

COVID-19 Transmission Risk Assessment for SYHA

Area of the business	Date of assessment	Risk assessor(s)	Consultation	Suggested date of next review
Working within Rockingham Street	14/05/2020 V2.1 15/09/20	H&S Manager & Head of Customer Connect.	<ul style="list-style-type: none"> Major Incident Group. Directors Team. 	November 2020

Likelihood

1.	Improbable	Transmission not expected to happen, rare, highly unlikely.
2.	Remote	Transmission is less likely to happen.
3.	Possible	Transmission is reasonably foreseeable.
4.	Likely	Transmission is expected and foreseeable.
5.	Almost certain	No real doubt that transmission will occur.

Likelihood of transmission without sufficient controls					Control measures required	Progress / update	Lead responsibility	Likelihood of transmission with recommended controls in place				
1	2	3	4	5				1	2	3	4	5
					<p>Before reopening;</p> <ul style="list-style-type: none"> Establish the number of staff expected to work at Rockingham Street when the building initially re-opens. (The governments guidance remains clear that staff should work from home if at all possible). In the first stage of re-opening we should be planning for the minimum number of people. Ensure that the air handling system within the building does not promote transmission i.e. by re-circulating air. 	<p>112 workstations.</p> <p>No re-circulation fresh air is brought in constantly from the roof.</p>	Head of Customer Connect					

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1	2	3	4	5				1	2	3	4	5
					<ul style="list-style-type: none"> Carry out a thorough clean of the building. Ensure that legionella monitoring is up to date and that all hot and cold-water outlets have been flushed through. 	<p>Completed.</p> <p>The CWT in the basement was disinfected together with the shower heads.</p>						
					Social distancing: <ul style="list-style-type: none"> To maximise the space to social distance all four floors will be opened up. Small meeting rooms on the ground and 4th floor could be used for staff that are more vulnerable or anxious about working in an open office environment. The large meeting space on the 4th floor and the ground floor will be reserved for people to take a break and eat lunch. Seating in these areas will need to be re-configured to ensure that staff are sat 2 metres apart and not face to face. During the summer months the roof terrace area should be utilised for breaks and an alternative workspace. Booths (We Spaces) can only be used by one person. The lift will be limited to one person at time. Notices to be placed around the lifts on each level to help staff stand 2 metres away from the lift doors. 	<p>Completed.</p> <p>Provision available.</p> <p>Provision available.</p> <p>Provision available.</p> <p>Signage in place.</p> <p>Signage in place.</p>	Head of Customer Connect					

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					<ul style="list-style-type: none">On the 1st and 2nd floor only one person will be allowed within the photocopying area at a time. Signage to be placed in these areas.At the main reception point on the ground floor markings will be placed on the floor to help visitors keep a 2-metre distance.Prominent clear signage is now in place around the building on all floors. The Marketing Team has created signage / infographics that strongly communicate the clear safety messages.Signage for the main entrance lobby and reception area -<ul style="list-style-type: none">Social distancing.Hand hygiene.One-way system.Enhanced cleaning.Not moving or re-arranging furniture.Signage to be displayed within the office space, toilets, kitchens, staircases, lift and lobbies -<ul style="list-style-type: none">Social distancing.Cleaning of workstations.One-way system.Hand hygiene.Not moving or re-arranging furniture.	<p>Signage required.</p> <p>Signage now in place.</p> <p>Signage now in place.</p>						

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					<ul style="list-style-type: none"> Interview rooms on the ground floor cannot be used as they are too small to allow 2 people to maintain a 2 metres distance from one another. These can however be used for staff to work in on their own. Within the IT Workshop on the 3rd Floor the occupancy numbers would need to be limited by 50% to allow for social distancing. 		Head of IT.					
					Coming to work and leaving work; <ul style="list-style-type: none"> A one system will be introduced for entering and exiting the building. That main front entrance will be used to enter the building, the rear emergency fire exit door to the rear of the building will be used to exit the building. (Exceptions would be made for people that have to use the lift, or park within the basement). The need for a one-way type system will be dependent upon numbers within the building. This will be kept under review. The chip reader for car parking will require relocating to be at least 2 metres away from the reception desk when the decision is taken staff the welcome point. 	Working more effectively since the introduction of revised signage.	Head of Customer Connect					

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					Moving around the building; <ul style="list-style-type: none"> The lift should only be used by those who need it. Staff should be encouraged to use the stairs. Consideration will be given to those with disabilities and all reasonable adjustments will be made accordingly. 	In place and working effectively.	Head of Customer Connect					
					Workstations; <ul style="list-style-type: none"> Workstations will be re-configured so that staff are sat 2 metres apart and are not sat face to face. Side by side or back to back seating arrangements are preferable for maintaining social distancing. Red crosses should be placed on workstations or monitors to make it clear which workstations aren't to be used. It will be necessary to remove approximately 40 – 50% of office chairs from desks as part of reconfiguration. Workstations must continue to be kept clear even if allocated to a staff member. This will make them easier to clean. 	Completed. Under review. Completed. Completed. No concerns.	Head of Customer Connect All staff.					
					Meetings; <ul style="list-style-type: none"> Numbers within all meeting rooms and spaces will be limited to allow for social distancing. Revised signage is also now in place communicating the key control measures and the maximum numbers permitted. 	No concerns.	All staff.					

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					<ul style="list-style-type: none"> Each meeting room will clearly display the maximum number permitted within the room and the layout to ensure social distancing. <p>There must be clear signage prominently displayed in all meeting rooms –</p> <ul style="list-style-type: none"> Hand hygiene. Cleaning surfaces. Social distancing. Not moving or re-arranging furniture. Maximum number of people permitted. <ul style="list-style-type: none"> The layout of meeting rooms and collaboration spaces will be re-configured to ensure social distancing – 2 metres separation and not sat face to face. Meeting rooms must be well ventilated i.e. opening a window before and during the meeting. Big room 1 and 2 will be unsuitable for meetings as there is no natural ventilation. During meetings there will be no sharing of equipment i.e. pens, flip chart markers, laptops and so on. If the touch screens are used these must be wiped clean after use, also the remote control for the monitor. Hand sanitiser will be placed in all meeting rooms. 	<p>Signage now in place.</p> <p>A decision needs to be taken on allowing staff to open windows within ground meeting rooms and switch off the air conditioning units.</p>	Head of Customer Connect					

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					Common areas; <ul style="list-style-type: none">The large chairs and within the building sofas would need to be re-positioned to ensure social distancing and prevent people from sitting face to face.	Completed.	Head of Customer Connect					
					Breaks and lunches; <ul style="list-style-type: none">Provision has been made for staff to take breaks and have their lunch on the ground floor and within the View on the 4th floor. The View will be booked out from 12.00 to 13.30 every day to facilitate this.Within each of the kitchen areas on each floor 50% of the stools and chairs have been removed to allow social distancing.Staff must not use kitchens and other areas that are designated for breaks and lunch to work.As number within the building increase closer to the maximum capacity, breaks and lunches may need to be staggered to ensure that social distancing is maintained within the designated areas.	Provision in place.						
					Visitors and contractors; <ul style="list-style-type: none">Visitors will be limited by appointment only and their visit must be essential to the business.Staff must not allow visitors into the building without clearly establishing who they are here to see and confirming their appointment.	No concerns.	Head of Customer Connect					

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					<ul style="list-style-type: none">▪ Staff must be alert to customers tailgating them at the main entrance doors.▪ We will remain closed to members of the public and customers. This will be kept under review as lock down measures are eased.▪ We will ensure where possible that contractors do not overlap to reduce the number of people within the building to a minimum.▪ In some cases, work will have to be done outside of normal office hours if social distancing cannot be reliably achieved between staff and contractors.▪ The visitors signing in book will be re-located from the reception desk to help social distancing. The pen will be removed, and visitors will need to use their own pen to sign in.▪ Contractors working within Rockingham Street should provide SYHA with their COVID-19 transmission risk assessment outlining the measures they will take to safeguard our staff.▪ SYHA will likewise provide a copy of this risk assessment to all contractors.▪ Passes and keys that are signed out to visitors and contractor will be wiped clean on their return.	The decision on this will be taken when we staff the welcome point.						

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					Training; <ul style="list-style-type: none"> A copy of this risk assessment will be made available to all external training providers to enable them to plan their session safely in line with SYHA's requirements. The most suitable area within the building for training is The View on the fourth floor for the following reasons; <ul style="list-style-type: none"> Large floor space. Flexible seating arrangements to enable social distancing. The floor can be segregated for delegates and trainer from the rest of the building. The area can be well ventilated by opening the windows. Delegates have access to a kitchen / dining area for breaks and lunch. The roof terrace area could also be utilised for breaks. To allow SYHA staff to take their lunch the View will be booked from 12noon to 13.30 every day. This must be communicated to the trainer and delegates. External trainers must provide SYHA with a detailed COVID-19 risk assessment outlining their control measures to safeguard delegates and reduce the risk of transmission. 	Training has now resumed, and the effectiveness of these controls will be kept under review.	OD Team					

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					<ul style="list-style-type: none"> Materials and equipment provided by SYHA within the training area must be cleaned before the training begins and again at the end of the session. Items that would require cleaning include; the remote control for the display screen and the laptop and mouse (if supplied by SYHA). Delegates would be responsible for cleaning their own workstations and training area during the session. Cleaning materials will be provided. Additional hygiene measures and relevant instructions relating to social distancing and COVID-19 etiquette within the building must be communicated to delegates at the start of the training session by a member of the OD Team. Basic information relating to the COVID-19 control measures within the building should also be included within the training joining instruction emailed to all delegates. 							
					Cleaning; <ul style="list-style-type: none"> There will be a detailed and fully resourced enhanced cleaning regime in place that will focus on common areas, toilets, kitchens and frequently touched hard surfaces. Cleaning material including disposable cloths will be placed prominently at the end of each workstation. People may wish to use their own mug and cutlery. 	Additional cleaning is now in place.	Head of Customer Connect					

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					<ul style="list-style-type: none"> It is recommended that staff should make drinks only for themselves. This will reduce the transmission risk through touched surfaces. Printers / photocopiers to have a supply of wipes to be used after each person has used the touchpad. 							
					Hand hygiene; <ul style="list-style-type: none"> Hand sanitiser will be provided on all floors and within all meeting rooms. A freestanding hand sanitiser stations should be positioned prominently within the main lobby. Paper towels will be used in all toilets instead of hand dyers. Tea towels will be removed from all kitchens. 	Provisions now in place.	Head of Customer Connect					
					Shower facilities; <ul style="list-style-type: none"> Shower / changing areas on the 4th floor will be limited to one person. Cleaning materials will be provided to enable staff to clean down the shower area before and after use. 	Signage in place, no concerns.	All staff.					
					PPE; Within a workplace such as Rockingham Street the transmission risk of COVID-19 will be managed through social distancing and hygiene and not through PPE. SYHA will not be encouraging the overly precautionary use of PPE within Rockingham Street.	No concerns.	Head of Customer Connect					

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					<p>Staff that wish to supply and wear their own face coverings may do so. Staff that choose to do this must however observe the following practices;</p> <ul style="list-style-type: none"> ▪ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ▪ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. ▪ Change your face covering if it becomes damp or if you've touched it. ▪ Continue to wash your hands regularly. ▪ Change and wash your face covering daily. ▪ If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. <p>The wearing of face masks or covering does <u>not</u> mean that social distancing measures can be relaxed.</p>							
					<p>Deliveries;</p> <ul style="list-style-type: none"> ▪ All deliveries (except for individual items of mail) should where possible be wiped down. ▪ Staff handling the receipt of deliveries should wear disposable nitrile gloves and observe good hand hygiene practices. 	Provisions in place.	Head of Customer Connect					

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					<ul style="list-style-type: none"> We will limit the number of deliveries by ordering larger quantities less often. Make toilets and handwashing facilities available for use by delivery drivers if they require it. The delivery of personal items to staff members will be kept under review. We need to reduce the number mailers and subscriptions i.e. trade magazines and periodicals that are delivered to the building. 	Completed.						
					Communication and advice; <ul style="list-style-type: none"> Social distancing measures and other key control measures to protect staff and visitors to Rockingham Street will be published on SYnet and on SYHA's public website. This will include clear instruction for those visiting the building. Visitors who make appointments must be clearly briefed on the control measures and restrictions that are in place. This will be the responsibility of the person making the appointment. Information on handwashing, social distancing and other basic control measures will be displayed on each floor, in all toilets, kitchens, the lift and the reception area. There must be ongoing discussion and engagement with staff to monitor the effectiveness of the controls and address unforeseen impacts of the changes. 	<p>COVID Risk Assessment for RC now published on the public website.</p> <p>Additional signage now in place.</p>	Head of Customer Connect & Marketing Production Manager.					

