

# WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES - DATE: 07.03.2022

This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response

The IET Gold Contingency team is using the latest government advice to make informed decisions to ensure it offers the best possible safety and care for all staff in all its premises and operations It should also be noted that these guidelines only apply in England.

## Overview

AREA	RULE	NOTES
Savoy Place – Current Status	Hours – 08:00 to 18:00	Members for the Faraday and Knowledge Centre, booking not required Contractors by appointment preferred Social distancing is recommended where applicable All attendance at Savoy Place Hot Desks and staff meeting rooms 1 and 2 must be pre booked on Outlook
Faraday Centre Knowledge Centre Faraday Kitchen	Hours – 09:00 to 17:00 Monday to Friday	Limited to a member with three guests – Two visits per week. Booths, Lounge space and two meeting rooms are available. Only the two meeting rooms are available to pre-book The Faraday Kitchen has reopened with a coffee shop style of service
Update regarding the wearing of Face Coverings within Savoy Place		<i>While wearing face coverings are no longer mandatory, our members, visitors and colleagues who may feel more comfortable wearing a face covering should continue to do so.</i>

## 1. General office-based staff and visiting staff

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, members, contractors Delegates	<ul style="list-style-type: none"> <li>• While wearing face coverings are no longer mandatory, colleagues who may feel more comfortable wearing a face covering should continue to do so.</li> <li>• Social distancing is recommended where applicable</li> <li>• Perspex screens where fitted will be reviewed regularly</li> <li>• Continued communications to encourage vaccination and Booster</li> <li>• Other precautions we will be taking include reminding people to:                             <ul style="list-style-type: none"> <li>• Regularly wash their hands</li> <li>• Providing hand sanitizer</li> <li>• Regularly cleaning high touchpoints areas, such as door handles and the first-floor office</li> <li>• Having good ventilation</li> </ul> </li> <li>• Anyone who has symptoms of a respiratory illness will be requested not to attend our offices and to work from home.</li> <li>• If they cannot work from home, they should speak to their manager</li> <li>• Staff can be provided with anti-bacterial wipes to clean their own workstation after use</li> <li>• Disinfection Fogging of the building will continue to be completed monthly.</li> </ul>			
Staff anxiety/concern over remaining Covid-19 risks	Limited government restrictions	All colleagues	<ul style="list-style-type: none"> <li>• Communication of IET welfare priority, risk assessment and return to office plans</li> <li>• H&amp;S Committee review of risk management plan includes staff representatives</li> <li>• Maintaining appropriate mitigations as circumstance change</li> </ul>	Issue of risk assessment and communications to colleagues	GOLD to manage	
Illness	First Aid		<ul style="list-style-type: none"> <li>• All Duty Managers and other team members are First Aiders requested via a Duty Manager (07338 713860) or Concierge.</li> <li>• There is a First Aid Room on site. If the room is required, please contact a Duty Manager. A Duty Manager must be aware so they</li> </ul>	Illness	first aid	

			<p>can keep regular checks and inform the Fire incident controller in the event of an evacuation</p> <ul style="list-style-type: none"> <li>• All accidents and first aid calls will result in an accident form being completed by the attending First Aider to be reported to the H&amp;S committee to monitor patterns and avoid repeats</li> <li>• There are four Defibrillators on site. First Aiders are aware of their location.</li> </ul>			
Fire Risk	Evacuation	All Staff	<ul style="list-style-type: none"> <li>• All staff should make themselves are aware of the nearest Fire Exit from their work location</li> <li>• Evacuation is on hearing a continues alarm</li> <li>• The Muster Point is underneath Waterloo Bridge</li> <li>• Staff must act on instructions from the Fire Wardens</li> <li>• The Fire Alarm test take place weekly on Friday morning. Usually, 07:30</li> </ul>			
Managing Staff on site	Higher indoor densities increase transmission risk	All staff	<ul style="list-style-type: none"> <li>• All attendance at Savoy Place Hot Desks must be pre booked on Outlook</li> <li>• Social distancing is recommended where applicable</li> <li>• Normal office hours are 08:00 to 18:00</li> </ul>	Communications		
Covid transmission - ventilation	Exchange of air reduces viral transmission risk	All users	<ul style="list-style-type: none"> <li>• Fresh air mechanical ventilation provided</li> <li>• Periodic monitoring of CO2 levels in open plan and meeting rooms as an indicator of fresh air circulation</li> <li>• Open windows where possible</li> </ul>			
Covid transmission	Stop spread of the virus	Staff, members and Contractors	<ul style="list-style-type: none"> <li>• Cleaners will be onsite to frequently clean the high touch points on doors, copiers etc</li> <li>• Cleaners will be onsite to frequently clean the toilets.</li> </ul>			
Workplace and workstations	Ability to social distance between colleagues	All desks' users	<ul style="list-style-type: none"> <li>• The Third Floor Venue office desks <ul style="list-style-type: none"> <li>• Plastic screens have been installed</li> <li>• Sanitising wipes will be available on each desk</li> <li>• Windows in this area will remain open.</li> </ul> </li> </ul>			
Exposure to COVID-19 virus	Persons displaying symptoms whilst at Savoy Place	Staff, members and visitors	<ul style="list-style-type: none"> <li>• Any person developing symptoms whilst in the building should leave the building, self-isolate and take a Lateral Flow Test</li> </ul>			

## 2. Customer, member and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Infection and passing on to others	Staff, visitors, contractors	<ul style="list-style-type: none"> <li>While wearing face coverings are no longer mandatory, visitors and guests who may feel more comfortable wearing a face covering should continue to do so.</li> <li>Visitors <u>asked not to attend the building with symptoms of Covid or other respiratory illness (colds etc)</u></li> <li>External food or packaging is not permitted</li> </ul>			
Exposure to COVID-19 virus	Lecture Theatres	Visitors Organisers Delegates	<ul style="list-style-type: none"> <li>Sanitiser stands outside each entrance and each Guest lift</li> </ul>			

## 3. Faraday Centre/Faraday Kitchen

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, members Guests of members	<ul style="list-style-type: none"> <li>While wearing face coverings are no longer mandatory, members and visitors who may feel more comfortable wearing a face covering should continue to do so.</li> <li>The Faraday Centre is open from Monday to Friday, 9am – 5pm</li> <li>Limited to a member with three guests – Two visits per week</li> <li>Booths, Lounge space and two meeting rooms are available. Only the two meeting rooms are available to pre-book</li> <li>The Faraday Kitchen is open Monday to Friday, 10:30am – 2:30pm with a Coffee Shop style service</li> <li>External food or packaging is not permitted</li> <li>We will monitor the Co2 emission levels periodically</li> </ul>			
Exposure to COVID-19 virus	Staff infection from equipment and touch points	Staff, members Guests of members	<ul style="list-style-type: none"> <li>The Faraday Centre loan laptops are unavailable currently.</li> <li>The Knowledge Centre PC is available. Staff will clean it after use.</li> <li>Water will be available, but we recommend customers use their own water bottle to reduce touch points</li> </ul>			
Exposure to COVID-19 virus	Staff infection Cash Handling	Staff, members	<ul style="list-style-type: none"> <li>All areas in the Faraday Centre are contactless payment only</li> </ul>			

		Guests				
<b>4. Events/Meetings/AV</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Meeting Room Setups and Lecture Theatres	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>While wearing face coverings are no longer mandatory, visitors and guests who may feel more comfortable wearing a face covering should continue to do so.</li> <li>Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation</li> <li>There will be sanitiser and wipes available in each meeting room</li> <li>Co2 levels will be monitored periodically</li> <li>IET network catering should not have shared bowls of food – i.e., nuts and crisps</li> </ul>			
AV team sharing small offices		AV Staff	<ul style="list-style-type: none"> <li>Technicians are required to ensure their own space and working environment is appropriate</li> <li>Doors should be open and window to theatre to be open</li> <li>Control equipment to be wiped down at the end of setups</li> <li>Microphone necks/bases to be cleaned between each event</li> <li>The technician issuing lapel microphones, where used, is responsible for its sanitisation before and after use.</li> </ul>	Additional plastic screen has been installed.		
<b>6. Additional Knowledge Centre/Library Precautions</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 from books/journals delivered to the building	Transmission of virus	Library staff and concierge staff	<ul style="list-style-type: none"> <li>Staff PC in Knowledge Centre to be cleaned between shifts</li> <li>Member PC in Knowledge Centre to be cleaned after use</li> </ul>			
<b>7. Risk of visiting Archives Centre in Savoy Hill House</b>						

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 from shared areas and lifts when entering/leaving building	Transmission of virus	Archives staff	<ul style="list-style-type: none"> <li>While wearing face coverings are no longer mandatory, colleagues who may feel more comfortable wearing a face covering should continue to do so</li> <li>Follow signage and safety instructions provided by Tandem</li> <li>Precautions we will be taking include reminding people to: <ul style="list-style-type: none"> <li>Regularly wash their hands</li> <li>Providing hand sanitizer</li> <li>Regularly cleaning high touchpoints areas</li> <li>Having good ventilation</li> </ul> </li> </ul>			
Exposure to COVID-19 from Archives Office	Transmission of virus - Ventilation	Archives staff and IET.TV	<ul style="list-style-type: none"> <li>Sanitiser and wipes will be available</li> <li>Co2 monitor to be observed and reported if it goes above 800 ppm so that maintenance are able to monitor it</li> </ul>			
Exposure to COVID-19	Transmission of virus	Visitors	<ul style="list-style-type: none"> <li>No visitors to use Archives office on reopening</li> <li>Situation to be reviewed in April</li> </ul>			

Version number	Issued by & date	Comments	Approved by	Release date
V3.1	M Westcott-Wreford 07.03.22	Amended to show the Government has removed remaining domestic restrictions in England <a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-guidance-and-support">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a>	Health & Safety Committee	07.03.2022