

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

Location: One Westfield Avenue, London, E20 1HZ

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 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 as part of the desk booking system</p> | <p>Plans 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> | Medium | <p>Estates colleagues available to guide colleagues on ‘first day’</p> <p>Allowance made for those with medical of other reasonable adjustment needs. Additional assessments undertaken, as necessary</p> <p>Signage in place advising</p> |

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| | | | | | | <p>wear face masks in common areas if you wish to</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 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 on high use areas, eg door handles, push bars and other common areas etc</p> | Concentration on cleaning of desk areas used each day | 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 | Where there is a centralised ventilation system that removes and circulates air to different rooms, turn off | Low | |

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| | | | programme including filter changes and water testing | 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 | |
| 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 | All staff have access control/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 | In the event of serious incident - dial 999 and ask of the Police | Low | |

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| | | | main office areas 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> Whipps Cross University Hospital Whipps Cross Road Leytonstone London E11 1NR Switchboard: 020 8539 5522 |
| Welfare | Colleagues Contractors Public | Medium | Male, Female and Disabled toilet facilities on all floors Baby Changing facility on ground floor Shower areas on ground floor | Social distancing to be undertaken Colleagues to store towels, clothing, gel and other items in their own locker/take home | Low | Signage, 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 | Fire wardens to check floor to ensure that they are clear and report to muster/evacuation point Remind colleagues of fire/emergency evacuation | 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 |

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| | | | review in line with new procedures | <p>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>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 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

