

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

Location: Temple Court, 13a Cathedral Road, Cardiff, CF11 9HA

Date: 05 August 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 <ul style="list-style-type: none"> lifts (max one person per lift) staircases available 	Plans and signage in place on floors and walls, as necessary Mobile screens in place, where necessary, for hearings to allow for 1m+ social distancing with mitigation measures in place Contractors to provide Risk Assessment/Method	Medium	Allowance made for those with medical or other reasonable adjustment needs. Additional assessments undertaken, as necessary Management system in place to provide additional support guidance where necessary.

				<p>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>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>
<p>Transmission of coronavirus through contact with contaminated surfaces - see also Cleaning below</p>	<p>Colleagues Contractors Public</p>	<p>High</p>	<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>Medium</p>	<p>Sanitisers to correct alcohol standard</p> <p>Colleagues can 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>
<p>Cleaning</p>	<p>Colleagues Contractors Public</p>	<p>High</p>	<p>Cleaning to be carried out each evening</p> <p>Day cleaner to concentrate on high use areas, eg door handles, push bars and other common areas etc</p>	<p>Concentration on cleaning of touch points used each day</p> <p>Day cleaner full time in the hearing centre/office</p>	<p>Medium</p>	<p>Cleaning company on stand-by to undertake deep clean if required, following c-virus incident</p> <p>Cleaning company undertaking their own risk assessment</p>
<p>Environmental</p>	<p>Colleagues Contractors</p>	<p>Low</p>	<p>Plant, mechanical and electrical systems continue</p>	<p>Where there is a centralised ventilation system that</p>	<p>Low</p>	

	Public		to be under a planned preventative maintenance programme including filter changes and water testing	removes and circulates air to different rooms, turn off recirculation and use a fresh air supply. (HSE guidance – shared with maintenance contractor)		
Mixing with other tenants	Colleagues Contractors Public	Low	Liaison with Building Manager	Access to reception areas, lifts, stairs and other protocols	Low	This is a shared building with multiple tenant all have been made aware of building protocol by Office Space team
Security & Safety - External	Colleagues Contractors Public	High	A 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	All staff have access control/ID passes and lanyards. Contractors issued as necessary and supervised Access control points into main lift lobby managed by	In the event of serious incident - dial 999 and ask of the Police	Low	

			landlord CCTV in operation covering main lobby areas and office entrance and exits			
Medical issue / injury c-virus isolation	Colleagues Contractors Public	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&E:</i> Cardiff Royal Infirmary Glossop Rd, Cardiff CF24 0JT +442920492233
Welfare	Colleagues Contractors Public	Medium	Male, Female and Disabled toilet facilities on each floor Baby Changing facility on ground floor	Access to male urinals restricted due to social distancing Social distancing to be undertaken	Low	Signage on doors and walls, as necessary
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	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	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

			information when invited to attend venue of any disability or health issue to allow a PEEP to be undertaken, as necessary	Any colleague with an impairment to speak with their line manager/POE and discuss a PEEP with Estates/Facilities		Social distancing to be followed at muster/evacuation point Building manger will act as chief fire warden
Deliveries	Colleagues Contractors	Medium	Process for receiving and sending packages and other items	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 appropriate	Low	Kitchen areas cleaned 3 times a day