**Risk assessment and actions -**

**Use of Non-Clinical Buildings**

Building name:

Employing organisation:

**July 2021**

# Guidance on completing this Risk Assessment

This document should be completed in relation to the demises under your organisation control, for example:

* NHSPS completing this as a landlord will risk assess the common areas of the building (as defined on the building plan), plant rooms, meeting rooms NHSPS control, shared kitchens, circulation space, toilets etc
* NHSPS as a building occupier will risk assess their demise in relation to its employees
* Building occupiers should risk assess the area within their leased demise including their meeting rooms, kitchens, toilets, etc that they control highlighting risk that relates to their employees

Not all sections will be relevant to every organisation

Once the assessment has been completed the organisation should:

* Be prepared to cooperate and coordinate with other building users to ensure the safety of all building users
* Request for any build adjustments, alterations, works, changes to cleaning schedules etc via the [NHSPS Facilities Management Helpdesk](https://www.property.nhs.uk/occupier-hub/facilities-management-helpdesk/) / NHSPS Log a Job

There may be other risks associated with COVID that impact on your business and people that are not included in this risk assessment. Additional space is available at the end of the document to record these risks, methods of control and mitigation.

# Buildings risk assessment in relation to COVID-19 requirements

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| Who should go to work? | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** To support those who are at a higher risk of infection and/or an adverse outcome if infected | | | | | | |
| Protect people at higher risk |  | Give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. |  | Continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians |  |  |
| **Objective:** To stop people physically coming to work, when government guidance advises them to stay at home | | | | | | |
| Help people understand when to self-isolate |  | Advice required to ensure that people who need to stay at home have the correct information regarding personal vulnerability or having symptoms of COVID-19  This includes people who:   * Have COVID-19 symptoms * Live in a household with someone who has symptoms * Are required to self-isolate as part of [NHS Test and Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) |  |  |  |  |
| Support employee wellbeing |  | Communications / support to safeguard against isolation and wellbeing issues |  |  |  |  |

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| Ventilation | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** To use ventilation to mitigate the risk of aerosol spread of COVID in the workplace. | | | | | | |
| Building and workspace ventilation |  | Consider how you maximise the supply of fresh air in your premises. You can do this through:   * Fully or partially opening windows, air vents and doors to improve natural ventilation * If you use mechanical ventilation, ensuring that your systems are set to maximise fresh air and minimise air recirculation. Maximising the amount of fresh air your system draws in or ensuring additional fresh air will help avoid COVID-19 spreading |  | HSE provides guidance on how to identify a poorly ventilated room/area. It also explains steps you can take to improve ventilation in these spaces. [Read the advice on air conditioning and ventilation.](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)  Building has \_\_\_\_\_\_\_\_\_type of air handling system  Air handling/management system has regular maintenance Yes/No  Air handling system set to pull maximum fresh air from outside the building Yes/No  Windows in the room/area can / cannot be opened  [[1]](#footnote-2)See footnote  [[2]](#footnote-3)See footnote | Room with no mechanical ventilation system and no external windows not to be used as work areas/meeting rooms etc  Rooms with mechanical ventilation system and no external windows to be priority for CO2 monitoring to establish occupancy levels. Ventilation system must be set to maximise the amount of outside fresh air drawn into the room  Rooms with external windows – these windows must be open when the room is in use, consider the need for CO2 monitoringto establish occupancy levels. |  |
| Building and workspace is ventilated |  | Identify areas of your workplace that are usually occupied, and/or poorly ventilated. |  | Method of identifying poor ventilated area was:  Areas Identified with poor ventilation:  Prioritise these areas for improvement or occupancy cap to reduce the risk of aerosol transmission.  [[3]](#footnote-4)See footnote |  |  |

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| Reduce contact for the workforce | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** Reducing the risk of spreading COVID by reducing the number of people workers come into contactwith**.** | | | | | | |
| Reduce the number of people your workforce come into contact with |  | Identify methods of reducing the amount of contact workers have with others.  Stating occupancy levels of rooms/areas |  | Consider smarter working with the ability to continue working from home, stagger start times, alternate office days, fix teams, partnering, desk booking etc |  |  |
|  | Review layouts of rooms/work areas to continue to separate workforce and limit close contact |  | Consider using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each) |  |  |
| **Objective:** To reduce contact people when they are at their workplaces and workstations, if possible. | | | | | | |
| Keeping the workstation clean | . | Identify if workstations be assigned to an individual if possible. |  | Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user |  |  |
|  | Establish frequent cleaning of objects that are touched regularly – such as keyboards |  |  |  |  |
|  | Establish a clean desk / area policy at the end of the shift |  |  |  |  |
| **Objective:** To reduce contact between people when moving around a building around a building and using common spaces. | | | | | | |
| Reception areas |  | Consider the interaction between receptionist and people using the reception area. |  | Consider continued use of barriers to protect receptionist from the risk of meeting people of unknown COVID status |  |  |
|  | Consider occupancy of area for people to wait to minimize contact with others. |  |  |  |  |
|  | Consider hand sanitation & face covering for visitors to the building |  |  | Face covering must be worn when entering all NHSPS controlled buildings/reception spaces |  |
| Circulation space |  | Consider how circulation spaces are used to prevent groups of people congregating, limit bottle necks etc. |  |  | Face covering must be worn in all NHSPS controlled circulation spaces |  |
| Lifts |  | Consider the occupancy levels of lifts to limit crowded space |  |  | Face covering must be worn in all NHSPS controlled lifts |  |
| Meeting rooms |  | Consider the number of people that can safely use the room by type of ventilation? |  | What is the size of the meeting room?  How is the meeting room ventilated? | Number of occupants must be displayed on the meeting room door |  |
|  | Consider the level of cleaning required between change of use /occupants of the meeting room? |  | Who completes the clean? |  |  |
| Kitchen / kitchenettes |  | Consider the number of people that may need to use the facility, time each person uses it for, how to keep contact a minimum? |  |  | Posters on good hand hygiene must be displayed  Face covering must be worn when using kitchen facilities particularly where people may come into contact with others, they do not normally meet |  |
|  | Consider the level and frequency of cleaning required? |  |  |  |  |
| Toilets |  | Consider the number of people that may need to use the facility, time each person uses it for, how to keep contact a minimum? |  | Restrictions on number of users can be adjusted, when face covering are in use and limited exposure times are considered (less than 15mins) | Posters on good hand hygiene must be displayed  Face covering must be worn when using toilet facilities particularly where people may come into contact with others, they do not normally meet |  |
|  | Ensure there is suitable hand drying facilities. |  | Provide paper towels, continuous roller towels, or electrical dryers. |  |  |
|  | Ensure the facilities well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible. |  |  |  |  |
| Changing rooms and showers |  | Identify clear use and cleaning guidance for showers, lockers and changing rooms. |  | Ensure they are kept clean and clear of personal items |  |  |
|  | Establish enhanced cleaning of all facilities regularly during the day and at the end of the day. |  | Use normal cleaning products.  Pay attention to frequently hand touched surfaces and consider using disposable cloths or paper roll to clean all hard surfaces. |  |  |
|  | Ensure the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible. |  |  |  |  |
|  | Making hand sanitiser available on entry and exit. |  |  |  |  |

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| Reducing risk for your customers, visitors, and contractors | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** To provideand explain COVID control measures. | | | | | | |
| Coordination and cooperation |  | Identify how to provide clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive.  For example, by phone, on the website or by email or with on-site signage and visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. |  |  | Coordinating and cooperating with other occupiers if you share facilities with other businesses. This includes landlords and other tenants. |  |
|  | Establish host responsibilities related to COVID for visitors |  |  |  |  |
|  | Review entry and exit routes for visitors and contractors. Do this to minimise contact with other people. |  |  |  |  |

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| Cleaning the workplace | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** To keep the workplace clean and prevent the spread of COVID from touching contaminated surfaces | | | | | | |
| Cleaning requirements |  | Cleaning work areas and equipment between users. |  | Use your usual cleaning products |  |  |
|  | Determining the required cleaning process for expensive equipment that cannot be washed down. Design protection around machines and equipment. |  | Identify the type of equipment |  |  |
|  | Consider the frequently cleaning objects and surfaces that people touch regularly. This includes door handles, etc. Make sure there are adequate disposal arrangements for cleaning products. |  |  |  |  |
|  | Consider methods of clearing of workspaces and removal of waste and belongings from the work area at the end of a shift. |  |  |  |  |
|  | Consider providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. |  |  |  |  |
|  |  | Ensure there is the ability to commission ‘COVID’ cleans after a known or suspected case of COVID |  | How is a COVID clean requested? |  |  |
| **Objective:** To help everyone keep good hygiene through the working day. | | | | | | |
| Personal hygiene |  | Using signs and posters to make people aware:  – how to wash their hands well – that they should wash their hands frequently – that they should not touch their faces – they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available |  |  |  |  |
|  | Providing regular reminders and signage to maintain hygiene standards. |  |  |  |  |
|  | Providing hand sanitiser in multiple accessible locations, as well as washrooms. Consider the needs of people with disabilities |  |  |  |  |

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| Personal Protective Equipment (PPE) and Face Coverings | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** To consider the use of PPE as a COVID control | | | | | | |
| Use of PPE |  | Consider your use of PPE.  Where you are already using PPE in your work activity to protect against non-COVID risks, you should keep doing so. Any use of PPE should be determined by an assessment of risks in the workplace. |  |  |  |  |
| **Objective:** To consider the use of face covering as a control to prevent the spread of COVID | | | | | | |
| Face covering |  | Consider the continue wearing face coverings in crowded, enclosed spaces.  Where worn correctly, this may reduce the risk of transmission to themselves and others. |  | Consider encouraging the use of face coverings by workers (for example through signage), particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces. | Face masks / covering must be worn in all communal and common areas controlled by NHSPS |  |

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| Additional risks not covered above | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (Tick those that apply)* | |
| **Objective:** | | | | | | |
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| **Objective:** | | | | | | |
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This has been taken from the Government ‘working safely’ documents dated 14th July 2021 and is subject to revision should any further guidance be provided. Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

Risk Levels

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| --- | --- |
| High | Significant Action needed |
| Medium | Some actions required |
| Low | All practical measures taken to manage transmission risk |

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| Date Completed |  | Reviewed by |  |
| Completed by |  | Organisation |  |

1. When looking at ventilation you should consider: Number of people that use/occupy an area, how large the area is, what activity or task takes place in an area, any features that affect ventilation, type of ventilation in use in an area. [↑](#footnote-ref-2)
2. NHSPS is not responsible for identifying the capacities of areas within an occupier’s demise, they will provide you with details of the type of air handling system used in a building and provide assurance on the maintenance of that system. [↑](#footnote-ref-3)
3. CO2Monitoring is a reactive method to monitor air quality, this can be used to support the identification of poorly ventilated areas, you must be aware that the area needs to be occupied for this type of monitoring to be effective. [↑](#footnote-ref-4)