

WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE

DATE: 01.06.2022 - REVIEW DATE: 01.06.2023

This assessment has been developed mindful of HM Government guidance and Return to Work

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 All attendance at 17 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 (These Terms are due for review in October 2022)
Events and Event Spaces	As required	All events are prebooked and contracted

1. All Building Attendees

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Slips/Trips/Falls	Injuries	All Building Attendees	<ul style="list-style-type: none"> Proactive controls of Health & Safety <ul style="list-style-type: none"> Power Cable Management Spillages cleared up immediately Use of Yellow warning signs Near Miss Forms 			
Cuts/Abrasions	Sharps Around the building	All Building Attendees	<ul style="list-style-type: none"> Identifying and reporting hazards around the building to allow them to be rectified before they cause injury. H&S Committee review of risk management plan includes staff representatives 			
Near Misses	Potential Injuries	All Building Attendees	<ul style="list-style-type: none"> To be completed and submitted to allow IET to proactively reduce the risk of harm. 			
Illness	First Aid	All Building Attendees	<ul style="list-style-type: none"> All Duty Managers and other team members are First Aiders requested via a Duty Manager (07338 713860) or Concierge. 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 can keep regular checks and inform the Fire incident controller in the event of an evacuation 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&S committee to monitor patterns and avoid repeats There are four Defibrillators on site. First Aiders are aware of their location. 	Illness	First Aid	
Fire Risk	Evacuation	All Building Attendees	<ul style="list-style-type: none"> All attendees should make themselves are aware of the nearest Fire Exit from their work location Evacuation is on hearing a continues alarm The Muster Point is underneath Waterloo Bridge Staff must act on instructions from the Fire Wardens The Fire Alarm test takes place weekly on Friday morning. Usually, 07:30 A practise evacuation takes place twice per year 			

Building Ventilation	Air Circulation	All Building Attendees	<ul style="list-style-type: none"> • Fresh air mechanical ventilation is provided • Periodic monitoring of CO2 levels in open plan and meeting rooms as an indicator of fresh air circulation 			
Good Hygiene Practices		All Building Attendees	<ul style="list-style-type: none"> • Reminding people to: <ul style="list-style-type: none"> • Regularly wash their hands • Providing hand sanitizer • Having good ventilation • Regularly clean high touch points • Anyone who has symptoms of a respiratory illness will be requested not to attend our offices and to work from home. • Staff can be provided with anti-bacterial wipes to clean their own workstation after use 			
Well Being		All Colleagues	<ul style="list-style-type: none"> • Colleagues' wellbeing will remain our priority and initiatives both in the office and online will continue to be introduced in line with our published wellbeing strategy 			

Control Section						
Created By:	Issue	Date	Notes	Reviewed By:	Next Review Date	Done
M Westcott-Wreford	V1.0	01.06.2022			01.0602023	