

## Risk Assessment – Return to the office in connection with COVID-19

**Location:** 2 Stratford Place, London, E20 1EJ

**Date:** 15 July 2021

**Expected Attendance:** Colleagues / Contractors / Public

This Risk Assessment sets out the potential hazards and controlling measures to be undertaken in connection with the Governments publication – ‘Working safely during COVID-19 in offices and contact centres: Guidance for employers, employees and the self-employed’

This assessment has been written to outline the safety arrangements and controls that the NMC will use to control the potential spread of coronavirus within the office environment during a limited phased re-population. It covers colleagues and others who are critical for business and operational continuity, safe facility management, regulatory requirements and other approved functions.

Potential Hazard	Who is at Risk?	Uncontrolled Risk	Existing Control Measures	Additional Control Measures	Controlled Risk	Comments
Transmission of coronavirus through close contact with others	Colleagues Contractors Public	High	Office buildings are less populated reducing contact  Colleagues/contractors provided with information and guidance of new processes and procedures  Floors plans indicating desks that can be used to allow for social distancing <ul style="list-style-type: none"> <li>Desks marked up</li> </ul>	Desks marked up ‘red’ and ‘blue’ <ul style="list-style-type: none"> <li>Week 1 red desks used</li> <li>Week 2 blue desks used</li> <li>And alternating from then Week 3 etc</li> </ul> Desk booking system in place	Medium	Alternate week desk use reduces the risk of further contamination if a colleague is found to have symptoms or test positive for corona virus  Estates colleagues available to guide colleagues on ‘first day’  Allowance made for those

			<ul style="list-style-type: none"> <li>lifts (max one person per lift)</li> <li>staircases available</li> </ul>	<p>Plans and signage in place, as necessary</p> <p>Perspex screens in place at reception desk, as required. Reception staff issued with gloves, as necessary.</p> <p>Screens in place in a number of hearing rooms to be used, as required, to allow for social distancing with mitigating measures.</p> <p>Contractors to provide Risk Assessment/Method Statement (RAMS) for their works and how this will comply with NMC c-virus procedures, if necessary</p> <p>We will ask all persons in common areas, eg reception to wear face masks</p>		<p>with medical of other reasonable adjustment needs. Additional assessments undertaken, as necessary</p> <p>Management system in place to provide additional support guidance where necessary.</p> <p>Signage in place asking persons to wear face masks in common areas</p> <p>We have additional face visors for those colleagues who wish to use them as additional protection when in contact with multiple persons, eg 'meet and greet' scenario</p>
Transmission of coronavirus through contact with contaminated surfaces - see also Cleaning below	Colleagues Contractors Public	High	<p>Sanitiser gel available at all entrances and exits</p> <p>Sanitiser bacterial wipes available at all desk and other areas to self-clean desks, keyboards, mice phones or other equipment and surfaces</p> <p>Soap and wash hand facilities available at all toilet</p>	<p>Signage in place</p> <p>Colleagues to remove all of their items from desks at the end of each day and store in locker, cupboard, take home, as necessary</p> <p>Colleagues offered Door Opener device which allows them not to touch lift buttons,</p>	Medium	<p>Sanitisers to correct alcohol standard</p> <p>Colleagues use their own personal chromebooks, mice and headsets</p>

			and tea-point areas	door handles etc		
Cleaning	Colleagues Contractors Public	High	Cleaning to be carried out each evening  Day cleaner to concentrate on high use areas, eg door handles, push bars and other common areas etc	Concentration on cleaning of desk areas used each day	Medium	Cleaning company on stand-by to undertake deep clean if required, following c-virus incident  Cleaning company undertaking their own risk assessment
Environmental	Colleagues Contractors Public	Low	Plant, mechanical and electrical systems continue to be under a planned preventative maintenance programme including filter changes and water testing	Where there is a centralised ventilation system that removes and circulates air to different rooms, turn off recirculation and use a fresh air supply. (HSE guidance – shared with maintenance contractor)	Low	
Mixing with other tenants	Colleagues Contractors Public	Low	Liaison with Building Manager	Access to reception areas, lifts, stairs and other protocols	Low	
Security & Safety - External	Colleagues Contractors Public	High	A large leased floor space in a managed building  Solid wall and glazed windows  Glazed front entrance  Access control points to external doors – when guard not in place	In the event of serious incident – dial 999 and ask for the Police	Low	Main entrance doors to remain shut at all times until public allowed access

			CCTV in operation covering all entrance			
Security & Safety – Internal	Colleagues Contractors Public	High	All staff have access control/ID passes and lanyards. Contractors issued as necessary and supervised  Access control points into main lift lobby areas managed by landlord  Access control points into main office areas  CCTV in operation covering main lobby areas and office entrance and exits	In the event of serious incident - dial 999 and ask of the Police	Low	
Medical issue / injury  c-virus isolation	Colleagues Contractors	Medium	First Aider box in reception and main office areas  Quiet room to be used as isolation room, if necessary	If serious medical issue / injury – dial 999 and ask for an ambulance  (NMC address above)  For other non-emergency issues – dial 111 NHS Helpline	Low	<i>Nearest hospital with A&amp;E:</i> Whipps Cross University Hospital Whipps Cross Road Leytonstone London E11 1NR  Switchboard: 020 8539 5522
Welfare	Colleagues Contractors Public	Medium	Male, Female and Disabled toilet facilities on ground floor and sixth floor  Shower areas on fifth floor	Access to male urinals restricted due to social distancing  Social distancing to be	Low	Signage on doors and walls, as necessary

				undertaken  Colleagues to store towels, clothing, gel and other items in their own locker/take home		
Fire / Emergency Evacuation	Colleagues Contractors Public	High	Existing fire/emergency evacuation procedures in place  Check colleagues and other persons that have a Personal Emergency Evacuation Plan (PEEP) and review in line with new procedures  Public requested to provide information when invited to attend venue of any disability or health issue to allow a PEEP to be undertaken, as necessary	Fire wardens to check floor to ensure that they are clear and report to muster/evacuation point  Remind colleagues of fire/emergency evacuation procedures  Soap, sanitiser gel and wipes available, as above, during re-entry to the office  Any colleague with an impairment to speak with their line manager/POE and discuss a PEEP with Estates/Facilities	Medium	At time of emergency evacuation, 2m social distancing may be not be undertaken to allow for a safe and timely evacuation of the building  Reduced level of occupancy will allow for traffic routes out of the office to be quieter  Social distancing not required at muster/evacuation point  Facilities person to act as chief fire warden
Deliveries	Colleagues Contractors	Medium	Process for receiving and sending packages and other items in place via Westfield loading bay	Sanitiser gel, wipes and gloves to be used, as necessary	Low	
Catering	Colleagues Contractors Public	Medium	Kitchen hygiene and other control standards in place	Any additional measures to be reviewed, as necessary  Disposable cutlery and other items to be used, as	Low	Continue to review with Lexington.

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