

Return to Office Risk Assessment – techUK

Completed by Office Manager on 18 May 2020

Last review 1 March 2022

Introduction

Protecting the health and safety of employees in the workplace is paramount, especially during this time of the Coronavirus (COVID-19) pandemic, where specific precautions and measures need to be in place. To ensure that we protect our employees and members and minimise any risk to their health and safety as far as is reasonably practicable, we have created this risk assessment document to provide information on all the steps we are, and will be taking, to ensure the very best working environment once we return to the office following guidance from the Government.

We will also continue to follow relevant national and global guidance, including from the government, NHS, HSE, and the World Health Organisation (WHO), and update this assessment according to their current guidelines.

The guidelines set out below are categorised into two sections:

- **Prior to Re-Occupancy**

Before any employees return to the office, we are required to complete several checks, tasks, and assessments to ensure a healthy and safe working environment for all employees and visitors. The following pre-return list will be completed prior to anyone returning to site.

This risk assessment will be published on our website as per government guidance.

- **On Your Return to the Office**

Below are the provisions that we will have in place, which we will ask all staff and visitors to techUK offices to adhere to at all times, for their own and others safety and wellbeing.

What are the hazards	Who might be harmed	Controls in place to minimise risk	Further Controls required	Responsible person/s	Lead time required or Frequency	Completed
Spread of Coronavirus (COVID-19)	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners and Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically meets us in relation to our business</p>	<p>Prior to re-occupancy</p> <p>Facilities</p> <ul style="list-style-type: none"> - A team has been put together to prepare the office following government guidance. - All staff preparing the building are to be provided with all appropriate PPE and should be provided with directions for correct use, sanitisation and disposal of any PPE and ensure they wash their hands immediately after. - All equipment and tools will be checked to ensure they are in good working order (PAT testing was carried out in December 2020). - The Landlord will ensure that the waste collection, cleaning, cooling, and Reception services are returned to 'normal service' prior to any tenants returning to the building, following 48-hour notification of tenant's intention to return. - The Landlord has been keeping on top of maintenance to the cooling, water, fan, and all mechanical elements of the building. - Desks in the open plan office area will return to full capacity. <p>Cleaning</p> <ul style="list-style-type: none"> - EcoSmart Cleaning Ltd, techUK's contract cleaning company, provided the service of a specialised deep clean to all areas of the 2nd floor. EcoSmart will provide their cleaners with all required PPE and will use disinfectants from government approved or authorised lists. - Cleaning supplies will be checked and will be fully stocked to provide the necessary cleaning services. - Additional cleaning services to be discussed and agreed with EcoSmart. - The landlord will provide a specialised deep clean to all common parts of the building. 	<ul style="list-style-type: none"> - Communications to staff of plans and progression to be provided regularly. - Keep up regular communication with the landlord. - All services have been returned to normal. - Liaise with EcoSmart to ensure high levels of cleaning and sanitising of the office continues. 	<p>Office Manager</p> <p>Office Manager and Cleaning company</p>	<p>1 week</p> <p>One week</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>Supplies</p> <ul style="list-style-type: none"> - Any PPE recommended by the government will be ready and available to all employees upon their return if required. - Hand sanitising gel, sanitising wipes and other sanitising equipment have been ordered and delivery has been received. We have sufficient stock levels to cover several weeks. - All beverages refreshed and equipment cleaned and sanitised. - Suppliers services reinstated. <p>Employee Welfare</p> <ul style="list-style-type: none"> - If employees have concerns about returning, they should raise this with HR and their line manager. - Employees have chosen a health and safety representative to consult with, this is Noreen Aldworth. The representative will share their ideas and ensure they have input into the measures being put in place to enable them to work safely. - Any employees who are considered to be in a 'vulnerable group' are advised to follow government guidance. - Training will be provided to all staff on how to continue to work safely from the office and from home, covering all new processes and procedures. <p>General Health & Safety</p> <ul style="list-style-type: none"> - Hayley will complete Health and Safety checks of all areas, including mechanical systems, all equipment furniture and fire equipment and doors etc. 	<ul style="list-style-type: none"> - Stock of face masks to be provided for staff using public transport if required. - Training provided via teams meeting with all staff. - Health and Safety checks to be carried out and reported weekly. 	<p>Office Manager</p> <p>HR or Lorraine Dias</p> <p>All employees</p> <p>Office Manager and IT</p> <p>Office Manager</p>	<p>Immediate</p> <p>Immediate</p> <p>One week</p> <p>2 days</p>	<p>28 May 2020 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>26 Aug 2020 Ongoing</p>
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		<p>On Your Return to the Office</p> <p>Facilities</p> <ul style="list-style-type: none"> - Staff should wash or sanitise their hands as soon as they arrive at the office. - Please only use the fridge for items you will use on the day/week you are in the office. - Please sanitise or wash your hands before and after using the coffee machine and beverage provisions. - All meeting rooms are available to use. A new booking system will be available for you to book your own meetings. In the meantime, please email 'meetings' with any room booking enquiries. - Consider keeping your coats and other items of clothing on the back of your chair or in your locker, rather than in the cloak cupboard hanging next to and touching other coats. - Sanitising equipment will be available in reception, member area, all meeting rooms, copy room, kitchen and on each pod of desks. - We will be operating a strict clear desk policy whereby <u>everything</u> must be removed from your desk at the end of each day to enable thorough cleaning. Any items left on desks at the end of the day will be disposed of. Any used cups/glasses etc. must be placed in the dishwasher before you leave. - Members will not be required to book a drop-down space in the member area, the spaces will be allocated on a first come, first served basis. - All staff and visitors to the office will be required to sign in at reception. - All post and deliveries will be put into the pigeonholes in the copy room. Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages. - Ventilation systems have been adjusted to maximise the air flow and will circulate fresh air only. - We will open windows and doors frequently to encourage ventilation, wherever possible. - The landlord is unable to provide additional storage for bicycles, so if the bicycle storage is full, you will need to secure your bicycles externally. 	<ul style="list-style-type: none"> - Facilities to monitor requirements are being met by all staff and members. 	Office Manager and Facilities	Daily	Ongoing
			<ul style="list-style-type: none"> - Staff are asked to have all personal items delivered to their home address until further notice. 	All employees		
			<ul style="list-style-type: none"> - Liaise with Landlord. - Meeting room doors to be propped open whilst not in use. 	Office Manager		Ongoing

	<ul style="list-style-type: none">- When using the staff kitchen, please wash your hands on entering and again when you leave. You may use the booths to eat your lunch. You are asked to wipe the surface with a sanitising wipe once you have finished and dispose of in the appropriate PPE bin. <p>AV and IT Equipment</p> <ul style="list-style-type: none">- To ensure the AV equipment is kept to a highly sanitised condition, we recommend all equipment in meeting rooms are wiped down after use. The photocopiers will be cleaned on a regular basis. The touch screen should be cleaned with wipes and then rubbed down with microfibre flannels so as not to damage touch screens. These will be available in the copy room for staff use.- We can continue to use Zoom for medium to small meetings in all the meeting rooms, but staff can also hold Zoom meetings from their own laptop as well as using MS Teams.- The meetings systems that we have in place work and can be set up remotely. Because of this, we can run full meetings for 300 people and would reduce the need for visitors in the office.- The IT Manager will be provided with necessary PPE whilst working on other user laptops.- All IT equipment will be cleaned before being issued to staff and any loan equipment will also need to be cleaned upon return to the IT manager.- Staff must keep any issued equipment and not share these with others.- The IT areas are closed off from most staff with only the IT manager and facilities teams having access to these locations, i.e., the server room, store cupboard etc. Restrictions are to be adhered to at all times.- Headsets will be provided to staff for use in the open plan office to attend virtual meetings on request. <p>Cleaning</p> <ul style="list-style-type: none">- We will provide sanitising gel, wipes, and sprays for all areas of the office. Please use these before and after touching surfaces that others may have touched.- The door between Reception and the office area will be wedged open during normal office hours, to prevent the need for everyone to keep touching the door release button.	<ul style="list-style-type: none">- All staff to sanitise equipment after use.- Facilities team to wipe down equipment after member meetings.	All employees	Daily	Ongoing
			Facilities	Daily	Ongoing
		<ul style="list-style-type: none">- Staff to sanitise laptops on return to the office.	Office Manager	1 week	18 Aug 2020 2 Sept 2021 Ongoing
		<ul style="list-style-type: none">- All equipment to be tested regularly.- If you have a company headset you use at home, please bring these with you when you work in the office.	IT, IT and Facilities All staff	Prior to staff returning to the office and daily thereafter	Ongoing
		<ul style="list-style-type: none">- Facilities to monitor cleanliness of the office daily and address any additional requirements urgently.	Facilities	Daily	Ongoing

		<ul style="list-style-type: none"> - All workstations will be cleaned and sanitized daily. - A daily anti-viral clean of all phones, keyboards, monitors and touch screens will be introduced and carried out by EcoSmart Cleaning daily. - All used crockery and cutlery will be cleaned daily. Please do not touch any crockery or cutlery unless you intend to use it. If you do touch something you do not intend to use, please put it in the dishwasher immediately. - The fridges will be cleaned weekly on Friday. Please do not touch anything that does not belong to you in the fridge. - There will be a separate waste bin for PPE disposal. <p>Supplies</p> <ul style="list-style-type: none"> - We will continue to provide beverages as we did previously, excluding bottled water and glasses in the meeting rooms. - We will not be providing biscuits to members until further notice. - Badges for events will not be available until further notice. - There will be sufficient supplies of hand sanitizing gels (with alcohol content 70% and above), sanitizing wipes and cleaning materials across the floor. - Boxes of tissues will be provided across the floor. - If you have any equipment or furniture from the office that you are using to work from home, we ask that you please bring it back with you on your return. If you still need to continue using any furniture from home, please discuss needs with Hayley. - Gloves will be provided to the Facilities team to use to top up the stocks in the kitchens, for hygiene purposes only. <p>Employee Welfare</p> <ul style="list-style-type: none"> - To protect all staff, you should only come into work if you are well. - Employees should wash their hands upon arrival. You must sit at the desk that has been assigned to you only, for the duration you are in the office. - Employees and visitors are no longer required to wear face masks in the office. 		<p>Ecosmart cleaning</p> <p>Daily</p> <p>Ongoing</p>		
			<ul style="list-style-type: none"> - A weekly stock check will be taken for all supplies to ensure we always have adequate stock. 	<p>Office Manager and Facilities</p> <p>Weekly</p> <p>Ongoing</p>		

[illegible]

	<ul style="list-style-type: none">- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they should wash their hands and arrange to be tested.- Any employees who are in a 'vulnerable group' are advised to follow government guidance.- Please wash your hands with soap and water for 20 seconds frequently and catch coughs and sneezes in tissues and dispose of any tissues immediately in the bins provided. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/- In case of sick leave, the Director of each team/department will have a business continuity plan for their team to ensure any absences are covered.- We will provide regular communications on how techUK are complying with government guidelines for COVID-19, to ensure the health and safety of our staff and members as far as possible. <p>Distancing</p> <ul style="list-style-type: none">- Social distancing is no longer a requirement set out in government guidance.- Masks are no longer required in the common parts of the building, and distancing measures have also been removed.- Please follow the below guide for the maximum number of people in our meeting rooms. <table><tr><th rowspan="2">Meeting Rooms</th><th colspan="4">Room Capacity</th></tr><tr><th>Board</th><th>U-shape</th><th>Theatre</th><th>Cabaret</th></tr><tr><td>Room 1</td><td>22</td><td>20</td><td>60</td><td>32</td></tr><tr><td>Room 2</td><td>22</td><td>16</td><td>55</td><td>x</td></tr><tr><td>Room 3</td><td>18</td><td>14</td><td>û</td><td>x</td></tr><tr><td>Room 4</td><td>18</td><td>14</td><td>30</td><td>x</td></tr><tr><td>Room 5</td><td>10</td><td>x</td><td>x</td><td>x</td></tr><tr><td>Room 6</td><td>10</td><td>x</td><td>x</td><td>x</td></tr><tr><td>Room 7</td><td>10</td><td>x</td><td>x</td><td>x</td></tr><tr><td>Rooms 1 and 2 combined</td><td>36</td><td>32</td><td>120</td><td>60</td></tr><tr><td>Rooms 3 and 4 combined</td><td>28</td><td>24</td><td>55</td><td>24</td></tr></table>	Meeting Rooms	Room Capacity				Board	U-shape	Theatre	Cabaret	Room 1	22	20	60	32	Room 2	22	16	55	x	Room 3	18	14	û	x	Room 4	18	14	30	x	Room 5	10	x	x	x	Room 6	10	x	x	x	Room 7	10	x	x	x	Rooms 1 and 2 combined	36	32	120	60	Rooms 3 and 4 combined	28	24	55	24	<ul style="list-style-type: none">- Those in this group are asked to have a discussion with HR to address their needs.- Employees will be reminded on a regular basis of the importance and correct procedure of washing their hands, with notices displayed throughout the office and toilet areas.	Vulnerable staff All employees Line Managers CEO HR Office Manager	Immediate Several times daily Immediate	Ongoing Ongoing Ongoing Ongoing
Meeting Rooms	Room Capacity																																																										
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		<p>Travel</p> <ul style="list-style-type: none"> - Consider the way you commute to and from the office and continue to follow government guidance. You could also consider the following. <ul style="list-style-type: none"> o Use of PPE in public and confined spaces o Cycling or walking to the office (if possible) o Travel outside rush hour times where there may be less people (we can offer flexi hours to accommodate) - If you can, the government advise you to wear a face covering in an enclosed space where distancing is not possible, this includes indoors in crowded areas, for example on public transport or in some shops. - Do not carry out any international business travel unless it is essential. <ul style="list-style-type: none"> o If you must travel internationally on business, you must get the approval of your director before booking your travel. o Check with Finance that our insurance policy covers your travel and check Government advice at https://www.gov.uk/guidance/coronavirus-covid-19-essential-international-travel-guidance o If you do travel for work or pleasure, we ask you to please inform HR if you can of your travel plans and discuss any government guidelines that may be in place for self-isolation needs which will be dependent on where you are travelling. - Staff who are unwell with symptoms of coronavirus (COVID-19) must not travel to or attend the workplace. - If you are required to travel for business, face masks are available at reception if required. <p>Vaccines</p> <ul style="list-style-type: none"> - We will not require all staff to be vaccinated against Covid-19 before returning to the office. As vaccines are a medical intervention, we consider it a personal decision to be taken in conjunction with an individual's medical practitioner as appropriate. 	<ul style="list-style-type: none"> - Continue to monitor government guidelines. - Continue to monitor government guidance. - Continue to monitor government guidance on processes and restrictions. 	<p>All employees</p> <p>Finance</p> <p>All employees</p>		<p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> ○ If you provide assistance to others to evacuate, pay particular attention to sanitisation measures immediately afterwards including washing your hands. - Safety posters will be displayed around the office, to remind everyone of the measures we have in place. - A regular audit of our policies and procedures will be carried out to ensure they are being adhered to and updated as and when necessary. - All the return to the office measures listed in this document, will continue to be reviewed and adapted to evolving government guidance. - Keep following the guidelines set out by us for continuing to work from home when you are not working in the office. 		Office Manager	As required	Ongoing
		<p>Fire Safety</p> <ul style="list-style-type: none"> - There will be at least one Fire Marshal onsite to ensure we have cover in case of an emergency evacuation. - All fire doors must remain closed. Please do not prop open fire doors for any reason. - In case of a fire, the most important thing is that you exit the building safely and promptly and go to the external assembly point. Social distancing rules are no longer in place and should not affect an emergency exit from the building. <ul style="list-style-type: none"> ○ You must not re-enter the building until you are authorised to do so by the main front Reception staff, or by a Fire Marshal of techUK. - The maintenance and testing of all fire equipment has been continued during the office closures. - A fire risk assessment was completed on 30 August 2020 and another fire risk assessment will be completed early in 2022. - The landlord most recently carried out an emergency evacuation drill on 6 January 2022. 		Office Manager	Immediate	Ongoing
				Office Manager		
				Office Manager		
				Landlord	Immediate	30 August 2020

		<p>First Aid</p> <ul style="list-style-type: none"> - The first aid box is located at Reception, in the cupboard next to Hayley. If you require first aid treatment, please see the first aider onsite who will provide assistance to you. - The First Aiders onsite are. <ul style="list-style-type: none"> o Dan Patefield o Noreen Aldworth o Office Manager o Alice Jackson - If any staff have an illness or condition and they feel comfortable sharing it with the First Aider, please do make them aware. <p>CPR advice to First Aiders</p> <ul style="list-style-type: none"> - Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. - Call the ambulance immediately and if COVID 19 is suspected, advise them when you call. - Before starting CPR, use a cloth, towel, or face mask to cover the patient's mouth and nose, while still permitting breathing. - Give compression only CPR, do not give rescue breaths! - Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. The defibrillator is located behind the reception desk. - Please use the Personal Protective Equipment (PPE) provided i.e., face mask and gloves, which you will find in the first aid box. - After performing compression-only CPR, all first aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service. <p>General advice to First Aiders</p> <ul style="list-style-type: none"> - If you suspect a serious illness or injury, call 999 immediately and advise the call handler if the patient has any COVID-19 symptoms - Any time you provide first aid you must use the PPE provided. - You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible. 		First Aiders		
				First Aiders	Immediate	
				First Aiders	Immediate	

		<ul style="list-style-type: none">- Safely discard of any PPE and materials used in the PPE bins provided once you have finished and wash your hands thoroughly with soap and water as soon as possible.		First Aiders		
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