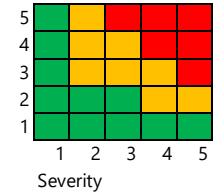


Site
Area
Persons at risk
Specific threat

Congress House & The Rookery
Common areas, access through the building
All users
Covid 19

Likelihood



Risk Item	Area/Access/Task use & method statement	Risk	Likelihood	Severity	Risk level	Mitigating measures	Likelihood	Severity	Revised Risk level
1	Prepare the building - cleaning plans	Virus remains active on surfaces for some time and can be picked up by other people.	High	medium	15	Full sanitisation of the common areas of the building to be undertaken prior to re-occupation. Deep clean of building following sanitisation to be undertaken by the cleaning team prior to occupation, to include cleaning of chairs, PCs, carpets, and all surfaces. Increased cleaning regime to be implemented throughout the building, to include frequent cleaning of work areas and equipment between uses, frequent cleaning of objects and surfaces that are touched regularly, eg, door handles, daily cleaning of workspaces and removal of waste, limiting or restricting use of high touch items, eg, printers, whiteboards.	Low	Medium	3
2	Prepare the building - Maintenance	Ensure all statutory maintenance tasks have been completed, undertake M&E checks throughout, including lifts, water,	high	medium	15	All routine maintenance tasks to have continued to be undertaken through shut down to preserve integrity of plant. Review if any of the air conditioned areas of the building require modification to ensure these are fit for purpose. Open all windows to enable fresh air ventilation through the floors prior to opening. Occupiers to open windows daily to increase fresh air	Low	Low	1
3	Prepare the people - all occupiers	Ensure all occupiers, TUC staff, visitors and tenants have a clear understanding of new processes for movement around the building and the safety measures in place. Full open communication must be in place	High	medium	15	Work collaboratively with all tenants and produce full document for each occupier detailing safe access routes and transport routes through the building. This will follow on from the risk assessment. Provide full guidance document and training for staff where necessary to ensure social distancing and hygiene rules are understood and adhered to. Display COVID-19 notice in both Congress House and The Rookery Receptions and publish risk assessment and occupier guidelines on website	low	low	3

4	Ability to appropriately social distance while travelling to work	Close contact with colleagues and members of the public who may be infectious.	High	medium	15	All employees who are able to should continue to work from home until the government guidance allows a full return to work. Travel to work will form part of the personal risk assessment. All persons using public transport to wear face coverings as per government advice. Consider alternative transport. Stagger start and finish times. Hands to be washed thoroughly on arrival at the building	Medium	Medium	9
5	Ability to appropriately social distance while at place of work	Close contact with colleagues and members of the public who may be infectious.	High	medium	15	All employees who are able to should continue to work from home until the government guidance allows a full return to work. Minimise numbers of staff in the building at any one time. Minimise visitors to the building. All those who need to access the office must follow the social distancing, handwashing and hygiene guidelines.	Low	Medium	3
6	Entering and exiting the building - either via congress house or the rookery.	occupiers and visitors will touch hand rails on steps and ramp	high	medium	15	Regular routine cleaning of hand rails with appropriate sanitiser mid morning and after lunchtime usage. Antibac wipe stations provided for staff that wish to use them as they travel through the building	Medium	Medium	9
7	Entering reception - either Congress House or The Rookery	Contact between occupiers, visitors and BSA team.	high	medium	15	Deactivate security barriers in Congress House reception. Decommission the disabled barrier, unless for wheelchair users, and request occupiers all use the barrier furthest away from the reception desk. Installation of 2 metre physical barrier between occupiers/visitors arriving/leaving and the reception desk. Installation of 2 metre markers on the floor in both receptions. Installation of perspex screens to the reception desks. Signage detailing social distancing regulations within the building. Provision of appropriate PPE to the BSA team - facemasks, disposable gloves, antibac hand gel station. Possible use of both receptions - Congress House as a way in and The Rookery as a way out. Installation of mechanical antibac hand gel dispenser and antibac wipe dispenser. Introduction of a staggered working pattern for both TUC staff but also tenants to minimise numbers of people entering and leaving the building at the same time.	Low	Medium	3

8	Movement of people through the common areas of the building	Ensure appropriate levels of social distancing are maintained at all times	High	medium	15	Create a social distancing plan. This should include decreasing density of persons on site and managing shift patterns to enable this and setting guided and limited traffic movements within the building. Include plans of the building with designated routes for access. Installation of floor markings denoting movement routes through the building.	Low	Medium	3
9	Movement of people through the common areas of the building using the lifts	Lifts are too small to enable more than one person to socially distance	High	Medium	15	Restrict use of lifts for goods, disabled persons and those on the 5th and 6th floors only. All other building users to use the stair cases. Lift buttons to be cleaned through the day	Medium	Medium	9
10	Movement of people through the common areas of the building using the staircases	Stair cases are narrow and with increased footfall in both directions as people are unable to use the lifts, there will be increased risk of failure to socially distance.	high	medium	15	Increased cleaning regime on all stair cases. Use NE stairwell to ascend the building for all users and SE stairwell to descend the building for all users to prevent close cross over on staircases. NB between Level 2 - 3 on the SE stair case will have to remain two way to provide access to the 2nd and 3rd floors of the Rookery - keep to the left rule will apply. Users will have to use common sense to give as much space to oncoming users as possible. Leave windows on stairwells open to increase ventilation.	Low	Medium	3
11	General movement of people through the building - use of corridors	difficulty in maintaining appropriate social distancing	High	medium	15	Cannot make common corridors one way, so instill keep to left rule or wait to maximise distance between people. Installation of floor markings to denote routes for occupiers to follow. occupiers to use common sense to allow other users to pass by with maximum possible social distancing in these areas	low	Medium	3
12	Movement of people through the common areas of the building using the access control system - swipe and exit buttons	risk of people touching the access swipe points and having to touch push to exit buttons to leave areas of the building	high	medium	15	increase cleaning regime to wipe swipe sensors throughout the day. Change push to exit buttons to infrared sensors that do not need to be touched. Install signage at each point to advise do not touch	low	Medium	3
13	movement of people through the common areas of the building - touching door handles and push plates	risk of people touching door handles and push plates in order to open and close doors and contaminating them	High	medium	15	increase cleaning regime to wipe door handles and push plates. Installation of automatic antibac sanitiser stations and antibac wipe dispensers throughout the building. Cannot replace push plates because of the building listing	Medium	Medium	9

14	General movement of people through the building	risk of people coming into contact with each other unnecessarily	High	medium	15	Restrict areas of the building to certain tenants. For example, 6th floor tenants can only access toilets at 5th floor level.	low	Medium	3
15	Movement of people through the building - visitors	risk of visitors attending the building and contaminating occupiers	high	medium	15	Restrict numbers of visitors. Suggest occupiers use online meeting facilities instead of face to face. Where face to face is the only option, suggest meetings are held off site outside. Where meetings must in Congress House and The Rookery, guidance on safe social distancing and hygiene must be given on arrival. all visitors to be recorded. Limit visitor numbers at any one time. Consider temperature checks for Congress centre visitors only. Request visitors wear face coverings - to be provided by visitor.	low	Medium	3
16	Movement of people through the building - contractors	risk of contractors walking through building	high	medium	15	essential maintenance tasks have to be carried out. All works to be scheduled with CTS to minimise contacts at any one time. Works to be undertaken out of hours to avoid staff on site. If essential work is taking place in office hours then ask external contractors to wear face masks, provided by CTS	low	Medium	3
17	Post - receiving incoming goods/letters, other materials	contact with objects being received from external sources that could carry the virus	low	medium	9	Review incoming/outgoing collection points to ensure these are still the most appropriate routes for goods in/out. Keep strict records of goods in/out for contact tracing purposes. Revisit electronic system. Reduce quantity of deliveries - ie larger orders less often. provide PPE for the BSA/CA team provided with gloves and masks to wear while incoming goods/post received is distributed. Provide antibac wipes/sprays to sanitise incoming items. Team to use gloves when sorting and franking outgoing mail also. Restrict non business deliveries, ie, no personal parcels to be delivered to the workplace.	low	Medium	3

18	Use of café-bar and/or other shared areas of the building, while maintaining social distancing	Contact between café-bar staff, other colleagues and tenants.	High	medium	15	Café-bar to remain closed as the building opens. This will be reviewed as the lockdown and subsequent measures ease. options to manage risks might include limiting types of food supplied to reduce service time, Stagger break times within TUC and with tenants to ensure less density. Remove Marble Hall tables and chairs to prevent staff sitting together. Encourage people to take breaks at workstations.	low	Low	1
19	Use of TUC changing rooms and Building wide shower and changing facilities	Prevent close contact with other people in these areas.	high	medium	15	Regulate the use of shared facilities, to enable social distancing at all times with instructions issued to all users. Installation of floor markings, queue system for showers. Enhanced cleaning regime	low	Medium	9
20	Specific cleaning of the building following a suspected or known case of COVID-19.	contamination from areas the person may have touched.	high	high	25	Follow specific government guidelines for cleaning following confirmed or suspected cases of COVID-19. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings See separate guidance.	low	Medium	3
21	Use of shared toilets	Fear of contamination from people sharing toilet facilities	high	medium	15	Set clear guidance on queuing system in place for use of each separate facility, ensure hand soap and sanitiser is available in multiple locations within the facilities. Provide additional signage to build awareness of good hygiene and handwashing techniques. Enhanced cleaning regime for these facilities, to include increased waste removal through the day in these areas.	Medium	Medium	9
22	Use of shared changing rooms and shower facilities	inadequate space for social distancing, contamination	high	medium	15	All cubicles to remain in service as they are separated by walls/doors and have their own handwashing facilities and they will be needed more if people travel using bike or walking. If all cubicles are in occupation, users to queue in lobby outside the facility, not in the toilet vestibule to enable social distancing. Enhanced cleaning in these areas - Toilet facilities to be cleaned as an additional clean during the day. Antibac gel dispenser to be installed at entrance to the facility.	low	Medium	3

23	Use of shared tenant kitchen facility at 2nd floor level	The kitchen must remain open to provide welfare facilities for tenants, need to ensure hygiene standards are high and social distancing is in place	High	medium	15	Rules about kitchen use to be implemented and communicated to all users. All users must queue at appropriate social distance to use the facility. All users must wash their hands before using the equipment. Install additional signage, floor queuing marks, one user at a time. All users to clean surfaces after use. and wash hands before they leave the facility	medium	Medium	9
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