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|  **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** |
| **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](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fworking-safely-during-covid-19%2Foffices-factories-and-labs&data=04%7C01%7Cchristine.bass%40nao.org.uk%7C5e6cf003d84845d0076808d94a90d7f1%7Ce569c7b06dfc42b89b6a2cfc414d4f8c%7C0%7C0%7C637622808221340967%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HSfkHykLA1e3Nws9b9GG3Swg3Ox04pLPPFuWDIiomj4%3D&reserved=0) has been followed whilst writing this Risk AssessmentProtocols 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 and sanitiser stations installed at entrances to all floors, next to the security barriers in reception, throughout floors and in meeting rooms. Sanitiser 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 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.**Cleaning**Citrox will be applied in all common areas and Red, Green and Blue Zones. This will kill all viruses on contact and lasts for 6 months from application at end July 2021.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. Increased cleaning of the showers and changing rooms will take place each morning between 8am and 10am. These areas have also had Citrox applicationWipes 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. We will not require this measure once we have applied Citrox at the end of July.**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.**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. NAO staff and Cluster 2 will use the front entrance and tenants will use the rear entrance. This will enable us to reduce risk of contact between different groups.Perspex screens fitted to the reception desk and facilities help desk.We have reduced desk occupancy so that there will only be one person to a desk (where previously there were 4 people sitting at a bank of three desks).**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.**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. 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 West London Health Protection Team61 Colindale Avenue,London,NW9 5EQphe.nwl@nhs.netPhone: 020 3326 1658Line 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.**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.**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.CO2 monitors are being installed at the end of July and will be used as additional measure of air quality. | **L** |  |
| Lack of first aid cover | Lack of first aid cover leading to inadequate response to accidents or medical incidents | **M** | 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. 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 NAO staff will be asked to sign in using sheets available in reception indicating the date they are in and the area they will mainly be located. The signing in sheets 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. Evacuation procedures will be updated to reflect the changing situation and changes will be communicated to staff on arrival.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  | **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 support staff in person or remotely via phone calls, email, etc. All NAO employees continue to have the option to work from home until 1st September. | **L** |  |
| Contracting Covid-19 whilst commuting to BPR | Increased risk of contracting Covid-19 due to decreased number of trains, tubes and buses 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. TFL.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 The NAO car park has limited spaces and will only be available for staff by prior arrangement and for exceptional reasons.Bicycle storage areas and showers are available for staff who cycle to work.  | **M** |  |
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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:………..Dated:…05 October 2021 …….. |

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