautions they must adopt to keep safe. Using safe distancing floorplan as guidance, we will mark out active workstations to adhere to 2 metre distancing rule. Using safe distancing floorplan as guidance, we will mark out suite, including the kitchen area, to adhere to 2 metre distancing rule, introducing one way flows on entry and exit where possible. We will close meeting rooms Staff must practice social distancing whilst in and around the workplace and whilst travelling to work, whenever possible Managers should reinforce the following messages to staff: Avoid non essential contact with others whenever possible Keep a safe distance (2 metres) from others whenever possible Avoid physical contact with others (hugging, shaking hands) Replace face to face meetings with video conferencing wherever possible Stagger breaks to ensure stairs and lifts do not become congested The Building Management will: Install social distancing signage in the common areas 	HR Facilities Building Management Local Managers	19/06/20	19/06/20

COVID 19 RETURN TO WORK RISK ASSESSMENT – MERCHANTS COURT, NOTTINGHAM

Date of Risk Assessment: 10th June 2020 – Review Date: 28th July 2020 OR if guidance is updated

Reviewed 02/07/20

	Who is at risk?	Current Control Measures	Further Control Measures	Actioned by:	To be actioned by (date)	Date Complete
<p>Spread of Covid -19</p>	<p>General: Staff Visitors Contractors Delivery Personnel Reception Other Tenants</p> <p>Vulnerable Groups: Pregnant Staff Staff with existing underlying health conditions</p> <p>High Risk: First Aiders</p>	<p>Social Distancing - All staff have been furloughed. Office is currently closed</p>	<p>Training Activity – Will be performed adopting social distancing rules where possible using observation, videos, handouts and sharepoint tutorials. Equipment will not be shared. Where this is unavoidable, workstations are cleaned and hands are washed and/or sanitized.</p>	<p>Local Managers National Sales Director Training Executive</p>	<p>02/07/2020</p>	<p>02/07/20</p>

RISK ASSESSMENT ACTION/SUPPORT PLAN

- Purchase & introduce disposable paper towels
- Purchase & introduce hand sanitising products and stations
- Purchase & introduce materials to create safe distancing internal traffic flows and label active workstations
- Purchase/produce & introduce appropriate signage to reinforce appropriate behaviours & guidance
- Close off wardrobes and meeting rooms