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| **Activities:** Working Safely at Newcastle during Covid-19  | **Location:** St Nicholas Building, Newcastle | **Name of person completing the generic baseline RA: Christine Bass****Name of person preparing a site/person/task specific RA: Christine Bass** |
| **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  External Areas  Other off- site working, clients premises |
| **Support in completing the risk assessment can be found here:** [**Guide to carrying out Risk Assessments**](http://naotank.nao.gsi.gov.uk/Sites/Facilities/_layouts/15/DocIdRedir.aspx?ID=CORPFUNC2-3-19525) **Key: H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK**The Government Guidance Document <https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs> has been followed whilst writing this Risk AssessmentProtocols for working safely at Newcastle have been developed from this risk assessment and will be provided to everyone working in Newcastle office |
| **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**Hand washing facilities with soap and water in place. See hand washing guidance <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> Drying of hands with disposable paper towels. <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> Gel sanitizer is available at the entrance to the St Nicholas building and at the entrance to the NAO office and in the office.Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with 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.Posters have been displayed throughout the workplace Notices have been displayed in toilets reminding staff to close the toilet lid before flushing.**Cleaning**Citrox has been applied throughout the NAO office. This will kill all viruses on contact and lasts for 6 months from application in June 2021.Toilets are cleaned regularly throughout the day by the landlord.**Standard Cleaning in the office daily**Surfaces, i.e. Desktops, tea points, toilets are wiped down with cleaning detergent and warm water. NAO will be enforcing a clear desk policy to aid with cleaning and desk booking.Showers will be cleaned daily.**Waste Disposal**A central waste disposal point is in the central tea points. Waste will be collected regularly and disposed of by the cleaning team and the bins will be cleaned.**Social Distancing**The Government have removed the requirement to maintain a 1m+ social distance however we remind staff that this is a good practice in reducing the spread of COVID19 – and they should maintain a social distance were possible. When booking meeting rooms, meeting organisers should consider the number of people the room can sensibly accommodate. Perspex screens fitted to the reception desk along with signage reminding people to social distance.**Landlord Information for Common Areas of St Nicholas Building** Entering the buildingAll staff and visitors are required to sanitise on entry to the building. All staff and visitors are required to wear a face covering when moving around the building.**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.Contractors and staff who are handing items over to others must use wipes to santise the item and wear gloves during the handover.Staff are reminded that wearing of gloves is not a substitute for good hand washing**Respiratory Protective Equipment (RPE) and Face Coverings**Mask wearing is now optional**Testing for asymptomatic COVID**Staff who will be working in the office are encouraged to test regularly (twice weekly is the recommended frequency) 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). * 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 (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 PCR test shows a positive response and the person has been in the office the NAO will work with them to identify colleagues they have had close contact with and HR will contact all those individuals to ask them to stay home for 10 days. We will also use the sign in sheets to inform anyone who has been in the same section of the office. In addition to contact from NAO HR, NHS Test & Trace protocols require the disclosure of close contacts with those individuals being contacted and told to isolate.**Close contact is definition per** [Guidance](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fguidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person%2Fguidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person&data=04%7C01%7Cchristine.bass%40nao.org.uk%7C37fb4a38aef84b127bab08d94ac4f341%7Ce569c7b06dfc42b89b6a2cfc414d4f8c%7C0%7C0%7C637623032095373653%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=lq8u9x%2FAwAbdvfgcWqetu9fZPmsDE3t8XcBJLg8HtaA%3D&reserved=0)* anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
	+ - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
		- been within one metre for one minute or longer without face-to-face contact
		- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

**Symptoms of Covid-19**Staff who are unwell (with common symptoms of COVID or any other symptoms) must stay at home and not come to the office.If the individual has reason to believe they have COVID they should arrange to have a PCR test as soon as possible and follow the steps outlined above for asymptomatic COVID. NAO will contact colleagues as outlined above.If anyone becomes unwell with symptoms of COVID in the workplace they will be asked to go home. Others who may have come into contact with the unwell person will be informed by HR following confirmation of a positive PCR test following the procedures outlined above. **Self-isolating**If a member of staff has COVID symptoms or has had close contact with someone who has COVID they must comply with the Government requirement to self-isolate [When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/). They should notify their line manager if this is likely to impact on their work e.g. unable to complete a site visit or attend the office.The Facilities team will inform the landlord, if necessary, of any cases of COVID.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 PHE North East Health Protection Team,Floor 2 Citygate, Gallowgate,Newcastle upon Tyne,NE1 4WHPhone: 0300 303 8596 option 1Line 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.**Ventilation systems**The building’s ventilation system does not recirculate air. The building receives a fresh air supply via air handling units (AHUs). 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. | **L** |  |
| Lack of first aid cover | Lack of first aid cover leading to inadequate response to accidents or medical incidents | **M** | There may not be a first aider in the office, however first aid boxes are available and there will be an Appointed Person who will take charge of an emergency. Anyone requiring first aid will be required to wear a face mask (if their injury or illness allows) to protect anyone giving first aid 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. <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/> <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>  | **L** |  |
| Fire or other emergency situation requiring the building to be evacuated | Risk of an uncoordinated or delayed evacuation due to lack of fire wardens. Risk that we would not know which staff members are present in the building | **H** | All staff must sign in at the NAO reception on arrival. The signing in sheet will be taken to the assembly point to complete a roll call.Evacuation procedures will be updated if necessary to reflect the changing situation and will be communicated to staff who are in the building. Landlord has distributed a Re-Occupancy Guidance Brief to all tenants in which it states as per guidance issued by National Fire Chiefs Council evacuation protocols for the building will not change. They state whilst social distancing measures may be impacted during an evacuation, by following government guidelines on maintaining hygiene at Assembly Points evacuations can be managed.Staff will be instructed to maintain appropriate social distancing at the assembly point and in evacuation routes.A PEEP will be in place for any individual who will require assistance to evacuate. | **L** |  |
| Mental ill health | Risk that staff suffer from mental ill health as a result of returning to the workplace | **M** | NAO will continue to promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.Employee Assistance Programme is in place to support staff and Merlin has details of how to get support.Mental Health First Aiders will continue to provide support via phone, email, etc. | **L** |  |
| Contracting Covid-19 whilst commuting to Newcastle | Increased risk of contracting Covid-19 due to decreased number of trains making it more difficult to social distance | **H** | Staff are advised to follow the Government advice and any advice/guidance issued by their transport operators e.g. [Home - Newcastle Transport](https://newcastletransport.info/)Staff are aware of local car parks which can be used for private vehicles should they choose to drive to work.Bicycle storage areas and showers are available for staff who cycle to work.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. |  |  |
| Lone Working due to low staff occupancy of the building | Injury or illness and inability to call for help. Security risk form intruders  | **M** | If only one member of staff is present in the office they will follow the [out of hours security protocol](https://nationalauditoffice.sharepoint.com/%3Aw%3A/r/sites/TMNewc/Shared%20Documents/Facilities/NEWCASTLE%20OUT%20OF%20HOURS%20SECURITY%20ACTION.docx?d=w667c35ceb5a7456c9d8359dfc2c4fb37&csf=1&web=1&e=QBAweE) and will contact BPR security on arrival and departure.BPR security will monitor security cameras for Newcastle office. |  |  |
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| 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:…A picture containing drawing  Description automatically generated……… Dated: …06 October 2021………… |

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