

# **COVID-19 SECURE BUILDING** **RISK ASSESSMENT**



**Woburn House Conference Centre**

**Date of Assessment: 11<sup>th</sup> September 2020**

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## Introduction

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment outlines measures for dealing with the current Covid-19 situation and safe operation of the building ensuring we are Covid secure. The assessment will be updated regularly with any continuing government guidelines and any changes to business requirements.

The relaxation of lockdown measures and any return to normal working life will be gradual and implemented on a phased basis, this risk assessment will look at the risks and control measures for our unique circumstances at Woburn House.

We have obligations to ensure the health and safety of both our employees and visitors there is a plethora of regulations and approved codes of practice to adhere to majority of which are outlined in our existing General health and safety risk assessment and fire risk assessment which have been updated accordingly.

The risk assessment was conducted by competent persons using all the current guidance and how to guides with core content taken from government document Working safely during covid-19 in offices and contact centres.

## General description of the building

<b>Company Names:</b> Woburn House Conference Centre
<b>Workplace address:</b> Woburn House 20 Tavistock Square London WC1H 9HQ
<b>Responsible Persons:</b> Richard Bull (General Manager) Claire Pearce (Operations Director)
<b>Contact Number:</b> 0207 419 5489
<b>Name of Assessor:</b> Kevin Latif (Facilities Manager)
<b>Date of Assessment:</b> 11th September 2020
<b>Date of Review:</b> Ongoing as per Government advice and Business requirements
<b>Nature of occupancy:</b> Meetings and Conference Centre
<b>Times Building in use:</b> 07:00 – 19:00 Mon-Fri Weekends not in use
<b>Floors in the building:</b> Four
<b>Which areas of the building are covered by this assessment:</b> CVCP Common areas and Woburn House conference centre areas

### Risk Matrix

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

<b>SEVERITY</b>	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

# Risk Assessment

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Arrival and departure to the building	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Employees will continue to work from home where possible.</li> <li>Change to opening and closing times the building will operate from 7am to 7pm to give flexibility to arrival and departure times for journey to building.</li> <li>Travel to and from office by walking or cycling is recommended. Secure cycle racks available for use.</li> <li>Automatic entrance doors in operation no touch required.</li> <li>Signage and Social distancing markers installed across the building</li> <li>Temperature testing and mandatory sanitising on entry to the building.</li> <li>PPE bin at entrance for safe disposal of PPE upon entry.</li> <li>One-way systems in operation throughout the building. Main entrance to be used as entry point and staff entrance used as exit with signage in place showing the routes.</li> <li>Reception desk is screen protected to provide physical barrier.</li> <li>Lifts Operational but limited to 2 people at any one time. Main lift to travel up only and rear lift to exit.</li> </ul>				5	3	15	H
	Contractors												
	Visitors												
	Less able persons												
	Lone workers												
	Emergency services												
	Anyone else who physically encounters you in relation to your building												

<p>Arrival and departure to the building - Continued</p>	<p>Employees Contractors Visitors Less able persons Lone workers Emergency services Anyone else who physically encounters you in relation to your building</p>				<ul style="list-style-type: none"> <li>• Stair use follows same principle as lifts main entrance side is up and staff entrance side is down.</li> <li>• All doors will be held open where possible to limit touch points. Fire procedure adjusted to accommodate this process.</li> <li>• All front of house staff will be equipped with PPE for use in common areas such as reception.</li> <li>• Staying COVID-19 Secure in 2020 poster signed and displayed at entrance.</li> </ul>					
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Spread of Covid-19 Coronavirus	Employees Contractors Visitors Less able persons Lone workers Emergency services Anyone else who physically encounters you in relation to your building	5	3	15	H	<ul style="list-style-type: none"> <li>Employees will continue to work from home where possible.</li> <li>Building capacity reduced</li> <li>Track and Trace system in place via clients records</li> <li>Hand washing facilities with soap and water in place.</li> <li>Contact with personnel suspected of having caught COVID-19 will be avoided.</li> <li>Should employees disclose that personnel living with them are showing the above symptoms, they should be encouraged to stay at home for 14 days from the day the first person got symptoms.</li> <li>High-risk employees are to self-isolate in line with government guidance.</li> <li>Detailed Signage installed around the building to maintain social distancing.</li> <li>Employees and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying practice. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> </ul>				5	3	15	H

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		S	L	R	RR					S	L	R	RR
		Cleaning Procedure and Services	Employees Contractors Visitors Less able persons Lone workers Emergency services Anyone else who physically encounters you in relation to your building	5	3					15	H	<ul style="list-style-type: none"> <li>Frequent Internal cleaning throughout the day with focus on touch points and high traffic areas.</li> <li>Cleaning provider adopted safe system of work to manage team attending site temperature checking social distancing and use of PPE etc.</li> <li>Cleaning provider to clean building daily with high level detail given to desks in use and all touch points and high traffic areas. Team will arrive once building is closed to further increase social distancing and minimise risk.</li> <li>Building was deep cleaned prior to reopening and all areas treated with Clorox 360 sanitisation system which we have certification for.</li> <li>All PC Equipment was cleaned using a deep clean process and UV Wanding system.</li> <li>Cleaning specification was reviewed in line with new guidelines.</li> <li>Disposal of waste procedure in place PPE Can be disposed as General waste unless we have a suspected case and then 72 hold procedure takes effect.</li> <li>Updated Risk and COSHH Assessments from cleaning provider Provided.</li> </ul>	<ul style="list-style-type: none"> <li>Janitor service to be explored when demand increases, and meetings are safe to resume.</li> </ul>

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Use of Hygiene Facilities	Employees Contractors Visitors Less able persons Lone workers Emergency services Anyone else who physically encounters you in relation to your building	5	3	15	H	<ul style="list-style-type: none"> <li>Hand sanitiser dispensers installed across all WCs inside and out to encourage more frequent hand sanitising.</li> <li>Signage installed</li> <li>Facilities contain suitable levels of soap and antibacterial gel.</li> <li>Pedal operated Bins with lids installed across all WCs.</li> <li>Hygiene bins and air freshener all serviced, and maintenance completed.</li> <li>Toilet extraction fans all serviced and maintained.</li> <li>Basement toilets 2 Person at a time maximum adhering to social distancing.</li> <li>Showers are in use and will be deep cleaned every day, antibacterial wipe dispenser with bin are installed in each cubicle to wipe down touch points before and after use.</li> </ul>				5	3	15	H

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Operational activities and services	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Reception / Security team available Person on shift at reception desk will act as fire warden and first aider.</li> <li>Facilities and conference teams are all trained fire wardens and first aiders giving us adequate cover during reduced building capacity.</li> <li>Minimise handling of post and parcels staff are asked not to arrange personal deliveries. PPE To be worn by Facilities team when handling items.</li> <li>Maintenance to be completed when staff are not in attendance unless in an emergency.</li> </ul>				5	3	15	H
	Contractors												
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		S	L	R	RR					S	L	R	RR
Showing symptoms of Covid-19	Employees	5	4	20	VH	<ul style="list-style-type: none"> <li>Anyone displaying symptoms should not attend the office.</li> <li>If anyone becomes unwell and is showing symptoms in the building, they will be sent home and advised to follow the stay at home guidance.</li> <li>Line managers will maintain regular contact with staff members during this time.</li> <li>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the</li> </ul>				5	4	20	VH
	Contractors												
	Visitors												
	Less able persons												
	Lone workers												
	Emergency services												
Anyone else who physically encounters you in													

	relation to your building Employees					Public Health Authority will be in touch to discuss the case, identify people who have been in contact with them via track and trace and will provide advice on any actions or precautions that should be taken.					
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**Findings and Action Plan**



Mandatory Sanitisation upon entry



Reception desk protection screen



Floor markers showing one-way system and 2m distance

Photo evidence of just some of the control measures outlined in the risk assessment and in place at Woburn house.

Further action required	Actioned by	Risk category	Target date	Date completed	Signature

**NO FURTHER ACTION REQUIRED AT THIS PRESENT TIME THIS RISK ASSESSMENT WILL BE KEPT UNDER CONTSTANT REVIEW**

**Overall risk evaluation**

**Severity Level**

Considering the nature of the **Biological hazard (COVID-19)** the daily operation of the building and occupants, as well as the safety protection measures, procedural arrangements and potential controls outlined in this risk assessment. It is considered that the potential consequences for life safety would be **High risk**

**Likelihood Level**

Considering the prevention measures that are in place it is considered that risk to life is **Probable – High risk** this would be due to other factors increasing the risk.

**Risk Level**

Reviewing the hazards and potential risks at this current time and with ongoing government guidance, it is considered that the risk of incident, accident or dangerous occurrence within the building is **High**.

**Note that, the purpose of this section is to place the risk into context and risk assessment should be reviewed regularly during this time.**

**Additional comments:**

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Risk Assessor name:</b>	Kevin Latif	<b>Signature:</b>	<i>K Latif</i>	<b>Date:</b>	11.09.2020
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<b>Responsible Persons:</b>	Richard Bull – General Manager	<b>Signature:</b>		<b>Date:</b>	
<b>Responsible Persons:</b>	Claire Pearce – Operations Director	<b>Signature:</b>		<b>Date:</b>	

**Acknowledgement form**

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk to the lowest possible level.  
I fully understand my duties as an employee, to follow the control measures in this risk assessment.

Employee name	Department	Date	Employee comments/recommendations	Signature