

Risk assessment covering the measures taken by The Place to avoid the spread of COVID-19 to staff, visitors, students and contractors. This assessment will be subject to constant review to keep in line with government guidance. If unsure of any of these measures please contact your academic tutor, line manager or Eleanor Farrow, Visitor Services Manager, at Eleanor.Farrow@Theplace.org.uk

The majority of the workforce will still work from home or are currently on furlough. The work activities outlined in this document are not possible to complete by working from home; and are not restricted by law under the applicable Coronavirus legislation. Careful consideration and planning has been taken to enable these activities to take place whilst observing social distancing.

This document has been created in accordance with current Government guidance and best working practice. None of the individuals engaged in this activity fall within the “High Risk” Category (High Risk meaning those classed as clinically vulnerable).

The following activities will be allowed during phase 4:

Student return to studio work in pre-set groups. Use of some offices by reduced personnel. Limited capacity and staff segregation in allocated zones to be observed.

People responsible for overseeing the implementation of this risk assessment:

Eleanor Farrow (EF)

Marco Cifre (MC)

Roy Adkins (RA)

And Line Managers.

It is assumed that it is not possible to avoid the tasks listed, and as such remove the hazard. A risk factor has been included to assist with identification of higher risk activity, either being those occasions where the hazard is particularly high, or it is not possible to place reducing measures to lower the likelihood. The risk factor is a multiplication of hazard and likelihood. THE RISK FACTOR PROBABILITY IS BASED ON ASSESSMENT AFTER ANY INHERENT DESIGN SAFETY MEASURES

	1	2	3	4	5
OUTCOME OF HAZARD (H)	No action required	On Site First Aid Treatment	Reportable Injury	Permanent incapacitation	Deaths
PROBABILITY (P)	Virtually impossible	Unlikely	Possible	High	Very High

The scoring dictates what action is required. 1-4 means the task can continue, but should be monitored to see if any further reductions are possible or required. 5 can continue but only under further supervision and possible additional amendments. Scores above this level will require further reducing measures before the work can be carried out.

Area assessed	Hazard	Persons Affected	Risk Factor	Current reducing actions (included in current working practices or inherent in design of effect)	Additional reducing actions	Action to	Amended Risk Factor
Work in offices	Infection and spread of COVID 19	Staff and Visitors	3H x P4	<ul style="list-style-type: none"> → Access to offices to be granted only after completing a personal risk assessment and approved by line manager. Office capacities not to be exceeded. → Personal risk assessment to be completed ahead of returning to work from office. → Staff to be segregated in zones from which they can work. No travel into or use of other zones will be permitted. → Office and Zone capacity to be established and observed. → Use of offices scheduled/staggered to minimise number of people in the building. → Staff will have DSE (display screen equipment) assigned. No Hot Desking. → Offices and workspaces to be set up to support social distancing: layout changes, appropriate signage, stickers and floor 	<ul style="list-style-type: none"> → Social distancing to be observed at all times (2m) → Where more than one person is working in one office, layout should be set to accommodate side to side and back to back working stations. → Staff encouraged to bring food from home to reduce the need to use access routes. → Good level of housekeeping at all times. → No changing room facilities provided. → Each zone to have toilet and water facilities. → Staff encouraged to increase the level of Handwashing. → Open windows where possible. → AC to be disconnected in systems which recycle air. → Constant monitoring following inspection checklist. See Duty Manager checklist. → Biohazard cleaning policy. 	EF	3H x 1P

				<p>markings to denote safe distances, etc</p> <p>→ Enhanced cleaning regime observed in the offices area and particularly around touch points (such as door handles) and the DSE</p> <p>→ Masks covering mouth and nose will be mandatory to be used when travelling across the premises and using facilities. Masks can be removed once member of staff is sat at their assigned working station.</p>		
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Use of Equipment and other items in offices.	Infection and spread of COVID 19	Staff and Visitors	3H x 3P	<ul style="list-style-type: none"> → Staff will have DSE (display screen equipment) assigned. No Hot Desking. → Enhanced cleaning regime observed in the offices area and particularly around touch points (such as door handles) and the DSE 	<ul style="list-style-type: none"> → All equipment to be thoroughly cleaned and disinfected between users. → Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, eg whiteboards, etc → Staff encouraged to not to share stationary equipment such as pens, paper, staplers. → Staff encouraged to bring in their own cutlery, mugs, etc. → Antivac wipes or other cleaning products positioned next to shared equipment such as printers, kettles and microwaves. → Staff advised not to share food, milk, tea bags, etc 	RA, EF	3H x 1P
Meetings	Infection and spread of COVID 19	Staff	3H x 3P	<ul style="list-style-type: none"> → No face to face meetings will be possible during Phase 4. 	<ul style="list-style-type: none"> → Replacing face-to face meetings with video conferencing, phone conferencing, etc , rather than bringing people together face to face. → If absolutely essential, holding meetings outdoors while maintaining social distancing. → Staff encouraged to observe good hand hygiene. → Where possible distribute digital copies of information in advance. If hard copies are needed each individual should have their own copy (no sharing) 	EF, Line managers	3H x 2P

External visitors	Infection and spread of COVID 19	Staff and Visitors	3H x 3P	<ul style="list-style-type: none"> → External visitors need to be approved in advance. → Walk in visitors that haven't been approved not allowed to go further than reception → Information and protocols will be share in advance with visitors. → Digital questionnaire to be completed by everyone accessing the building, It will be required to be completed ahead of each visit. Questionnaire will cover symptoms, if anyone has come close to anyone with symptoms/positive and travel arrangements. 	<ul style="list-style-type: none"> → Contingency plans and risk assessments to be shared between visitors and The Place and informed of any developments or changes to policy. → Coordinate access within separate zones to avoid clashes. 	RA, MC	3H x 1P
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Activity where social distancing guidelines cannot be followed in full	Infection and spread of COVID 19	Staff	3H x 4P	<p>→ Managers in conjunction with the H&S officer, must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate and sufficient mitigation methods should be put into place.</p>	<ul style="list-style-type: none"> → Increased hand washing. → Increased environmental cleaning → Keeping the activity time involved as short as possible → Reducing the number of people each person has contact with by using "fixed teams. → Use of face masks or other PPE if appropriate. → Condition the layout to avoid face to face in favour of back to back and side to side work. 	Line Managers with aid from MC	3H x 2P
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Additional documentation available that complements this Risk Assessment and constitutes The Place's Safe Working System during Covid-19:

Policies which act as an addition to existing ones:

- Covid-19 Cleaning Policy
- Covid-19 First Aid Policy
- Covid-19 Evacuation Policy
- Covid-19 Report Symptoms Policy

Additional checklists and procedures:

- Covid-19 Personal Risk Assessment.
- Duty Managers checklist.
- Cleaners daily plan.

Cleaning contractors' documents:

- RAM 036 Body Fluids During Covid-19
- RAM 037 External Rubbish Removal During Covid-19
- RAM 038 Emptying Internal Rubbish Bins During Covid-19
- RAM 040 Virus Decontamination Deep Clean Manual Covid-19 not Detected

Security contractors documents:

- CV19 01 General Policy
- CV19 02 Risk Assessment.