

TRUST COVID-19 RISK ASSESSMENT PROTOCOL

OFFICES

UPDATED 18 SEPTEMBER 2020

1 INTRODUCTION

- 1.1 Most of the Trust's offices are closed, to reflect Government guidance for people to continue to work from home unless they need to come into work. As such, Covid-19-Secure posters will not be put up in closed offices.
- 1.2 This protocol sets out the limited reasons for exceptional access and regular, part-time presence in a closed office, the arrangements for mitigating the risks of Covid-19 transmission between Trust people accessing Trust offices for these exceptional reasons, and builds on the general risks and measures identified in the Trust's Covid-19 Everyday Risk Assessment.
- 1.3 Following some lifting of restrictions and a change in Government guidance, from 14 September the Trust will be opening some offices on a limited basis, where Covid-19 Secure posters will be put up.
- 1.4 Responsibility for the implementation of this protocol shall rest with the Trust's Operational Property team who must file a LogIncident report for any material non-compliance in accordance with the Trust's Covid-19 Principles document.
- 1.5 The protocol will be further developed prior to the further opening up of any Trust office beyond these exceptional access arrangements, at which point a site-specific risk assessment will be carried out by the Operational Property team.

2 ASSESSING THE RISK

- 2.1 Trust people are susceptible to Covid-19 airborne transmission through proximity with each other in indoor office environments, particularly in the following areas:
 - Entrance lobby, lifts, stairwells and fire escapes
 - Narrow corridors
 - Meeting rooms and break-out areas
 - Prayer/contemplation rooms and breast-feeding rooms
 - Kitchens and waterpoints
 - Toilets and showers
 - Post rooms and stationary cupboards
- 2.2 Trust people are also susceptible to Covid-19 surface transmission through touching shared surfaces with hands, particularly in the following ways:
 - Door handles
 - Lift buttons
 - Shared stationery (e.g. pen with signing-in book)
 - Toilet doors, handles and paper dispensers

- Bathroom taps and hand-dryers
- Kitchen utensils, crockery and glasses
- Kitchen equipment (e.g. toaster, kettle, microwave)
- Shared printer/photocopier screens
- Shared office furniture (e.g. tables and chairs in meeting rooms and kitchens)
- Shared IT and telecoms equipment (e.g. video conferencing facilities)

3 MANAGING THE RISK – CLOSED OFFICES

3.1 Access to closed offices will only be given in exceptional circumstances, for one of the following reasons:

- Critical hard-copy document retrieval
- Postal pick-up, where scanned electronic copies are not sufficient
- Bulk printing, photocopying and scanning for critical activities
- Pick-up of office furniture for health and welfare reasons (keyboards, wrist supports, ergonomic chairs etc)

3.2 Authorisation for access to closed offices must be approved (by email) by one of the Trust's Operational Property team, upon provision of the following information:

- Purpose of visit
- Estimated time of arrival
- Estimated duration of visit

3.3 Trust people accessing a closed office must ensure:

- They are only in the office for the minimum time necessary to complete the approved task
- They restrict their movements to the essential needed to complete the approved task
- They refrain from using shared spaces as far as possible
- They endeavour to avoid entering toilets when another Trust person is present in the toilet
- They adhere to social distancing guidelines
- They inform their line manager of their visit
- They wash or sanitise their hands on arrival and departure and regularly during their visit to the office

3.4 External visitors and deliveries will not be permitted to closed Trust offices

3.5 Kitchens in offices will be restricted to boiling water and heating food and the Trust will not provide milk, tea, coffee and sugar. Surface wipes should be used by all Trust people to clean touch points after use.

4 MANAGING THE RISK – OFFICES WITH LIMITED OPENING

4.1 From 14 September, access to some offices will be given on a more regular basis (between 9am and 4pm Monday to Thursday) to Trust colleagues who have expressed a preference to start coming back into work for reasons of wellbeing and productivity, on the following timeframe:

14 September

- Fearn's Wharf, Leeds
- Aqua House – Birmingham
- Station House – Milton Keynes

5 October

- Llanthony Warehouse – Gloucester
- The Kiln - Newark
- Trencherfield Mill - Wigan

- 4.2 Line Managers should provide names of these Trust colleagues to the relevant Executive Team member who will agree the hours of limited access to the relevant office with the Operational Property team, subject to capacity.
- 4.3 These Trust colleagues should then only come into the relevant office for the pre-agreed hours and should adhere to all the measures above in addition to the task specific risk assessment carried by the Operational Property team prior to the office opening.
- 4.4 Meetings in offices should generally be avoided, unless for a critical business need in one of the 6 offices that are open on a limited basis, in which case a task specific risk assessment should be carried out for the meeting (or series of meetings) to cover the following:
- Names and numbers of attendees should be agreed with the Operational Property team in advance
 - Only Trust colleagues who have attended the Covid-19 Toolbox Talk should be invited to the meeting and colleagues should avoid travelling together, especially in the same vehicle
 - Trust colleagues should only stay in the office for the duration of the meeting, unless they are permitted to be in the office in line with the general arrangements for office access
 - Meeting should take place in an area large enough to ensure current social distancing guidelines are maintained
 - Meeting areas and routes to and from the meeting should be configured to avoid people congregating together as far as possible
 - Consumption of food at the meeting should be avoided and colleagues should generally bring their own drinks where possible
 - Sharing of equipment (e.g. office furniture, stationary, passes and lanyards) should be avoided
 - Commonly touched surfaces in the meeting area (e.g. door handles, touch screens, air conditioning controls) should be sanitised before and after the meetings

5 OFFICE CLEANING:

- The offices will continue to be cleaned by contractors daily in accordance with the standards set by Government guidance
- Contractors will be provided with a copy of this protocol by the Trust's Operational Property team
- The Trust's Operational team will be provided with a copy of the contractor's relevant Covid-19 Risk Assessment document
- Hand-washing and toilets will be provided to cleaning contractor staff, rather than a full welfare provision
- Cleaning contractors will be required to observe the same social distancing rules as Trust people
- Hand sanitation gel and surface wipes shall be left in prominent locations around the offices, to enable surfaces to be cleaned after use

