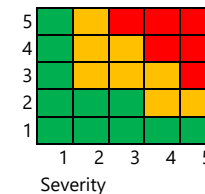


Site  
Area  
Persons at risk  
Specific threat

Leeds Office  
TUC offices including shared kitchens and shared toilet facilities  
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 Congress House	high	medium	15	Refer to building RA	low	Medium	3
3	Social Distancing	concern over lack of social distancing	high	medium	15	All colleagues to maintain appropriate social distance of 2m at all times. Rota to be completed so staff in office can sit diagonally opposite each other, rather than facing or next to in order to maintain social distance.	low	Medium	3
4	General movement of people through the building - use of corridor areas to TUC floorplates	difficulty in maintaining appropriate social distancing	High	medium	15	Refer to building RA. One way systems in place for all to follow.	low	Medium	3
5	Clean desk policy	Desks must be clear to enable cleaning team to clean thoroughly each day	high	medium	15	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.	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. 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. 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. open windows and leave doors open when meeting is in progress.	Low	Medium	3

10	Attendance of volunteers	Attendance at TUC buildings for volunteers puts them at unnecessary risk.	High	medium	15	No volunteers to attend workplaces in the immediate term. As and when this is relaxed, all volunteers will need to complete the questionnaire and have a meeting with the department head	low	Medium	3
11	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. Cleaning provided by Unison of high touch areas. Anti bac wipes provided for staff to wipe over high touch areas as well.	Medium	Medium	9
12	Sharing items between colleagues	contamination risk of different people sharing items, eg 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
13	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 Teams, staff to only use shared toilet and canteen areas but to ensure Unison social distancing rules are followed at all times.	low	low	1
14	Use of welfare facilities	Use of shared Unison Kitchen/canteen areas	high	medium	15	Unison have provided safe use guidelines for all users. Signage is installed. Only one person at a time per table. Before users touch anything in the kitchen they must wash their hands thoroughly with soap provided. use only your own food/drink. Avoid touching anyone elses foodstuffs that are stored in the fridge. All dirty cutlery/crockery to be put in the dishwasher by their user. No items to be left in the sink or on the side. Users to thoroughly clean the worksurfaces when they are finished. Wash your hands before leaving the facility	Medium	Medium	9

15	Use of welfare facilities	Use of shared Unison toilets on each floor	high	medium	15	Unison have issued Guidelines for toilet useage to be issued to all staff prior to return to work and installed signage detailing the rules and handwashing guidelines in these areas as a reminder. Installed floor markings denoting safe distancing. Restrict maximum users to 1 at any time. Removed all other cubicles and sinks from usage to ensure safe distancing while handwashing and hand drying . Enhanced cleaning in these areas. Toilet facilities to be cleaned as an additional clean during the day.	Medium	Medium	9
16	Use of welfare facilities	Use of shared disabled toilet facilities on the ground floor	high	medium	15	Unison have issued Guidelines for toilet useage to be issued to all staff prior to return to work and installed signage detailing the rules and handwashing guidelines in these areas as a reminder. Installed floor markings denoting safe distancing. Restrict maximum users to 1 at any time. Removed all other cubicles and sinks from usage to ensure safe distancing while handwashing and hand drying . Enhanced cleaning in these areas. Toilet facilities to be cleaned as an additional clean during the day.	Medium	Medium	9
18	Use of shared Unison First aid room	contamination risk of people using this room	medium	medium	9	Unison to ensure the first aid room is cleaned daily. Minimise its use for non COVID-19 illness by sending people home.	low	low	3