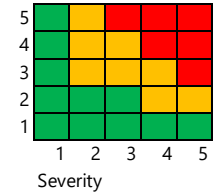


Site
Area
Persons at risk
Specific threat

Northern TUC
 Northern TUC office Space
 All TUC staff
 Covid 19

Likelihood



Risk Item	Area/Access/Task use & method statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Individual risk for colleagues	Each staff member may have different risks				Line manager to undertake individual risk assessment for all reports. This should cover, travel to work, consideration as to whether the individual should return to work or if they can continue to work remotely, any specific high risks that might be relevant - ie, underlying health conditions, if they are shielding either themselves, or a family member or are considered in a vulnerable group			
2	Accessing offices	How do colleagues access office	high	medium	15	Office will be open from 8 am until 6pm. One way system to be implemented using the fire exit stairs as entry and main staircase as exit route One way system around Office highlighted with tape. Enter the building using front entrance and exit using the back entrance. We will need to sign in in our offices using own pens.	low	Medium	3

3	Social Distancing		high	medium		<p>All colleagues to maintain appropriate social distance of 2m at all times / Beth will mark a 2 meter distanced flow around the office. No physical contact between workers when at work</p> <ul style="list-style-type: none"> • All workers to go straight home if symptoms develop • Workers isolating with symptoms to request a COVID-19 test as soon as possible • Encourage workers to co-operate with the NHS Test and Trace system and remotely report to Line Managers if they are asked to self-isolate • Check guidance for updates daily and review controls; <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19 https://www.nhs.uk/conditions/coronavirus-covid-19/ https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response https://www.who.int/emergencies/diseases/novel-</p>	low	Medium	3
		concern over lack of social distancing							
4	General movement of people through the building - use of corridor areas within TUC floorplates	difficulty in maintaining appropriate social distancing	High	medium	15	<p>Distances between colleagues whose desks are next to each other are 2 meters apart. Beth and Helen work back to back, Helen and Susanne work face to face, Helen will need to move to the empty desk next to her to ensure a meter spacing. There should be adequate safe distances from those entering the office and Craig Dawson's desk closest to the door. Set out access routes through the office floors, using keep to left rule. Install floor signage showing directions of traffic and 2m distance, installation of floor markings to denote routes for occupiers to follow. Colleagues to use common sense to allow other users to pass by with maximum possible social distancing in these areas.</p>	low	Medium	3
5	Clean desk policy	Desks must be clear to enable cleaning team to clean thoroughly each day	high	medium	15	<p>All desks must be left clear of any items that are non IT related at the end of each day to enable the cleaners to thoroughly clean each work station daily. Each desk owner to clean their own desk, screen, keyboard and mouse through the day. Andibac wipes to be provided to enable this.</p>	Low	Medium	3

6	Sharing desk spaces - enabling social distancing between colleagues working at their workstations	Colleagues are unable to socially distance adequately. 180cm for two persons sitting next to each other. 165cm between two people opposite and 230cm diagonally. Average distance between back to back pods is 165-210cm.	High	medium	15	Stagger shifts between colleagues who share the same pod. Ensure that colleagues sitting opposite each other are not in the office at the same time. Ensure that colleagues are not working face to face, but back to back, or side to side if 2m social distancing is not feasible. Where it is not possible to provide adequate distance between people, consider the installation of screens to provide separation. Introduce "fixed teams/partnering" groups. Use desk markers to show different "fixed teams"	Medium	Medium	9
7	increased physical contact between teams	colleagues come into contact with people in other teams unnecessarily	medium	medium	9	Reduce the number of people colleagues work with so they effectively work in small teams with little or no physical contact with other colleagues - "fixed teams/partnering". Use desk markers to detail the different fixed teams and locations/days those staff are in the office. Enforce the use of online meeting tools to prevent physical meetings. Use quiet rooms and pods to accommodate colleagues who have a business critical need to be in the office on the same day as someone who is not in their fixed team/pod. These desks to be sanitised thoroughly each day.	low	Medium	3
8	Sharing desk spaces - hotdesking	physical desk sharing brings contamination risk	High	Medium	15	Workstations should be assigned to particular individuals and not shared. Ban hot desking for the foreseeable future. Quiet rooms and pods to be removed from general use and reserved for those who have a business critical need to be in the office on the same day as someone who is not in their fixed team/pod. These desks must be thoroughly sanitised at the end of each day ready for safe use by someone else the following day. SfB or Teams to be used for meetings online	low	low	1

9	Meetings - physical contact with other colleagues	risk of contamination when in meetings with other people	high	medium	15	enforce the use of online meeting tools to prevent physical meetings. Only participants who must attend in person should do so and ensure that the 2m rule is followed at all times. Avoid transmission during meetings by not sharing items (eg pens). provide hand sanitiser in all meeting rooms. hold meetings in large, well ventilated rooms only. Remove all quiet rooms for the availability of meetings. Close meeting rooms that dont allow for social distancing and remove chairs in larger meeting rooms to limit numbers. open windows and leave doors open when meeting is in progress.	Low	Medium	3
10	Cleaning regime in office spaces	Risk of contamination from frequently touched items in offices	High	medium	15	Increased cleaning of surfaces, door handles, photocopier control pads, access security points to destroy virus on frequently touched items. Installation of antibac wipe dispensers and antibac gel dispensers on all floors. Signage installed to advise how these should be used.	Medium	Medium	9
11	Sharing items between colleagues	contamination risk of different people sharing items, ea pens, etc.	high	medium	15	ensure each staff member has their own equipment and doesn't share with other colleagues. chairs to be labelled	low	low	1
12	Restrict access to common areas of the building.	Restrict coming into contact with people outside the organisation.	High	medium	15	restrict movement of TUC staff around the building unless necessary. Meetings to be done via Sfb or Teams, staff to only use TUC demised toilets, café bar will be take away only, staff to eat at their desks	low	low	1
13	Use of welfare facilities	Use of TUC kitchen areas	high	medium	15	The kitchen is single occupancy and can only be used for getting hot water. Staff must bring their own cutlery/crockery to be taken home and cleaned each night. Wash your hands before leaving the facility	Medium	Medium	9
15	Use of welfare facilities	use of toilet facilities 1st floor	high	medium	15	Procedure for using toilet facilities communicated to workers – one in, one out and operate slider sign with elbow.	Medium	Medium	9
16	Use of First aid room	contamination risk of people using this room	medium	medium	9	Beth's office is to be used a first aid room should anyone become ill. Ensure the first aid room is cleaned daily. Minimise its use for non COVID-19 illness by sending people home.	low	low	3