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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** | **Updated 01/04/22 following Government announcement.****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 or electric hand driers. 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**CitroxProtect has been applied throughout the NAO office. This will kill all viruses on contact and lasts for 6 months from application in January 2022.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 are 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. Perspex screens fitted to the reception desk along with signage reminding people to social distance.**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**Face Coverings**Mask wearing is no longer mandated in public spaces. We will not require staff, tenants or visitors to wear a face covering in NAO premises. We still recommend their use in lifts when being used by 2 or more people.**Testing for asymptomatic COVID**Staff who are working in the office are no longer expected to test regularly following the end of free lateral flow test availability. This also means that staff are no longer asked to report any test results to the HR service desk and identify any close contacts. **Symptoms of Covid-19 or other Respiratory Illnesses**Staff who are unwell with symptoms of a respiratory illness, including COVID, are asked to stay at home and not come to the office until they no longer have a high temperature (if they had one) or no longer feel unwell.**Self-isolating**If a member of staff has had a positive COVID test result, they should stay at home and not come into the office or attend a client site for five days after the day they took their test. They should notify their line manager of any impact this is likely to have on their work. If a member of staff lives in a household where someone has tested positive for COVID-19, they are advised to follow the government guidance and avoid contact with anyone they know who is at higher risk of becoming severely unwell; limit close contact with other people outside their household; wear a well-fitting face covering made with multiple layers or a surgical face mask if they do need to have close contact with other people.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). 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.  | **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 are required to book a desk using the desk booking system. During an evacuation we will operate a ‘buddy’ system whereby staff will need to go to the assembly point and work out if all colleagues are present. If anyone is missing the incident controller (building manager or deputy) must be informed as soon as possible. Security at BPR can be contacted to obtain a list of people who have booked a desk.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.London 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: 1 April 2022 |

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