

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

Location: One Westfield Avenue, London, E20 1HZ

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 and 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. This should be used in conjunction with local plans set up by Building Management (see attached)

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	<p>The 17th floor (NMC space) is less populated reducing contact</p> <p>Colleagues/contractors provided with information and guidance of new processes and procedures</p> <p>Floors plans indicating desks that can be used to allow for social distancing</p>	<p>Desks marked up ‘red’ and ‘blue’</p> <ul style="list-style-type: none"> • Week 1 red desks used • Week 2 blue desks used • And alternating from then Week 3 etc <p>Desk booking system in place.</p>	Medium	<p>Alternate week desk use reduces the risk of further contamination if a colleague is found to have symptoms or test positive for coronavirus</p> <p>Estates colleagues available to guide colleagues on ‘first day’</p> <p>Allowance made for those</p>

			<ul style="list-style-type: none"> • Desks marked up • lifts (max two persons per lift) • staircases available 	<p>Plans and signage in place, as necessary</p> <p>Barriers and signage in place, as necessary</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>with medical of other reasonable adjustment needs. Additional assessments undertaken, as necessary</p> <p>Signage in place asking persons to wear face masks in common areas</p> <p>Management system in place to provide additional support guidance, where necessary</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 and tea-point areas</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, door handles etc</p> <p>Colleagues to use the same mug each day</p>	Medium	<p>Sanitisers to correct alcohol standard</p> <p>Colleagues use their own personal chromebooks, mice and headsets</p> <p>Used mugs and cutlery cleaned in the dishwasher each day, at the appropriate setting</p>
Cleaning	Colleagues Contractors	High	Cleaning to be carried out each evening	Concentration on cleaning of desk areas used each day	Medium	Cleaning company on stand-by to undertake deep

	Public		Day cleaner to concentrate on high use areas, eg door handles, push bars and other common areas etc			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 as per section 1 attached	Access to reception areas, lifts, stairs and other protocols	Low	
Security & Safety - External	Colleagues Contractors Public	High	A large leased floor space in managed building Solid wall and glazed windows Glazed front entrance Access control points to external doors – when guard not in place CCTV in operation covering all entrances	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

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

				in their own locker/take home		
Fire / Emergency Evacuation	Colleagues Contractors Public	High	Existing fire/emergency evacuation procedures in place Check colleagues that have a Personal Emergency Evacuation Plan (PEEP) and review in line with new procedures	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 to be followed 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 OWA loading bay	Sanitiser gel, wipes and gloves to be used, as necessary	Low	

12 Endeavour Square / OWA

Re-Occupation Plan

CBRE Property Management

CBRE

CBRE has written this guidance to help our occupiers, to understand what we are implementing and require at 12 Endeavour Square (1 Westfield Avenue) to ensure the health and safety of all our stakeholders is managed to the highest standards, during the return to work following the current pandemic. It is worth noting that while some common parts of the building are constricted, the solutions that have been implemented are the best that can be fitted in line with the government guidelines.

General Actions you can expect to be taken by CBRE Property Management:

- Constantly inspect the property and common areas.
- Review any building systems which have been altered under the Reduced Occupancy Operational Plan.
- Analyse current resource/staff levels for building cleaning and security
- Review/modify current building cleaning and hygiene supplies.
- Establish PPE requirements for building staff.
- Verify available labour (cleaning, security and maintenance) to accommodate re-occupancy schedules.
- Arrange thorough cleaning of common areas as per current guidance.
- Ensure hand sanitizer is available at each reception desk.
- Resume daily waste collections and the window cleaning program.
- Determine access management strategies to ensure operations do not exceed planned capacity.
- Understand your responsibilities pertaining to the building and your demised premises is important for better partnering with your property manager and landlord
- Deploy employee communications (e.g., emails and posters) focused on safety messages, cleaning information and other important behaviours.
- Conduct an end-to-end walk through to ensure that every component of the premises has been addressed for ongoing operational purposes.
- Contact all key suppliers to preview requirements and any revised scope and service levels

Ground Floor Access/Egress Plan



v2.3

(to be continuously reviewed each week)

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