

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

Location: Forsyth House, Cromac St, Belfast, BT2 8LA rooms, 120, 122_125, 108,107,105

Date: 10 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 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

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 NMC rooms on 1st floor (NMC space) is less populated reducing contact</p> <p>Colleagues/contractors provided with information and guidance of new processes and procedures</p> <p>Furniture removed to allow for social distancing, as</p>	<p>Plans and signage in place on floors and walls, 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</p>	Medium	<p>Estates colleagues have visited the site to ensure safe working environment</p> <p>Allowance made for those with medical of other reasonable adjustment needs.</p> <p>Management system in place to provide additional</p>

			<p>necessary</p> <ul style="list-style-type: none"> • Desks/chairs • lifts • staircases available 	comply with NMC c-virus procedures, if necessary		support guidance, where necessary
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, as necessary</p> <p>Extra space given in common areas</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 on high use areas, eg door handles, push bars and other common areas etc</p>	Concentration on cleaning of high traffic areas	Medium	<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>
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	Only minimum staff expected in other tenant spaces on floor	Access to reception areas, lifts, stairs and other protocols	Low	
Security & Safety - External	Colleagues Contractors Public	High	Rooms leased 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 monitored 24/7
Security & Safety – Internal	Colleagues Contractors Public	High	All staff have 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 floor 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 Public	Medium	First Aider box in kitchen on all floors Spare 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> Royal Victoria Hospital 274 Grosvenor Rd, Belfast BT12 6BA Switchboard: 028 9024 0503
Welfare	Colleagues Contractors Public	Medium	Male, Female and Disabled toilet facilities on all floors Shower areas in basement area	Social distancing to be undertaken Colleagues to store towels, clothing, gel and other items in their own bag	Low	Signage on doors and walls, as necessary
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	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 responsible person to act

				Reception team on site		as chief fire warden
Deliveries	Colleagues Contractors	Medium	Process for receiving and sending packages and other items in place via reception team on site	Sanitiser gel, wipes and gloves to be used, as necessary	Low	