

	RISK ASSESSMENT	Document Version: 07 (Updated 16.11.21)
	Risk Assessment for Working Safely at the ETF Office, London	Pages: 5
		Number of appendices: 0

Activities: Working Safely at the office of ETF in Victoria, London during Covid-19 pandemic	Location: ETF, 3rd floor, 157-197 Buckingham Palace Road, London SW1W 9SP Date of Risk Assessment: Tues 23 March 2021	Document created by: Kate Jones-Mamba, Office Coordinator, ETF Name of person/s preparing a site/person/task specific RA: Kate Jones-Mamba Checked by Gina Hobson, Governance Director for ETF
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Who is exposed to the hazards listed below? X ETF Employees X Others: Visitors, Contractors (NAO/Mitie/other), New & Expectant Mothers, Persons with Disabilities	Environment: <input type="checkbox"/> Communal areas of NAO building X ETF office, Blue 3
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Key: H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK

The Government Guidance Document <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> has been followed whilst writing this Risk Assessment

<u>HAZARD</u>	<u>RISK EVALUATION</u>	<u>SAFETY CONTROL MEASURES</u>	<u>H/M/L</u>
A Hazard is something that has the potential to cause harm	What is the risk (probability & severity) of the hazard causing harm or damage?	H/M/L (before)	(after = residual risk)
Spread of Covid-19	Risk of contracting Covid-19 from colleagues or visitors whilst on site at the office	H	L
		<p>1. Hand Washing and sanitising (extra to NAO's activities for general cleaning of the offices and communal areas)</p> <p>Extra hand sanitisers are available in each room throughout office, and a sanitation station has been set up at the front and rear entrance and exit to the building where staff can sanitise before and after their time in the building. Sanitisers are also available outside each set of lifts.</p> <p>Reminders and posters throughout office to remind staff to wash hands thoroughly for a minimum of 20 seconds and catch coughs and sneezes in a tissue (following Catch It, Bin It, Kill It initiative).</p>	

		<p>Anti-bacterial wipes and boxed tissues are available throughout the office floor.</p> <p>2. Cleaning (ETF staff responsibilities)</p> <p>NAO/Mitie's cleaning regime across the building includes frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as doors, handles, light switches, tea points, handrails, photocopiers, taps, stationery cupboards, shredding machines and reception area using appropriate cleaning products and methods. Cleaning products, signage and guidance will be available throughout the office.</p> <p>Toilets and bathrooms are cleaned regularly by Mitie.</p> <p>Extra cleaning and wiping of workstations, desks and other surfaces to be carried out by staff (Antibacterial wipes are provided and clear instructions are given in the staff guide, regular comms to staff through ETF Matters and through signage in the office).</p> <p>3. Social Distancing</p> <p>Social distancing has been lifted across businesses in the UK, as of August 2021. The office no longer operates a one-way system, and the desk capacity has been reverted back to the maximum of 110 desks. ETF does not expect all desks to be occupied at any one time currently.</p> <p>4. Suspected Symptoms of Covid-19 in staff member</p> <p>Lateral flow testing has been made mandatory for all staff travelling for work (to the office and to other sites), as of 24 May 2021. Staff are advised to test once every couple of days, based on the number of days they are travelling to/for work.</p> <p>If anyone becomes unwell with symptoms that could be linked with Covid-19 in the workplace or receive a positive lateral flow test result, they will be sent home immediately. All staff members must notify HR and their line manager where they display symptoms of Covid-19 and record either a positive LFT or PCR test. HR and the line manager will then keep in touch with the staff member to agree next steps, ensuring that latest Government guidance continues to be applied.</p> <p>Staff who are unwell must follow the stay at home guidance, here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.</p> <p>5. Ventilation systems</p>	
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Lack of First Aid assistance on site	ETF's trained First Aiders may be away from the office	M	<p>Currently there are three trained First Aiders at the ETF. The Office Coordinator (trained First Aider) will be on site for most working days.</p> <p>On days where no First Aider is on site, a senior member of staff will be instructed to contact NAO Reception in an emergency – 020 7798 7000. The telephone number is displayed on a whiteboard in the window near the HR desks in the ETF office.</p> <p>Activities conducted in the ETF office are low risk.</p> <p>ETF's First Aiders will be available remotely to give advice where needed. First Aid equipment is available at each end of the office (Under the kitchen sink and in the binding cupboard under the coat rack). Staff will be reminded of first aid information regularly via ETF Matters.</p>	M
Evacuation of the building due to fire or other emergency	<p>Risk of uncoordinated evacuation because of lack of Fire Marshals on site (due to home-working)</p> <p>Risk that staff members will be on site without our knowledge</p>	H	<p>The Office Coordinator will have a log of all staff members on site at any time (through the Joan desk-booking app), and staff members must book their desk through Joan before they arrive at the office.</p> <p>We currently have 5 trained Fire Marshals including the Office Coordinator, who will be on site most working days. On days where no Fire Marshal is on site, a senior member of staff will be instructed to contact NAO Reception in an emergency – 020 7798 7000. The telephone number is displayed on a whiteboard in the window near the HR desks in the ETF office.</p> <p>Evacuation procedures and guidance is provided to staff via the Office Updates Teams channel, with regular reminders in ETF Matters (our internal newsletter).</p> <p>Staff are regularly reminded of the assembly point when leaving the building, how to leave the building and what to do when the alarm sounds.</p>	L
Staff mental ill-health	Risk of staff members being affected by poor mental health due to the social or health effects of the Covid-19 pandemic	H	<p>ETF will continue to promote mental health & wellbeing awareness to staff through a staff Wellbeing Forum, established wellbeing initiatives, a staff Wellbeing Guide and Mental Wellbeing Champions, and will offer whatever additional support it can to help.</p> <p>Employee Assistance Programme is in place to support staff and there are posters displayed throughout the office with details of how to get support.</p>	M

			<p>Mental Health First Aiders will continue to support staff remotely via phone calls, email, etc.</p> <p>Line Managers will continue to stay in contact with staff on and off site to support and help where needed, and have been given guidance as to when, why and how to refer staff to Occupational Health services.</p> <p>SHAPE initiatives such as the Video Pal scheme, Wellbeing Wednesdays, etc., will continue and be available to staff on site and off site/working from home.</p>	
Staff contracting Covid-19 on commute to or from the office	Staff members will be exposed to the virus on public transport, which may cause a possible spread within the office environment	H	<p>All staff to follow government/TFL guidelines for travelling to and from work on public transport, here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers.</p> <p>Staff are encouraged to find other ways to travel, such as walking, cycling or driving. Staff who wish to drive to the office are encouraged to contact the Office Coordinator for more information.</p> <p>Bicycle storage areas and shower facilities are available to tenants of the NAO building.</p>	M
Staff contracting Covid-19 within the NAO building	Staff members will need to pass through the main building to get to the office, where other tenants and NAO staff will also be present.	M	<p>Staff members should all keep to the guidelines set out by NAO to avoid risks. Posters and signs are available throughout the building. NAO has put in place various provisions to mitigate the risk.</p> <p>If there are two or more confirmed cases of COVID in staff who have worked in the office and transmission is likely to have occurred in the workplace, the Office Coordinator will inform the Incident Management Team and decide on the course of action needed.</p> <p>Line managers will maintain regular contact with staff members during this time and will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	L
Staff working in the office alone (Lone working)	Staff members may find themselves working in the office alone and having no colleagues around in case of an emergency or accident.	H	<p>The Office Coordinator keeps a log of how many staff will be in the office on any day (through the Joan desk booking app). There is a whiteboard on the window near the HR area of the office which shows the contact number for NAO reception, which can be used in an emergency.</p> <p>Our Health & Safety policy states:</p> <ul style="list-style-type: none"> • If an employee needs to work alone at the office, they must inform their line manager and the Office Coordinator who will inform NAO Security. • Please ensure that you make regular contact with your line manager and colleagues throughout any lone working periods. <p>NAO will be kept informed if there are regular instances of lone working.</p>	L

Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied then ETF will, so far as is reasonably practicable, have met the requirements of this assessment.

Assessment made by:

Print:...K. Jones-Mamba.....**Signature:**... K. Jones-Mamba.....**Dated:** 30.11.21

Assessment checked and verified by:

Print: ...G. Hobson and P. Murtagh

Signature: G. Hobson P. Murtagh. Date: 06.12.2021