

Pandemic Re-occupation Risk Assessment



Site Name and address: Estuary House		Reference No: FAV001
Activity/Task/Process: <i>Re-occupation of a building following a pandemic lockdown.</i>		
Areas and activities to consider: Entrance – visitors and parcels. Security – patrols Cleaning – cleaning common areas Building management – contact with tenants, inspections etc		Frequency and duration of the work: Throughout the work day Throughout the day As contracted As required, by email or other electronic means
Number and types of people exposed to the risks: <ul style="list-style-type: none"> • <i>Contractors - various</i> • <i>Tenants and their visitors - various</i> • <i>Unknown Visitors - none</i> • <i>Members of the public in large numbers – none</i> • <i>Employees (Savills) - none</i> 		
Hazards associated with the Activity/Task/Process: <ul style="list-style-type: none"> • <i>Exposure to Coronavirus and subsequent illness.</i> • <i>Transmission of Coronavirus to other employees, tenants and visitors.</i> 		
Control Measures	Standard required	Complies with standard (or justification for deviating)
1. <u>Return to work</u> Where practical employees and in particular those who are in vulnerable groups should continue to work from home until instructed otherwise.	<i>Employees return to work in a planned manner and after completion of this assessment and implementation of the control measures.</i> <i>This risk assessment has been shared with all relevant people and a copy is displayed at the entrance.</i> <i>Where necessary, building management have received training on any significant changes to their existing work practices.</i> <i>This assessment takes account of the needs of disabled people and vulnerable people. Where vulnerable people cannot work from home, then a separate risk assessment should be completed to ensure that a safe working environment can be provided for them.</i>	NA - no Savills employees on site Yes NA NA
2. <u>Travelling to work</u>	<i>Where practical employees can travel to work without using</i>	This section is not applicable to this site

<p>Employees can travel to work without the use of public transport.</p>	<p><i>public transport, eg private car, bike or walking.</i></p> <p><i>Where this is not possible, employees plan their journey to avoid large congregations of people.</i></p> <p><i>PPE is provided and is used where public transport cannot be avoided, ie face coverings for trains, tubes and buses. Disposable gloves where contact with hard surfaces is likely eg tube handrails, escalator handrails, door handles etc. Employees will at times source their own face coverings where they would prefer to do so.</i></p> <p><i>Employees use social distancing in line with government guidance on the walking part of their journey as far as is practical.</i></p>	
<p>3. <u>Approaching the building</u> Employees can enter the building using social distancing techniques.</p>	<p><i>Where practical, employees can enter the building while maintaining social distancing. This could be from the car park or the front door.</i></p> <p><i>Where people are likely to mass at certain times of the day, consideration should be given to using additional entrances or having doors in the open position. (this does not apply to fire doors unless they are fitted with automatic door release mechanisms).</i></p> <p><i>Where practical, a one way system should be installed, eg separate doors for entry and exit.</i></p> <p><i>Consider whether touch pads, speed lanes, revolving doors and other such security devices can be deactivated during core hours to minimise touching contact surfaces.</i></p> <p><i>Consideration should be given to measuring peoples temperature through the use of thermal imaging or temperature</i></p>	<p>This section is not applicable to this site</p>

		<p>screening at each entrance. This will be determined on a site by site basis following discussion with occupiers and landlords.</p> <p>Staying COVID-19 Secure in 2020 Notice is displayed at the main entrance,</p>	
4.	<p>On entering the building Alcohol based hand sanitiser and a peddle bin with lid is to be provided at the entrance of each tenants office.</p> <p>Contractors are to provide their own sanitiser/PPE and dispose of in the peddle bin with a lid on in the appropriate toilet area.</p>	<p>Alcohol based hand sanitiser is provided at each building entrance. A peddle bin with lid is also provided for the disposal of used PPE.</p> <p>Alternatively, there is a readily accessible toilet with washbasin and bin which can be utilised while maintaining social distancing.</p> <p>A portable hand basin with hot water may also be an option.</p>	<p>Not in common areas</p> <p>Available on the ground floor and 1st floor. Peddle bin's to be installed.</p> <p>Considered and found to be impractical on this site</p>
5.	<p>Outdoor clothing Outdoor clothing is removed and stored away from where people are sitting or circulating.</p>	<p>Outdoor clothing should be removed when entering the workplace and stored in a separate area.</p> <p>When arriving home from work, outdoor clothing should be removed at the door and then stored in a separate area if practical.</p>	<p>This section is not applicable to this site.</p>
6.	<p>Reception activities Reception areas are arranged so that those working at receptions are protecting as far as is practical from infection and people planning to use reception services can do so safely,</p>	<p>Where possible, reception areas can be set up to enable social distancing for both reception staff and visitors. Floor markings are provided two meters from the reception desk and signs are used to give clear instructions on social distancing and the rules of engagement.</p> <p>Where social distancing is not practical, then Perspex proactive screening or similar is provided to minimise the risk of exposure.</p> <p>If this is not practical, then face coverings and face shields should be provided and worn.</p> <p>Security & reception staff have been briefed on the Savills toolbox talks for social</p>	<p>This section is not applicable to this site.</p>

		<i>distancing, first aid dealing with an incident during a pandemic.</i>	
7.	<p><u>Circulation areas, stairs and lifts.</u> Horizontal and vertical circulation areas are arranged to minimise congestion and enable social distancing as far as is practical.</p>	<p><i>Plan circulation routes to reduce congestion and allow social distancing as far as is practical. This will incorporate the provision of appropriate social distancing signage and floor graphics to encourage all users to adhere to social distancing requirements. In addition consideration should be given to the following:</i></p> <ul style="list-style-type: none"> <i>Stagger start and finish times for occupiers to reduce demand on lifts.</i> <i>One way systems between floors (ie up and down separated).</i> <i>Social distancing signage.</i> <i>Limit number of users in lifts at any one time.</i> <i>Enhanced cleaning schedule.</i> <p><i>Retail Specific</i></p> <ul style="list-style-type: none"> <i>Encourage use of stairs and escalators.</i> <i>Lifts reserved for family groups, mobility impaired and buggies.</i> <i>Engage with occupiers to determine their queuing strategy and ensure that this allows for adequate social distancing and that it does not obstruct the communal space.</i> 	<p>Yes</p> <p>Occupiers have been requested to stagger start times</p> <p>Not possible on this site</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>This section is not applicable to this site</p>
8.	<p><u>Waiting areas, break out areas, tea prep and other such common areas where people may congregate.</u> Waiting rooms, kitchen areas and other such common areas can be arranged to enable social distancing to be followed.</p>	<p><i>Where practical waiting areas, kitchens etc can be set out to enable social distancing. This will involve the use of information to clearly explain the means of operation, supported by clear floor markings. Depending on the size of the area this may involve:</i></p> <ul style="list-style-type: none"> <i>Removing specific areas of seating from use.</i> <i>Installing a one way system.</i> <i>Allowing a set number of people to be in the area at any one time.</i> <i>Users wiping down hard surfaces and contact</i> 	<p>This section is not applicable to this site</p>

		<p><i>surfaces in kitchens after use, eg worktops, equipment buttons etc.</i></p> <ul style="list-style-type: none"> <i>Where possible, crockery should not be shared.</i> <p><i>Where such areas are very small and confined it may be necessary to stagger break times or remove them from use in the short term.</i></p> <p><i>Enhanced cleaning will be required in all such areas to reduce transmission between visitors/tenants.</i></p> <p><i>Encourage staff members to bring in their own meals from home and to use cleanable cutlery as opposed to using disposable cutlery from stores.</i></p>	
9.	<p><u>Toilets, changing rooms and shower facilities.</u> Toilets, changing rooms and shower facilities are arranged to enable social distancing to be observed and the facilities are subject to</p>	<p><i>Toilets, changing rooms and showers are arranged to enable social distancing using clear floor markings and/or information signs.</i></p> <p><i>To enable social distancing every other WC, washbasin and urinal should be removed from use using signs, hazard tape or similar.</i></p> <p><i>Where such facilities are particularly small and confined, they may need to be switched to single use and clear information signs provided to support this.</i></p> <p><i>All bins are lidded and peddle operated. Sanitiser is provided</i></p> <p><i>An enhanced cleaning regime should be implemented in terms of both the areas cleaned and the frequency. Particular attention should be given to hard surfaces, contact surfaces, taps and door handles</i></p>	<p>Yes</p> <p>Yes, plus all toilets to have max user number signage installed.</p> <p>NA</p> <p>Bins are to be provided, hand soap is in place on all sinks not sanitiser.</p> <p>Yes</p>
10.	<p><u>Workstations and Meeting Rooms</u> Workstations used by building management are arranged so that social distancing can be maintained.</p>	<p><i>Workstation set up at reception, management suite etc should be reviewed to enable each person to observe social distancing. This could involve putting some desks out of use, moving desks or staggering working times.</i></p>	<p>This section is not applicable to this site</p>

		<p><i>Where social distancing is not practical, then consider the provision of screens.</i></p> <p><i>Workstations should be cleaned at the end of each day and all waste removed. Minimise the storage and handling of paper documents.</i></p> <p><i>In relation to meetings, use video conference and similar tools wherever practical. Where face to face meetings are necessary, arrange meeting rooms to observe social distancing.</i></p>	
11.	<p><u>Security activities</u> Security personnel can carry out their duties safely while maintaining social distancing.</p>	<p><i>Security activities may include the following:</i></p> <ul style="list-style-type: none"> • <i>Meeting visitors – If social distancing cannot be met then a face shield and face covering should be provided and worn.</i> • <i>Accepting parcels – see below.</i> • <i>Patrols – wear disposable gloves where using handrails and door handles as these will have been touched by others.</i> • <i>Challenging individuals – Assignment instructions to be reviewed. Challenge from a distance. Avoid physical contact. Call police in the event of anti-social behaviour. Body cameras to be considered.</i> 	<p><i>External site security only - this section is not applicable to this site</i></p>
12.	<p><u>Cleaning activities</u> Cleaners can carry out their duties safely while maintaining social distancing.</p>	<p><i>Cleaners to be provided with the correct PPE to minimise exposure to infection. This will include biological resistant gloves and also face coverings when social distancing is not practical.</i></p> <p><i>Cleaning activities will need to be enhanced in terms of both the areas cleaned and the frequency.</i></p> <p><i>Particular attention should be given to hard surfaces such as worktops, tables, window</i></p>	<p>The cleaning contractor has been informed of this requirement</p> <p>Yes</p> <p>Yes</p>

		<p><i>ledges, door handles, and lift and equipment buttons.</i></p> <p><i>Cleaning schedules should be reviewed and amended to reflect the above.</i></p> <p><i>Cleaning staff have been briefed on the Savills toolbox talks for social distancing, first aid dealing with an incident during a pandemic.</i></p>	<p>Note: we have no Savills employed cleaning staff on this site. Contractor cleaning only.</p>
13.	<p><u>Maintenance activities</u> Employed maintenance staff can carry out their duties safely while maintaining social distancing.</p>	<p><i>Employed maintenance staff can carry out their duties using social distancing techniques.</i></p> <p><i>Where this is not practical then disposable gloves and face coverings should be provided and worn.</i></p>	<p>This section is not applicable to this site</p>
14.	<p><u>Contractors</u> Contractors can carry out their duties safely while maintaining social distancing and while minimising the risk of infection to other people.</p>	<p><i>Contractors to provide copies of their own risk assessment and policy for minimising the transmission of infection.</i></p> <p><i>Plan of work to be provided detailing how social distancing will be maintained. Contractor to liaise with management teams to agree timings when buildings and/or the areas they wish to access will have reduced numbers of pedestrians.</i></p>	<p>This has been requested and will be for any reactive work contractors</p> <p>This has been requested and will be for any reactive work contractors</p>
15.	<p><u>Deliveries</u> Clear policy to be provided for the receipt of mail and letters so that the risk of transmission is minimised.</p>	<p><i>Clear policy prepared and communicated that identifies which deliveries will be accepted by reception.</i></p> <p><i>No personal items to be accepted at present (eg amazon, groceries etc)</i></p> <p><i>Where deliveries are accepted, they should be left in a separate marked area by the courier. Reception staff should then either leave the packages in this area until uplifted by tenants.</i></p> <p><i>Packages relating to the operation of the building should be quarantined in a separate area for three days or the outdoor packing should be</i></p>	<p>Deliveries are only for the tenanted offices. Tenants are to make their own arrangements for safe deliveries</p> <p>NA</p> <p>NA</p> <p>NA</p>

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		<p><i>removed and disposed of using disposable gloves.</i></p> <p><i>Hands to be washed or sanitised after handling deliveries.</i></p>	
16.	<p><u>Waste disposal</u> Waste bins can be emptied and waste disposed of safely and with minimal risk of infection to staff.</p>	<p><i>Process to be provided for emptying bins and storing waste until it is picked up.</i></p> <p><i>Disposable gloves to be worn while emptying bins and replacing the bin liner.</i></p> <p><i>Hand hygiene after touching waste material.</i></p>	Not applicable
17.	<p><u>Statutory inspections</u> Arrangements are in place to maintain all statutory inspections within their due dates.</p> <p>Where necessary equipment has been recommissioned following lock down.</p>	<p><i>Ensure critical plant has been maintained and statutory inspections completed. In particular: lifts and lifting equipment, fire alarm and emergency lighting, cooling towers and other lift safety related equipment.</i></p>	Yes
18.	<p><u>Emergencies and first aid</u> Arrangements for dealing with emergencies are maintained and take account of minimising infection.</p>	<p><i>Arrangements for emergencies will need to be reviewed including the following:</i></p> <ul style="list-style-type: none"> <i>• First aid – how to deal with suspect cases and their contacts. Providing first aid while minimising physical contact. First aiders will be briefed on the COVID-19 first aid toolbox talk.</i> <i>• Fire evacuation – Ensure that there are sufficient staff to maintain the current emergency plan. Inform tenants that fire drills will not be feasible during the pandemic and therefore they need to remind their staff of the emergency arrangements</i> 	<p>Tenants responsibility</p> <p>Yes</p>

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PPE Provision and Use			
Role	Type of PPE	PPE Provided? Y/N	Signature
Building Management	Face coverings	n/a	
	Disposable Gloves	n/a	
Reception	Face coverings	n/a	
	Disposable Gloves	n/a	
Security	Face coverings	n/a	
	Disposable Gloves	n/a	
	Faceshield	n/a	
Cleaning	Face coverings	n/a	Contractor responsibility
	Disposable Gloves	n/a	
Actions			
Item	By who?	Timescale	
None			
Overall Assessment of Risk	High	Medium	Low
Assessor:	P Bartlett-Horwood		
Date:	20/05/2020		
Review Date:	May 2021		
Notes			
<ul style="list-style-type: none"> This assessment should be completed by the Property Manager. The assessment should be reviewed in the event of significant changes or where positive cases are identified on site. The additional controls should be implemented within the specified timescales. The assessment should be uploaded to DataStation under the document title COVID-19 Re-opening Risk Assessment. Occupiers are responsible for completing their own risk assessments for their own activities that are undertaken within their respective demised areas. 			

Likelihood

Severity

	1 Unlikely Extremely unlikely to ever occur	2 Possible Unlikely but may occur exceptionally	3 Quite Possible Likely to occur at some time	4 Likely Likely to occur often	5 Very Likely Regular or continuous occurrence
5 Multiple Fatalities	5 (20%)	10 (40%)	15 (60%)	20 (80%)	25 (100%)
4 Single Fatality	4 (16%)	8 (32%)	12 (48%)	16 (64%)	20 (80%)
3 Major Injury (hospitalized)	3 (12%)	6 (24%)	9 (36%)	12 (48%)	15 (60%)
2 Minor Injury (A+E)	2 (8%)	4 (16%)	6 (24%)	8 (32%)	10 (40%)
1 First Aid Injury	1 (4%)	2 (8%)	3 (12%)	4 (16%)	5 (20%)

Low	Medium	High
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