

WELSH GOVERNMENT RISK ASSESSMENT

Risk Assessment Title:	COVID-19 RETURN TO THE OFFICE
Risk Assessment No:	WORKPLACE AND FACILITIES - GENERIC RISK ASSESSMENT 01

- This assessment applies to all staff returning to work in Welsh Government offices following a relaxation of the COVID19 lockdown restrictions. The clear priority is to safeguard health and minimise the risk of infection
- The risk assessment is owned by PSG Facilities Management and will be reviewed in line with developments in government regulations, guidelines and public health advice in response to the COVID-19 pandemic

What are the hazards associated with the activity?	Who might be harmed and how?	What counter-measures are we taking to reduce the risk?	Risk Owner	Risk Evaluation		
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Spread of infection in the workplace	All staff, visitors and contractor personnel attending Welsh Government offices including sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ The predominant modes of transmission of COVID-19 are understood to be airborne droplets and contact with contaminated surfaces. ➤ The following counter-measures are designed to minimise these transmission risks. <p><u>Physical distancing</u></p> <ul style="list-style-type: none"> ➤ Revised office layouts including revised seating plans prepared for each office based on the two-metre distancing rule. Office capacity reduced down to 30% to 40% ➤ Social distancing signage, floor markings 	Paul Sullivan/Jayne Chinnock/David Cullis	2	4	8

		<p>and visual cues throughout offices to help staff minimise person-to-person contact and achieve safe boundaries.</p> <ul style="list-style-type: none"> ➤ Building entry/exit arrangements will be redesigned to ensure physical distancing requirements can be maintained ➤ Changes will be made to signing-in arrangements for staff and visitors (when permitted) to minimise the risks of transmission. ➤ Adaptations to physical security processes and checks to be made to make interactions between security personnel and receptionists with staff and visitors safer. ➤ Further adaptations include protective screening at high-interface locations (e.g. reception and catering outlets) ➤ Virtual meetings will be the default. No external visitors unless by exceptional agreement ➤ Number of people physically attending any meeting in our offices to be limited to a set maximum in line with physical distancing requirements ➤ Lifts, toilets, showers and changing rooms designated single occupancy. Lift occupancy can increase to two or more persons if members of the same household ➤ Redesigned self-service style catering provision with card/contactless payment only ➤ Numbers of staff and others coming into the office will be managed in line with the reduced numbers of people offices will be able to accommodate to meet physical 				
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		<p>distancing requirements.</p> <p><u>Office cleaning and sanitising</u></p> <ul style="list-style-type: none"> ➤ All offices thoroughly cleaned prior to re-occupation ➤ Enhanced cleaning regime across the estate with emphasis on high touch areas increased frequency and presence during the day. ➤ Easy to locate sanitisation stations for staff and visitors at office entry points and in prominent locations throughout offices. These will include hand sanitiser and other cleaning products <p><u>Clear safe desks and surfaces</u></p> <ul style="list-style-type: none"> ➤ A clear desk imperative communicated to all staff to enable thorough and effective cleaning of desks and surfaces. ➤ New Clean Workspace Policy agreed with Trade Unions. ➤ Adhering to clear desk protocols will be a vital hygiene requirement ➤ Action taken in advance to clear all desks and surfaces to enable thorough cleaning to take place prior to re-occupation. <p><u>Ventilation</u></p> <ul style="list-style-type: none"> ➤ The latest industry guidance on the operation and use of building services in order to minimise the risk of spreading coronavirus recommends avoiding recirculation of air. ➤ Revised operating parameters introduced 				
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		<p>for mechanical ventilation systems allow for full fresh air supply. These have been in place since lockdown</p> <ul style="list-style-type: none"> ➤ Enhanced filtration measures introduced. ➤ Mechanical ventilation systems will continue to be operated in line with latest COVID-19 guidance ➤ Communication to staff encouraging them to open windows more than normal to boost ventilation ➤ Action taken to remove portable plug-in desk fans which pose an additional risk of airborne transmission and spreading infection ➤ Signage in toilet areas reminding staff to close toilet seats before flushing to mitigate the potential risk of airborne contamination from this route. 				
<p>Insufficient time for all pre-occupancy checks and preparations ('readiness essentials') to be undertaken before offices are re-opened compromising health and safety</p>	<p>All staff, visitors and contractor personnel attending Welsh Government offices including sub-tenants as appropriate</p>	<ul style="list-style-type: none"> ➤ All statutory/mandatory building maintenance across the estate has continued through the lockdown phase. From a maintenance perspective all offices are compliant and ready for re-occupation ➤ Offices will be re-opened on a phased basis to enable available resource to be managed effectively. ➤ There will be a pause and review after the initial phase so that lessons gained can be applied to subsequent phases. Subsequent phasing will have full regard to resource availability necessary to ensure all pre-occupancy preparations are carried out ➤ Revised office layouts to achieve physical distancing completed 	<p>Paul Sullivan/Jayne Chinnock/David Cullis</p>	<p>1</p>	<p>4</p>	<p>4</p>

		<ul style="list-style-type: none"> ➤ All desks and surfaces cleared in advance to enable thorough cleaning prior to reoccupation ➤ Additional resource secured for extensive clearance activity 				
Not maintaining adequate stocks of hand sanitiser, cleaning/ disinfectant products and PPE for individuals to follow hygiene protocols	All staff, visitors and contractor personnel attending Welsh Government offices and sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ Sufficient stocks have been secured in advance of re-opening and pre-ordering undertaken. ➤ Alternate sources of supply are being explored in conjunction with key service providers. ➤ Working with key service providers to ensure on-site staff/contractor personnel have the PPE needed to fulfil specific functions ➤ Supply chain will be kept under continuous review 	Paul Sullivan/Jayne Chinnock/David Cullis	3	3	9
Insufficient numbers of Fire Marshals and Incident Control Officers to be able to carry out emergency evacuation	All staff, visitors and contractor personnel attending Welsh Government offices and sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ Fire Risk Assessments reviewed prior to re-opening. ➤ Fire Marshals engaged. Numbers of Fire Marshals attending site established. ➤ On-line Fire Marshal training identified as an option to supplement numbers if required ➤ Evacuation procedures to be compliant with social distancing requirement so far as is reasonable. ➤ Consider alternative roll call procedure for emergency evacuation at smaller sites ➤ NB - associated risks for those staff requiring Personal Emergency Evacuation Plans (PEEPS) must also be considered by the line manager and respective business areas and in consultation with 	Paul Sullivan/Jayne Chinnock/David Cullis	2	4	8

		the PEEP holder in determining which staff can safely return to the office, having particular regard to the limited numbers of other staff available in offices to assist with an evacuation. The option of ground floor accommodation can be considered where available and appropriate for PEEP holders who need to be in the office for critical business continuity or welfare reasons				
Unable to provide first aid to staff due to insufficient numbers of trained first aid personnel on site.	All staff, visitors and contractor personnel attending Welsh Government offices	<ul style="list-style-type: none"> ➤ Establish number of first aiders attending each site to determine potential gaps and coverage requirements. ➤ All available trained first aiders (including our third parties and contractors), to be utilised and shared across site. ➤ Develop a process for coordinating first aider response and communicating coverage arrangements with staff. 	H&S Team	4	3	12
Not controlling building occupancy and exceeding capacity limits set to achieve two-metre social distancing rule	All staff, visitors and contractor personnel attending Welsh Government offices and sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ Designated persons (Building SROs) will be responsible for managing which staff and teams come into the office and when in line with the reduced numbers of people offices will be able to accommodate to meet physical distancing requirements. ➤ Safe Transition House Committees established as key control mechanism ➤ Consider new 'real time' occupancy tracking technology ➤ Continue monitoring office occupation levels via access control system (with 24- 	Building SROs Paul Sullivan/Jayne Chinnock/David Cullis	2	3	6

		48 hour wait times) and flag up any offices approaching 90+%				
New incidence of COVID-19 or suspected COVID-19 on the premises	All staff, visitors and contractor personnel attending Welsh Government offices and sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ Cleaning and decontamination response procedure in place ➤ The building FM will follow building procedures for commissioning an urgent, thorough clean of the infected area that meets the guidance issued by Public Health England (PHE) COVID-19: Cleaning in a non-healthcare setting. ➤ Cleaners should be notified of the need for a deep clean within 2 hours and the section affected must be closed. A deep clean will be undertaken within 1 hour where cleaners are already on site and within 4 hours for other sites following notification. It is expected that all parties will aim to have the area reopened safely within 72 hours (subject to a further risk assessment) ➤ Vinci Facilities understand and can meet standards required in the above guidance. ➤ Incident to be reported via the Accident/Incident reporting system in order that an investigation can take place to try to determine cause of outbreak and to ensure that all measures in place 	Paul Sullivan/Jayne Chinnock/David Cullis	2	3	6
			Individual/Line Manager/First aider H&S Team			

		remain effective.				
Welsh Government sub-tenants not adhering to revised COVID-19 office operating procedures and policies	All staff, visitors and contractor personnel attending Welsh Government offices and sub-tenants as appropriate	<ul style="list-style-type: none"> ➤ Relevant revised return to work protocols communicated to sub-tenants. ➤ Through the Safe Transition House Committees Building SROs to ensure new protocols, distancing strategies and occupancy controls are understood and practiced by all building occupants. 	Paul Sullivan/Jayne Chinnock/David Cullis/PSG Land Division Building SROs	2	3	6
Impact of COVID-19 office counter-measures on provision of workplace adjustments	Disabled staff and others with agreed Workplace Adjustments as recommended by occupational health	<ul style="list-style-type: none"> ➤ In many cases staff whose workplace adjustments could be affected will be working from home so there will be no conflict between office Covid 19 measures and need for adjustments (an obvious example, but not necessarily the only one, being use of a desk fan). In this context, working from home may provide the best workplace adjustment. ➤ Where a member of staff is working in the office and normal adjustments are affected by office Covid 19 measures, means of making adjustments will be considered on a case by case basis with advice as needed from the Workplace Adjustment Team 	Julie Carne	3	3	9

Additional Information relevant to the activity:

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Assessor:	Paul Sullivan
Senior Manager Accountable:	Peter Kennedy
Date:	25 June 2020
Assessment Review Date	14 August 2020

ANNEX A

Risk Rating

- I = impact (impact if the risk materialises, scored 1 to 5)
- L = likelihood (likelihood of the risk materialising, scored 1 to 5)
- O = overall rating (impact x likelihood, scored 1 to 25)

High Risk: 16 to 25 - Activities should cease immediately until further control measures to mitigate the risk are introduced;

Medium Risk: 9 to 15 – Activities should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period;

Low Risk: 1 to 8 – Largely acceptable, subject to reviews periodically, or after significant change