WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: WEEKLY REVIEW AS SITUATION CHANGES

DATE: 22/07/2020

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 in offices and contact centres (latest issue 11 May 2020) together with IET’s ongoing risk assessment approach. It is based on the Government COVID-19 threat level of 3.

It should be read in conjunction with SP Back to Work Rules and the Lone Working Policy

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1. Minimising staff attending at Savoy Place

<table>
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<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
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<th>Who and when</th>
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</table>
| Exposure to COVID-19 virus | Staff infection and passing on to others | Staff, members, contractors | • All persons visiting SP minimised to essential only. This will change as lockdown restriction ease but will be by invite only.  
• Staff that can work from home encouraged to do so  
• Provision of equipment to enable work from home. Ability to remove equipment from SP workstation to take home allowed and transport of these items considered on a case by case basis  
• Staff returning to work only where task is important to company and cannot be actioned at home  
• Time at SP limited to how long the task takes  
• Staff to sign saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days  
• Members encouraged to:  
  ▪ **Come and Go** not **Come and Stay**  
  ▪ Discussions with HoV and HoD’s about staff welcomed back and those that can remain WFH  
  ▪ Savoy Place core hours will be 08:00 to 18:00  
  ▪ The Faraday Centre opening hours will be 10:00 to 16:00  
  ▪ Evening events may continue to 23:00 | MFH Staff travelling to SP – XLT Hot Desks not available | | |
Where possible, walk or use other forms of transport ie bike, motorbike, car
Car sharing should only be undertaken with people from your own household or within your Support Bubble
Staff may use other means of transport but are reminded there are no onsite parking facilities
Bike racks are available as usual but with the Physical Distancing Signage

| Expectant mothers | Expectant mothers are not at any greater risk from Covid-19, unless there are other health factors present. | Staff, members, visitors | Social distancing particularly during latter stages of the pregnancy is recommended, alongside other general precautions for preventing infection (hand washing etc.)
• Earlier stages of pregnancy present lower risk, expectant mothers may return to public-facing role, but precautions must be in place and risk assessment to be conducted that supports the decision. |

2. Who should return to work

<table>
<thead>
<tr>
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</table>
| Wellbeing impacts | Remote working impacting welfare, mental and physical health | All remote workers | • Programme of communications, including promotion of wellbeing activities
• Signposting of relevant support
• Line management training to support remote working
• On-going 1:1 and performance review | | Line Manager | Regular 1 to 1 |
| Higher vulnerability to COVID-19 | Individuals suffering potentially worse outcomes from infection | | • Extremely vulnerable individuals or members of their household preferably not to attend workplace without prior review and agreement
• Clinically vulnerable or contacts of clinically vulnerable not required to attend, voluntary attendance only by prior review and agreement
• No detriment applied to these individuals
• If staff from these groups have to attend site, they are to be situated away from all others and assess if seeing other staff involves an acceptable level of risk. | Separate risk assessment to be made on these staff if required | Operations Manager and staff members line manager prior to them being on site |
- Consideration to show equality in the workplace regardless of special needs. IET will allow staff to return based on the importance of the task required not who can undertake the task. There will be no discrimination against groups such as carers, parents.
- Avoid contact, maintain Physical Distancing
- Clinically extremely vulnerable individuals will have received a letter telling them they are in this group, or will have been told by their GP
- Clinically vulnerable individuals include those aged 70 or over and those with some underlying health conditions
- Those in households or with carer responsibilities for such individuals

| Higher vulnerability to COVID-19 | Older people are generally more likely to be at-risk of infection and are therefore defined as clinically vulnerable. | Staff and Visitors People over the age of 70 | ● Avoid contact, maintain Physical Distancing
● People from vulnerable groups or those over 70 should avoid attending Savoy Place |

| Staff with difficulty working from home | Mental and physical deterioration of staff health due to lone working, space issues to set up workstation correctly | Remote workers | ● Provision of equipment where possible or practicable. Staff to liaise with their line managers who will check requirements with HR / Facilities. This to be done case by case |

### 3. Social distancing at work

<table>
<thead>
<tr>
<th>Hazard / risk</th>
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<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival and departure</td>
<td>Source of congestion and Individuals entering and</td>
<td></td>
<td>● Issue and acceptance of Workplace rules prior to arrival</td>
<td>Floor signage is in place in the</td>
<td></td>
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<table>
<thead>
<tr>
<th>Operations and line manager</th>
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<tbody>
<tr>
<td>Potential point of introduction of contamination</td>
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</table>
| • Handwashing provided in West Accessible Toilet (re-designated toilet),  
• Revolving doors operational and side door open – Touch free entry  
• Hand sanitiser provided at entrance door and concierge desk  
• Hands to be washed and sanitised immediately on entry to SP following the use of public transport.  
• Touch-free security card system  
• Floor signage (Tape and Stickers) reminding of Social Distancing  
• Use of barriers to assist with queuing  
• Bus Stop signage reminding about Social Distancing and procedures in place  
• One-way system for the stairs  
• West Staircase Up; East Staircase Down |  
Concierge area to maintain Physical Distancing of people entering and exiting the building  
Limitations may be placed on the use of the entrance doors to the Flowers and Haslet Rooms |  
Concierge  
• Social Distancing signage will be on display  
• Tape and stickers on the floor will remind about the 2m rule  
Faraday Centre  
• Social Distancing signage will be on display  
• Tape and stickers on the floor will remind about the 2m rule |

| Circulation | Ability to maintain 2m distancing in circulation routes | One-way stairwells with signage  
West Staircase to be **UP**  
East Staircase to be **DOWN**  
One-way system includes the Roof Terrace  
Maximum occupancy of two people in the lifts, reserved for mobility issues  
Restricting individuals’ workspaces in third floor office  
Adding Riverside 1 & 5 to be boardroom style  
Minimising total on-site presence to support distancing in circulation  
Installing a one-way system in the First-floor office space – Enter by **Andrew F Wilson’s office** and exit via **Executive area**  
**Note** – Hot Desks are not available  
Where 2m (or 1m+) distancing cannot be followed in relation to a particular task managers / business need to consider if it needs to happen  
Staff to increase frequency of hand washing and their own surface cleaning  
Reduce the activity time to reduce time on site |  
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• Social Distancing signage will be on display  
• Tape and stickers on the floor will remind about the 2m rule |  
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Faraday Centre  
• Social Distancing signage will be on display  
• Tape and stickers on the floor will remind about the 2m rule |
- Remove or reduce the need to move around the building
- Remove or reduce the need to meet with others – use of technology promoted over face to face
- Consider use of communal areas – Kitchenettes and Dolby – Maximum occupation and Physical Distancing
- The use of radios and mobile phones to communicate within the building should be promoted. This will limit the number of movements around the building
- Avoid contact, maintain Physical Distancing

| Toilets | Ability to maintain 2m distancing and avoid spread of virus | All staff | With fewer staff/delegates/visitors initially onsite the number of toilets will exceed demand
- In other areas Physical Distancing signage will be used to limit people
- Urinals to be placed ‘Out of Use’ according to 2m/1m+ with specific covers |
| --- | --- | --- | --- |
| Meeting Facilities | Multiple users in an area spreading virus | All staff in meeting | Initially all meeting rooms are closed to members
- Meeting rooms are available to hire as event spaces
- Revised capacities have been compiled utilising Social Distancing
- Signs to be placed on meeting room doors to inform the maximum number of people allowed in the room
- Additional signage within the room
- Riverside 1 & 5 to be used as additional Venue Office space utilising the 2m rule
- Meetings in general discouraged in favour of IT solutions – Use of IT from their desk
- No pen, pencils or paper required as part of set up
- Flip Charts and pens will be sanitised and quarantined for 72 hours after each use
- Doors/Windows to be open, if possible, whilst meeting is in progress
- Sanitiser will be provided in each meeting room
- Meeting Room tables will be sanitised between each meeting |
| Exposure to COVID-19 virus | Deliveries for meeting rooms | Staff, visitors | • Touch points on the banqueting seating will be sanitised between each meeting  
• Porters wearing PPE will sanitise tables before moving or changing the room setup  
• Meeting Room stationery boxes will be removed from the rooms  
• Registration tables will be presented without the fabric covering  
• Grey baize cloths will be quarantined for 72 hours after each use – Porters will remove the cloths wearing the appropriate PPE |
|--------------------------|-----------------------------|-----------------|---|
|                          | All boxed deliveries for events must be delivered to the In Room in the Lower ground floor at least 72 before the start of the event.  
• They will then be dated and held under quarantine for 72 hours before being delivered to the appropriate room  
• Larger deliveries such as furniture must be delivered in a timely manner to allow for further sanitisation should the venue require it.  
• Delivery staff are required to wear PPE within the building  
• Staff covering delivery entrances should wear PPE at all times when the delivery is taking place  
• Porters will be responsible for sanitising their trolleys on a daily basis |
| Communal areas           | Multiple users in area spreading virus | Staff          | • Kitchenettes in Dolby/1st Floor and 3rd Floor will be available – 2m rule to be applied  
• Signage to be placed on the doors reminding people of the maximum capacity  
• Staff to use limited space available in the Dolby, their desks or Embankment Gardens to eat. Limited food may be available from the Faraday Kitchen  
• Breaks should be staggered by managers as well as start/finish times |
<p>|                          |                             |                | • Sanitiser and wipes will be available in these areas |</p>
<table>
<thead>
<tr>
<th>Workplace and workstations</th>
<th>Ability to maintain 2m between colleagues</th>
<th>All desks users</th>
<th>Allocation of alternative desk as required</th>
</tr>
</thead>
</table>
|                            |                                          | • Where possible assign a desk to an individual. Managers to arrange shifts to ensure staff can remain at their usual desk keeping 2m away from others  
• If this is not possible a dedicated alternative desk is allocated for that staff member to use until lockdown restrictions ease  
• Shared hot desks to be avoided  
• Where possible work side by side not facing. Desks have limited height screens between them which can help stop any spread  
• Perspex screens may be available if required  
• Where possible, work side-by-side not facing colleagues. Desks have limited height screens between them which may help stop any spread.  
• Staff will be required to clean down their desk area and equipment before leaving. | | |
| Venue Office Staff         |                                          | • The Third Floor Venue office desks that are available have been identified to maintain the Physical Distancing of 2m  
• Sanitisers are available on each available desk  
• Windows in this area will remain open. | | |
| Accidents and emergencies  | Protection of IET incident staff          | IET incident staff |  |
|                            |                                          | • In event of a fire evacuation staff to evacuate and keep 2m apart underneath Waterloo Bridge  
• Senior Manager will become the Incident Controller and undertake a Rollcall.  
• Specific PPE has been purchased to safeguard both parties in case of an incident | | |
| Fire control               | All staff                                 | • Senior Manager to make daily checks on occupancy and appoint a fire marshal. Low risk as all staff are well trained in fire evacuation.  
• Some doors have been allocated to remain open, some of which are fire doors – Fire Marshals will be aware of these doors in their areas and will be tasked to monitor them. | Email will be sent to all marshals for them to contact Senior Manager when they are on site | Ops to complete |
<table>
<thead>
<tr>
<th>First aid</th>
<th>All staff</th>
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<tbody>
<tr>
<td>• Depending on the number of staff on site will depend on the number of first aiders required. Currently MWW is qualified, and a number of the catering Team. Senior Manager to make daily occupancy check for first aiders</td>
<td></td>
</tr>
<tr>
<td>• All Duty Managers are First Aiders</td>
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</tbody>
</table>

Email will be sent to all marshals for them to contact Senior Manager when they are on site

<table>
<thead>
<tr>
<th>Lone working while in SP</th>
<th>No colleagues in vicinity in case of illness / collapse</th>
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<tbody>
<tr>
<td>Individuals working alone in an area</td>
<td></td>
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<tr>
<td>• Concierge/DM aware of staff in lone working areas through knowing who is in the building</td>
<td></td>
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<tr>
<td>• Concierge/DM will walk around during the day to monitor</td>
<td></td>
</tr>
<tr>
<td>• First aid procedure in place if staff feel unwell / need the first aid room or are going to a toilet because they feel unwell</td>
<td></td>
</tr>
<tr>
<td>• Staff working alone to contact Concierge/DM every 2 hours</td>
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</table>

As more staff return to work lone working will reduce Staff to inform first aiders if a colleague near them collapses

<table>
<thead>
<tr>
<th>Exposure to COVID-19 virus</th>
<th>Persons displaying symptoms whilst at Savoy Place</th>
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<tbody>
<tr>
<td>Staff, members and visitors</td>
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<tr>
<td>• Take the person to an FM Station</td>
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<tr>
<td>• In the FM Station provide the patient a mask and pair of disposable gloves to wear – Yellow boxes</td>
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<tr>
<td>• Duty Manager to wear Perspex face shield</td>
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<tr>
<td>• Duty Manager will escort the patient to the First Aid Room</td>
<td></td>
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<tr>
<td>• Explain that the patient will need to call 111 – Show the phone</td>
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</tr>
<tr>
<td>• Leave the patient in the room</td>
<td></td>
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<tr>
<td>• They call 111 – They discuss their symptoms with the advisor</td>
<td></td>
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<tr>
<td>• Ensure ‘Room Occupied’ is displayed</td>
<td></td>
</tr>
<tr>
<td>• When the call is complete patient will call the Duty Manager phone and talk about the next steps according to the advisor</td>
<td></td>
</tr>
<tr>
<td>• Duty Manager Number: 07738 713860 Contact by telephone or WhatsApp</td>
<td></td>
</tr>
<tr>
<td>• Duty Manager will inform contractor and a trained cleaner will carry out ‘Enhanced Cleaning’ of the room and any room the patient has occupied</td>
<td></td>
</tr>
<tr>
<td>• A bubble rotor system will be in place.</td>
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</table>

These notes are on display in the first aid room
It is likely that following the display of symptom, the person may be instructed to self-isolate for a period of time

<table>
<thead>
<tr>
<th>Ops to complete</th>
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<tbody>
<tr>
<td>Exposure to COVID-19 virus</td>
<td>Mass gatherings</td>
</tr>
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Reference documents and Version Control

(1) https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf
(5) Version Control

(6) All released versions of this risk assessment require approval by IET’s COVID-19 Gold Contingency management group after consultation with the Health & Safety Committee of the IET

<table>
<thead>
<tr>
<th>Version number</th>
<th>Issued by &amp; date</th>
<th>Comments</th>
<th>Approved by</th>
<th>Release date</th>
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</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>M Westcott-Wreford 16/5/2020</td>
<td>Initial draft developed based on Government guidance in relation to offices and contact centres, for review by H&amp;SC and COVID Gold team</td>
<td>Reviewed by H&amp;SC, comments feedback, not for release</td>
<td>N/a</td>
</tr>
<tr>
<td>V1.1</td>
<td>M Westcott-Wreford 22/07/2020</td>
<td>Approved copy for release after posting to H&amp;S committee and the Gold Team</td>
<td>For Review by Gold Team 24/07/2020 For Review by H&amp;S Committee</td>
<td>tbc</td>
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