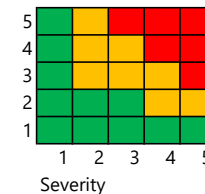


Site  
Area  
Persons at risk  
Specific threat

Newcastle Offices  
TUC offices including common areas  
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	It is now thought that the Virus does not particularly remain active on surfaces and is largely aerosol transmitted	low	low	1	Ongoing routine cleaning continues. Increased high touch cleaning regime to continue as a precaution throughout the building, despite transmission being more prevalent through airborne droplets. Handgel, wipes and increased handwashing provided with a recommendation for staff to use these regularly. To be confirmed with the landlord	Low	low	1
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 have continued to be undertaken through shut down to preserve integrity of plant. air conditioned areas of the building have been reviewed to check if they require modification to ensure these are adequately ventilated. AC systems do not provide ventilation, so HEPA filter units have been installed throughout the floor. Continued review of these areas with portable CO2 monitors to ensure appropriate CO2 levels and ventilation are achieved. All staff to Open windows to enable fresh air ventilation through the floors on arrival. Staff also expected to close windows at the end of the day.	Low	Low	1
3	Air Quality	ensure adequate provision of fresh air throughout the office	medium	low	6	CO2 monitors purchased and maintenance will undertake routine testing of all office spaces, stairwells and congress centre spaces twice daily. Safe levels of CO2 are between 400-1000ppm.	low	low	3

4	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	medium	low	9	Work collaboratively with all users 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 safety briefing for staff where necessary to ensure TUC recommendations are understood and adhered to. Guidance to be provided to all new starters before they attend the office. This will also be covered in the estates induction.	low	low	3
5	Ability to keep your distance while travelling to work.	Close contact with colleagues and members of the public who may be infectious.	high	low	15	Now the government guidance allows for a full return to work, Congress House and the regional and national offices will reopen. While Gov advice removes social distancing restrictions and states facemasks are no longer mandatory, we recommend all persons using public transport wear face coverings. Consider alternative transport options to avoid busier times where possible. Hands to be washed thoroughly on arrival at the building.	Medium	medium	9

6	Ability to appropriately keep a safe distance from colleagues while at place of work	Close contact with colleagues who may be infectious.	High	medium	15	All employees are now encouraged to make a cautious return to the workplace. Gov guidance no longer has recommendation to keep safe distances from colleagues. Spacing between desking has been measured. Colleagues sitting opposite each other are @190cm apart. Adjacent colleagues are 160cm apart but do not face each other. diagonally opposite colleagues are @230cm apart which is over the original 2m social distancing requirement. Colleagues working at sit stand desks would be further away than 2m, so distances are considered safe to facilitate colleagues sitting opposite each other going forward. For close shared work around a desktop PC, we would recommend users wear facemasks. Or use meeting room to enable space between users. Windows to be kept open on office floors to increase natural ventilation. Staff to open and close these on arrival and leaving the office. All staff encouraged to take regular lateral flow tests before attending the office. Should govt stop supplying these the TUC will investigate options.	Low	Medium	1
7	Concern over increase in transmission rates of the new variant of the virus	Close contact with colleagues and members of the public who may be infectious.	medium	low	9	While govt advice no longer requires the use of facemasks by law, the TUC encourages people to wear these in crowded areas and for all building users when travelling around the building or passing through shared areas of Congress House and The Rookery. TUC ask all building users to wear a face mask in all areas of the building that are likely to be more crowded or where you are likely to come into close contact with larger groups of people, particularly receptions, stairwells, hubs, toilets.	low	low	1

8	Entering reception - either Congress House or The Rookery	Contact between occupiers, visitors and BSA team.	medium	low	9	From 26 January 2022, enforceable measures such as mask wearing and social distancing are lifted. However, caution is expected and recommended. As such, we'll request staff and tenants wear face masks in the reception areas as these are more likely to be closer contact spaces. Masks preferred signage in place. The perspex screens on the reception desks will remain in place for the timebeing. Provision of appropriate PPE to the BSA team - facemasks, disposable gloves, antibac hand gel station. Both receptions to be reopened. Installation of mechanical antibac hand gel dispenser and antibac wipe dispenser in both receptions. Both receptions are well ventilated naturally as the doors are frequently opened. No requirement for HEPA filters.	Low	low	1
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 provide distance between users	High	low	15	Lifts are currently designated single use, but users must respect requests for single occupancy trips. To be kept under review by landlord. priority given for goods, disabled persons, the elderly or other persons with specific requirements. All other building users to use the stair cases. Lift buttons to be cleaned through the day. Recommend users wear facemasks.	low	low	3
10	Movement of people through the common areas of the building	Encourage occupiers to move around the building at safe distance from others and avoid over crowding.	medium	low	9	All users encouraged to wear face masks through common areas of the building and allow other users space to pass if necessary. All users expected to bring their own facemasks, but there will be some spares available on request	Low	low	1
11	Movement of people through the common areas of the building using the staircases	Stair cases will be used for two way traffic.	medium	low	9	One way routes in common areas. Under review with landlord. Leave windows on stairwells open to increase ventilation. All users encouraged to wear facemasks through common areas of the building and allow other users space to pass if necessary.	Low	low	1
12	General movement of people through the building - use of corridors	social distancing regulations lifted, but possible corridor areas could become congested	medium	low	9	All users encouraged to wear facemasks through common areas of the building and allow other users space to pass if necessary.	low	low	1

13	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	medium	low	9	Push to exit buttons added to High touch cleaning schedule of handles, lift buttons etc to continue	low	low	1
14	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 is reduced as current transmission is largely airborne	low	Low	3	Installation of automatic antibac sanitiser stations and antibac wipe dispensers throughout the building. Increased cleaning of high touch areas such as handles, push plates, lift buttons etc to continue throughout the day.	low	low	1
15	Movement of people through the building - visitors	risk of visitors attending the building and in meetings	medium	low	6	Where meetings are held in the office advice on TUC guidelines must be given on arrival. Request visitors wear face coverings - to be provided by visitor. Mask preferred signage in reception.	low	low	1
16	Use of meeting rooms and quiet rooms	risk of meeting attendees working closely together	medium	low	9	Online meeting facilities can still be used, but face to face meetings are now permitted. While there are no restrictions in place, we will still recommend using larger meeting rooms, so your attendees can space out, not sharing equipment and wearing a facemask. open windows in meeting rooms to increase ventilation.	low	low	3
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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> See separate guidance.	low	low	3
21	Use of shared toilets	Fear of contamination from people sharing toilet facilities	medium	low	6	additional signage provided 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. Request users wear face masks in common areas of the building.	low	low	1

22	Use of shared tenant kitchen facility first floor level	The kitchens must remain open to provide welfare facilities for staff and tenants, need to ensure hygiene standards are high and social distancing is in place	medium	low	6	Landlord controlled area. All users must wash their hands before using the equipment. All users to clean surfaces after use and wash hands before they leave the facility	low	low	1
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