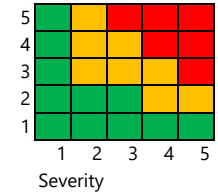


**Site**  
**Area**  
**Persons at risk**  
**Specific threat**

TUC Liverpool Offices  
 TUC offices including kitchen  
 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 Jack Jones House	high	medium	15	Unite Risk Assessment:  One person in a lift at any one time  Arrival times to be staggered Signage and hand sanitising stations installed at key entry and exit points	low	Medium	3
3	Safe Distancing	concern over ability to safe distance from colleagues when in the office	high	medium	15	All colleagues to maintain appropriate safe distance of 2m at all times	low	Medium	3

4	General movement of people through the office	difficulty in maintaining appropriate safe distancing	High	medium	15	<p>Office is open plan so colleagues can see where others are and maintain distance.</p> <p>Desks close to walkway to kitchen/printer areas removed from use to enable 2m distance when accessing these areas.</p> <p>Set out access routes through the office floors, using keep to left rule. Install signage showing directions of traffic and 2m distance, Colleagues to use common sense to allow other users to pass by with maximum possible safe distancing in these areas.</p>	low	Medium	3
4	General movement of people through the building - use of corridor areas within Jack Jones House	difficulty in maintaining appropriate safe distancing	High	medium	15	<p>Refer to building RA from UNITE. This includes one way systems throughout the common areas.</p> <p>Installation of signage. Arrangements for sharing of welfare facilities</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. TUC to provide storage boxes for staff</p> <p>Each desk owner to clean their own desk, screen, keyboard and mouse through the day. Antibac wipes to be provided to enable this. TUC to provide these</p>	Low	Medium	3

6	Sharing desk spaces - enabling safe distancing between colleagues working at their workstations	<p>Colleagues are unable to safe distance adequately within all current deskspaces.</p> <p>End desks near to the middle of the office are too close to walkways.</p> <p>End desks near windows are 180cm, diagonally from nearest desks</p> <p>Side by side desks are 100cm apart</p> <p>Desks opposite each other are 170cm apart</p> <p>back to back desks are in</p>	High	medium	15	As the staffing numbers have now reduced to 3 TUC North West staff and 3 staff from OSSD it is possible to safely accomodate all staff at the same time if required. Managers will discuss working patterns with individuals. Certain desks have been removed from use to provide adequate safe distancing should all 6 members of staff be in the office at the same time.	Low	Low	1
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.	low	Medium	3
8	Sharing desk spaces - hotdesking	physical desk sharing brings contamination risk	High	Medium	15	<p>Workstations should be assigned to particular individuals and not shared.</p> <p>Ban hot desking for the foreseeable future.</p>	low	low	1
9	Meetings - physical contact with other colleagues	risk of contamination when in meetings with other people	high	medium	15	face to face meetings now permitted, but the use of online meeting tools to limit physical meetings is encouraged. No meeting rooms in the office allow for ventilation so unable to be used for meetings - would need to make alternative arrangements for venues. Ensure no sharing of paperwork, pens etc during face to face meetings and that safe distances are adhered to.	Low	Medium	3

10	Attendance of visitors	Attendance at TUC buildings for visitors puts them at unnecessary risk.	High	medium	15	Visitors are now allowed to TUC offices, but to limit social contact groups, you are encouraged to meet online or outside. Any face to face visitors will need to be authorised under unite procedures and details kept for track and trace purposes. Ensure safe distances are maintained	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 . Signage installed to advise how these should be used.	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 eat at their desks.	low	low	1
14	Use of welfare facilities	Use of TUC kitchen areas	high	medium	15	Guidelines for kitchen useage to be issued to all staff prior to return to work. Install signage detailing the rules in these areas as a reminder. Install floor markings denoting safe distancing. Two person at a time to use the kitchen facilities to ensure safe distancing. Others will have to wait if there is someone in there first. 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 toilets on 4th floor  Womens - 3 x cubicles Mens - 1 x cubicle, 2 x urinals Disabled toilet x 1	high	medium	15	Unite issued Guidelines for toilet useage shared with all staff prior to return to work.  Only one toilet/urinal in use in each toilet. Signage on door to indicate this  Hand dryers to be disabled, paper towels to be used instead and will be supplied in toilets	Medium	Medium	9
18	Use of First aid room	contamination risk of people using this room	medium	medium	9	Use Regional Secretary office as First Aid room - ventilated, enclosed space. Minimise its use for non COVID-19 illness by sending people home. Ensure cleaning after usage	low	low	3