



National Audit Office

DATA - APPLICABLE

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RISK ASSESSMENT:

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Risk Assessment for Working Safely at the NAO Office, BPR, London

Number of appendices 0

Activities: Working Safely at BPR during Covid-19	Location: BPR	Name of person completing the generic baseline RA: Christine Bass Name of person preparing a site/person/task specific RA: Christine Bass
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Who is exposed to the hazards listed below? X NAO Employees X Others: Visitors, Contractors, Tenants, Young Persons, New & Expectant Mothers, Persons with Disabilities	Environment: X NAO Office <input type="checkbox"/> External Areas <input type="checkbox"/> Other off- site working, clients premises
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Support in completing the risk assessment can be found here: [Guide to carrying out Risk Assessments](#) 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
Protocols for working safely at BPR have been developed from this risk assessment and will be provided to everyone working in BPR

HAZARD	RISK EVALUATION		SAFETY CONTROL MEASURES	H/M/L	Check
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)	All of the safety control measures set out below should be in place. If not, identify those which require implementing by using the check column to the right. Add any hazards not identified in this generic assessment in the space at the bottom of the form and follow the risk assessment process	(after = residual risk)	
Spread of Covid-19	Risk of contracting Covid-19 from colleagues or visitors whilst at work	H	Hand Washing and sanitising Hand washing facilities with soap and water are in place. Accessible toilet in main reception area at BPR to be used for hand washing on entry to the building and sanitiser stations installed at entrances to the open zones, next to the security barriers in reception, and in available meeting rooms. Sanitisers units also mounted in lift lobbies with posters reminding staff and tenants to sanitise before pressing lift buttons. Hand washing guidance posters displayed in the bathrooms https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ All electric hand driers are decommissioned and disposable paper towels provided in all toilets https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Posters displayed throughout the workplace to remind employees to wash their hands for 20 seconds with water and soap and the importance of proper drying with	L	



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disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.

Notices have been displayed in toilets reminding staff to close the toilet lid before flushing.

Posters have been displayed throughout the workplace to remind about social distancing

<https://www.nsfh.nhs.uk/Find-help/Documents/Coronavirus%20Print%20Friendly%20A4%20Poster.pdf>

<https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf>

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

Cleaning

Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as doors, handles, light switches, tea points, handrails, lift buttons, photocopiers, taps, stationery cupboards, shredding machines and reception area using appropriate cleaning products and methods. Toilets are cleaned regularly. Only central tea points to be used.

No breakout areas are available for use. This includes Blue Mezz, Red and Green Mezz, the coffee shop and the restaurant. Some seating is available in teapoints but occupiers are reminded of the need to social distance and only one person per table is permitted. This will reduce the impact upon the cleaning team.

Each workstation that has been used will be cleaned with sulgiene ultra every evening (including IT kit, chair and any other surface which may be touched).



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Increased cleaning of the showers and changing rooms will take place each morning between 8am and 10am. Wipes are also available and shower users are asked to wipe down areas they have touched.

Wipes will be available for individual use and will be located next to printers and in tea points and posters displayed asking staff to wipe areas after use.

Internal Doors

Wherever possible, and where it does not impact on fire safety or security, doors will be held open on maglocks or similar devices to minimise the need to touch doors.

Waste Disposal

Different types of bins will be removed from desk areas and a central waste disposal point will be created in the by the central tea points. Waste will be collected regularly and disposed of by the cleaning team and the bins will be cleaned

Social Distancing

Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Work schedules will be reviewed including start and finish times, working from home etc. to reduce number of workers on site at any one time.

The default position is that everyone will work at home unless presence in the office has been agreed – this means there should be adequate desks and facilities whilst maintaining social distancing. Staff will not be allowed to ‘pop in’ to work in the office.

Work processes re-designed to ensure social distancing in place (e.g. post room and security tasks).

Staff will not use adjacent or opposite desks and desks will be allocated so as to minimise ‘passing traffic’. Chairs and desks which are not to be used will be identified by tape/signs. Desks will be allocated to individuals who have been given permission to work in the office – there will be no hot desking and staff will not be allowed to just turn up to work in the office.



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We will continue to use remote ways of meeting; however, a physical meeting may now take place using a limited number of meeting rooms at BPR. Rooms must be booked in advance and the Protocols for using the meeting room must be followed by the meeting organiser and attendees. The meeting rooms will be cleaned by the housekeeping team between meetings. Sanitiser is available in each meeting room. Tables and chairs will be marked as 'available' or 'not to be used'.

The Cyclists Drying Room and Prayer Room may be used provided the protocols are followed.

The restaurant, coffee shop, break areas, gym and the smoking shelter are closed. Tea points remain open and fridges and microwaves are available. Wipes are provided so that areas touched can be cleaned after use (i.e. taps, handles, etc.).

Staff to be reminded of the importance of social distancing both in the workplace and outside of it – posters are displayed throughout the workplace. Management checks to ensure this is adhered to.

NAO staff and Cluster 2 will use the front entrance and tenants will use the rear entrance. This will reduce the amount of people waiting for lifts and will enable the use of staircases.

Stairs are designated as 'up' and 'down' stairs and this will be clearly explained to all staff and tenants.

Perspex screens fitted to the reception desk and facilities help desk along with signage reminding people to social distance. Floor markings in reception at 2m intervals to manage any queuing.

Lifts are to be used by one person only at a time – signage displayed in each lift lobby reminding staff and tenants.

Trainees using the office for exams or study

Trainees who request to study or take exams in BPR will be allocated an individual study room on the ground floor or Mezzanine. They are requested not to access any



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other areas of the building. The rooms will be cleaned after use by the housekeeping team. Trainees are issued with a set of instructions as well as the risk assessment and protocols for the office

Wearing of Gloves

Where Risk Assessment identifies wearing of gloves as a requirement of the job (e.g. cleaning), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

Staff are reminded that wearing of gloves is not a substitute for good hand. washing.

Contractors and staff who are handing items over to others must use wipes to sanitise the item and wear gloves (e.g. Engineer handing a laptop pelicase to security or facilities) during the handover.

Respiratory Protective Equipment (RPE) and Face Coverings

Updated Dec 23 2020 – a face covering which covers the mouth and nose must be worn in all areas when moving around the building – they may be taken off when seated at a work station.

Where RPE is a requirement for risks associated with the work undertaken (risks other than COVID) the following measures will be followed-

Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.

Testing for asymptomatic COVID

Staff who will be working in the office are encouraged to test regularly using freely available Lateral Flow (LF) Tests. These can be accessed via [Regular rapid coronavirus \(COVID-19\) tests if you do not have symptoms - NHS \(www.nhs.uk\)](https://www.nhs.uk).

- If the LF test is positive the individual should then go for a PCR test to confirm. [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK](https://www.gov.uk)



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www.gov.uk). Whilst awaiting the PCR test result it must be assumed that the individual has COVID and they should isolate and not come to the office

- Staff are instructed to inform HR Service Desk of a positive LF test result as soon as possible. This must be followed up with the PCR test result as soon as possible.
- If the PCR test is negative the individual can return to the office.

If a LF test shows a positive response and the person has been in the office in the past 72 hours NAO will contact all those who have been working in the same zone and ask them to stay home until a PCR test has been completed. If the PCR test comes back positive a full sanitising clean will be undertaken of the areas in the office they have accessed.

Symptoms of Covid-19

If anyone becomes unwell with symptoms of Covid-19 in the workplace they will be isolated in the Medical room and arrangements will be made for them to go home. The areas in the office they have accessed will be temporarily closed whilst it receives a full sanitising clean by staff wearing appropriate PPE. Others who may have come into contact with the unwell person will be informed.

Staff who are unwell must follow the stay at home guidance.

If a staff member becomes unwell with symptoms of COVID after having been in the office they must inform the HR Service desk and their line manager immediately. If the staff member has been in the office in the past 72 hours, the areas of the office they have accessed will be closed. The individual must inform HR service desk the outcome of their COVID test. If the test is positive, the areas of the offices which they accessed will receive a full sanitising clean by staff wearing appropriate PPE and HR will assist with the NHS Test and Trace procedures if necessary and will inform other NAO staff who may also be affected. The facilities team will manage communications with the other building tenants.



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			<p>If there are two or more confirmed cases of COVID of staff who have worked in the office and transmission is likely to have occurred in the workplace the local Health Protection Team will be informed</p> <p>PHE North West London Health Protection Team 61 Colindale Avenue, London, NW9 5EQ phe.nwl@nhs.net Phone: 020 3326 1658</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> <p>Ventilation systems The building's ventilation system does not recirculate air. The building receives a fresh air supply via air handling units (AHUs) located on the roof. From there, the outside air is taken in, filtered and delivered to the floors. The "used" air is then extracted from each floor and expelled outside by the same AHU but using extract ducting.</p>		
Lack of first aid cover	Lack of first aid cover leading to inadequate response to accidents or medical incidents	M	<p>Adequate first aid cover for the number of NAO staff in the office will be provided by Security officers. Anyone requiring first aid will be required to wear a face mask (if their injury or illness allows) to protect the first aider as the 2m social distance is likely to be breached. First aider to wear disposable gloves before treating a casualty. St John Ambulance and Resuscitation Council UK updated advice for first aiders will be communicated</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	L	
Fire or other emergency		H	All NAO staff and NAO visitors will be required to enter the building via the front entrance and will be signed in by the security officer. The rear entrance will be for	L	



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<p>situation requiring the building to be evacuated</p>	<p>Risk of an uncoordinated or delayed evacuation due to lack of fire wardens.</p> <p>Risk that we would not know which staff members are present in the building</p>		<p>tenants. The signing in book will be taken to the assembly point and a roll call taken (this is an additional measure introduced whilst there is an absence of trained fire wardens in the building). The role of Incident Controller and Fire Warden will be allocated daily and duties explained and assigned to individuals.</p> <p>Evacuation procedures will be updated to reflect the changing situation and changes will be communicated to staff on arrival.</p> <p>Staff will be instructed to maintain appropriate social distancing at the assembly point and in evacuation routes.</p> <p>Staff who would require assistance to evacuate and have a PEEP (Personal Emergency Evacuation Plan) will be considered on an individual basis and a plan established before they can work at BPR.</p>		
<p>Mental ill health</p>	<p>Risk that staff suffer from mental ill health</p>	<p>M</p>	<p>NAO will continue to promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.</p> <p>Employee Assistance Programme is in place to support staff and Merlin has details of how to get support.</p> <p>Mental Health First Aiders will continue to support staff remotely via phone calls, email, etc.</p>	<p>L</p>	
<p>Contracting Covid-19 whilst commuting to BPR</p>	<p>Increased risk of contracting Covid-19 due to decreased number of trains, tubes and buses making it more difficult to social distance</p>	<p>H</p>	<p>Staff are advised to follow the Government advice and avoid using public transport if possible.</p> <p>Staff will be given details of local car parks which can be used for private vehicles should they chose to drive to work. The NAO car park has limited spaces and will only be available for staff by prior arrangement and for exceptional reasons.</p> <p>(Note: we have staff discount vouchers available for the NCP Car park opposite our building – these can be obtained from reception).</p>	<p>M</p>	



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Bicycle storage areas and showers are available for staff who cycle to work but the drying room will be closed.

NAO staff will be reminded to follow government advice relating to the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> and will be reminded of the risks of travelling by public transport during discussions around whether they can work in the office.

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

Assessment made by:

Print:...Daniel Lambauer.....Signature:...

.....Dated:... 26 April 2021.....

Note: Document AD 5.0 'Guide to carrying out Risk Assessments' should be read before completing this Risk Assessment.