

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

Location: 23 Portland Place, London, W1B 1PZ

Date: 17 March 2022

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 |
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| 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 as part of the desk booking system | Plans and signage in place, as necessary Perspex screens in place at reception desk, as required. Reception staff issued with gloves, as necessary. Contractors to provide Risk Assessment/Method Statement (RAMS) for their works and how this will | Medium | Estates colleagues available to guide colleagues on ‘first day’ Allowance made for those with medical of other reasonable adjustment needs. Additional assessments undertaken, as necessary Management system in |

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| | | | Staircases available | <p>comply with NMC c-virus procedures, if necessary</p> <p>We will ask all persons in common areas, eg reception to wear face masks, if they wish to</p> | | <p>place to provide additional support guidance where necessary.</p> <p>Signage in place asking persons to wear face masks in common areas, if they wish to.</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 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 provided with Door Opener device which allows them not to touch lift buttons, door handles etc, if they choose</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 Public | High | <p>Cleaning to be carried out each evening</p> <p>Day cleaner to concentrate</p> | 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 |

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| | | | on high use areas, eg door handles, push bars and other common areas etc | | | 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 | |
| Security & Safety - External | Colleagues Contractors Public | High | A large Multi-floored office space in Portland Place Solid wall and glazed windows Double wooden front entrance doors - open to public, contractors and colleagues at set times Access control points to external doors. CCTV in operation covering all entrance | In the event of serious incident – dial 999 and ask for the Police | Low | Main entrance doors now to remain open to public, contractors and colleagues at set times |
| Security & Safety – Internal | Colleagues Contractors Public | High | All staff have access control/ID passes and lanyards. Contractors issued as necessary and supervised | In the event of serious incident - dial 999 and ask of the Police | Low | |

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| | | | <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> | | | |
| <p>Medical issue / injury</p> <p>c-virus isolation</p> | <p>Colleagues</p> <p>Contractors</p> | <p>Medium</p> | <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</p> <p>(NMC address above)</p> <p>For other non-emergency issues – dial 111 NHS Helpline</p> | <p>Low</p> | <p>University College Hospital</p> <p>Address: 235 Euston Rd, Fitzrovia, London NW1 2BU</p> <p>Phone: 020 3447 0083</p> |
| <p>Welfare</p> | <p>Colleagues</p> <p>Contractors</p> <p>Public</p> | <p>Medium</p> | <p>Male, Female and Disabled (basement, ground and 3rd only) toilet facilities on basement to sixth floor</p> <p>Shower areas on Basement and Mezzanine floor</p> | <p>Social distancing to be undertaken</p> <p>Colleagues to store towels, clothing, gel and other items in their own locker/take home</p> | <p>Low</p> | <p>Signage on doors and walls, as necessary</p> |
| <p>Fire / Emergency Evacuation</p> | <p>Colleagues</p> <p>Contractors</p> <p>Public</p> | <p>High</p> | <p>Existing fire/emergency evacuation procedures in place</p> | <p>Fire wardens to check floor to ensure that they are clear and report to muster/evacuation point</p> | <p>Medium</p> | <p>At time of emergency evacuation, 2m social distancing may be not be undertaken to allow for a</p> |

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| | | | <p>Check colleagues and other persons that have a Personal Emergency Evacuation Plan (PEEP) and review in line with new procedures</p> <p>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</p> | <p>Remind colleagues of fire/emergency evacuation procedures</p> <p>Soap, sanitiser gel and wipes available, as above, during re-entry to the office</p> <p>Any colleague with an impairment to speak with their line manager/POE and discuss a PEEP with Estates/Facilities</p> | | <p>safe and timely evacuation of the building</p> <p>Reduced level of occupancy will allow for traffic routes out of the office to be quieter</p> <p>Social distancing to be followed at muster/evacuation point</p> <p>Facilities person to act as chief fire warden</p> |
| Deliveries | Colleagues Contractors | Medium | Process for receiving and sending packages and other items in place. | Sanitiser gel, wipes and gloves to be used, as necessary | Low | To be received via Post room ext number (sign placed on main front doors). |
| Catering | Colleagues Contractors Public | Medium | Kitchen hygiene and other control standards in place | <p>Any additional measures to be reviewed, as necessary</p> <p>Disposable cutlery and other items to be used, as appropriate</p> | Low | Review with Lexington at monthly meetings |