

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

**Location:** 114/116 George Street, Edinburgh, EH2 4LH

**Date:** 27 August 2020

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

This Risk Assessment sets out the potential hazards and controlling measures to be undertaken in connection with the Government’s 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 return. It covers NMC 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 and contractors provided with information and guidance of new processes and procedures  Floor 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> Plans and signage in place on floors and walls, as necessary	Medium	Alternate week desk use reduces the risk of further contamination if a colleague is found to have symptoms or test positive for coronavirus  Estates colleagues available to guide colleagues on ‘first day’  Allowance made for those

			<p>One way pedestrian flow system to be used</p> <ul style="list-style-type: none"> <li>Lifts (max one person per lift)</li> <li>Staircases available</li> </ul>	<p>Barriers and signage in place, as necessary</p> <p>Perspex screens in place at reception desk, as required. Reception colleagues issued with gloves, as necessary.</p> <p>Mobile screens in place for hearings to allow for 1m+ social distancing with mitigation measures in place</p> <p>Contractors to provide Risk Assessment/Method Statement (RAMS) for their works and how this will comply with NMC coronavirus procedures, if necessary</p> <p>We will ask all people in common areas, eg reception to wear face masks</p>		<p>with medical or other reasonable adjustment needs. Additional assessments undertaken, as necessary</p> <p>Management system in place to provide additional support guidance where necessary.</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</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 or take home as necessary</p> <p>Colleagues given 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> <p>Used mugs and cutlery cleaned in the dishwasher each day, at the appropriate setting</p>

			facilities available at all toilet and tea-point areas	door handles etc Colleagues to use the same mug each day		
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  Day cleaner full time in the hearing centre/office	Medium	Cleaning company on stand-by to undertake deep clean if required, following coronavirus 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	The NMC has its own separate entrance to the building and immediate access if the shared entrance is used
Security and safety - external	Colleagues Contractors Public	High	A leased floor space in managed building  Solid wall and glazed windows  Glazed front entrance	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

			<p>Access control points to external doors – when guard not in place</p> <p>CCTV in operation covering all entrances</p>			
Security and safety – internal	Colleagues Contractors Public	High	<p>All colleagues have access control/ID passes and lanyards. Contractors issued them 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  Coronavirus isolation	Colleagues Contractors Public	Medium	<p>First aid 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>	Low	<p><i>Nearest hospital with A&amp;E:</i> Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh, EH16 4SA</p> <p>0131 536 1000</p>
Welfare	Colleagues Contractors	Medium	Male, female and disabled toilet facilities on ground and	Access to male urinals restricted due to social	Low	Signage on doors and walls, as necessary

	Public		<p>first floor</p> <p>Baby changing facility on ground floor</p> <p>Shower areas in the basement</p>	<p>distancing</p> <p>Social distancing to be undertaken</p> <p>Colleagues to store towels, clothing, gel and other items in their own locker or take home</p>		
Fire / Emergency Evacuation	Colleagues Contractors Public	High	<p>Existing fire/emergency evacuation procedures in place</p> <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>Fire wardens to check floor to ensure that they are clear and report to muster/evacuation point</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>	Medium	<p>At time of emergency evacuation, 2m social distancing may be not be undertaken to allow for a 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	<p>Process for receiving and sending packages and other items</p>	<p>Sanitiser gel, wipes and gloves to be used, as necessary</p>	Low	
Catering	Colleagues Contractors Public	Medium	<p>Kitchen hygiene and other control standards in place</p>	<p>Any additional measures to be reviewed, as necessary</p>	Low	<p>Review with Lexington before opening</p>

				Disposable cutlery and other items to be used, as appropriate		
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