

Coronavirus (COVID-19) Risk Assessment

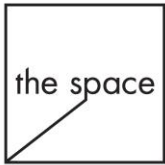
Holborn

Workplace Health & Safety during Coronavirus (COVID-19)

Current international public health activity is aimed at reducing the spread of the currently circulating novel coronavirus, which causes COVID-19 infection. This coronavirus is a novel agent whereby there is currently no vaccine to the infection. **The two main methods of preventing the spread of infection are hygiene measures and social distancing.**

The novel coronavirus (COVID-19) pandemic has created significant workplace challenges for many organisations.

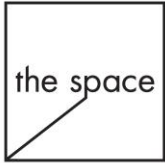
The Space has advocated a risk assessment approach using a hierarchy of controls, common in good health and safety management and various pieces of legislation. In the interests of all The Space colleagues, clients, and visitors it is essential we review the risks in our buildings and mitigate accordingly by adhering to Government guidelines.



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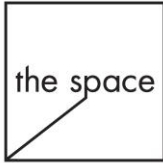
Spread of Covid-19 Coronavirus

Risks	Controls
Main Entrances, Lifts, Stairwells & Receptions	
Main Entrances	<p>Social Distancing: Implementation of appropriate signage and queuing systems.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, access control turnstiles etc.</p>
Lifts & Stairwells	<p>Social Distancing: Implementation of signage for directional routes in stairwells, give way signage and/or utilising alternative stairwells for entry and exit.</p> <p>Implementation of signage limiting lift to 1 person</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly lift buttons, handrails, access control.</p>
Receptions	<p>Social Distancing: Implementation of floor signage/mats or free-standing signage to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Limit amount of staff working within the same area at any one time (utilise other areas/carry out different tasks).</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly keyboard, mouse, handset etc.</p>



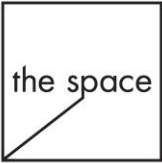
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	<p>Use of anti-bacterial plexiglass screens or something similar on reception desk to protect The Space staff.</p> <p>Appropriate use of PPE where required.</p> <p>Use of auto-dispensing hand sanitiser stands.</p> <p>Removal of confectionary.</p>
Admin/Post Rooms, Copier Areas	
Admin/Post Rooms/Areas	<p>Social Distancing: Limit amount of staff working within the same area at any one time.</p> <p>Use for The Space staff only where possible.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, surfaces, IT equipment.</p> <p>Use of appropriate PPE for handling post and packages.</p>
Copier Areas	<p>Social Distancing: Implementation of suitable signage limiting area to one person at a time.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly copier equipment, door handles etc.</p> <p>Removal of or lock away items such as paper, staplers etc.</p> <p>Availability of sanitising wipes and pumps within area.</p>



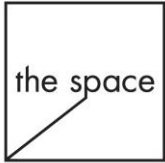
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Waiting Areas & Lounges	
Waiting Areas & Lounges	<p>Social Distancing: Suitable restrictions to seating areas to comply with the 2-metre gap recommended by the Public Health Agency. Implementation of Social Distancing signage.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly tabletops, chair arms, phone booth doors etc.</p>
Corridors	
Corridors	<p>Social Distancing: Implementation of one directional floor signage to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles.</p>
Kitchens	
Kitchens	<p>Social Distancing: Implementation of suitable signage to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Implementation of buffer seating to allow social distancing where applicable.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly worktops, cupboard & drawer handles, dishwashers, chairs & tables, coffee machines, water taps, kettles, canisters, sink taps, bin lids, dispensers etc.</p>



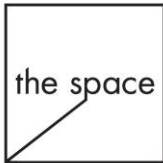
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	<p>Removal of any “loose” consumables to mitigate contamination including but not limited to fruit, coffee flavour pumps, loose tea bags, sugar, condiments etc. and introduction of individually wrapped items for tea/coffee/sugar.</p> <p>Removal of Microwaves.</p> <p>Use of hand sanitiser pump bottles and antibacterial wipes.</p> <p>Implementation of suitable signage relating to washing of hands.</p>
Toilets & Showers/Changing Rooms	
Toilets	<p>Social Distancing: Implementation of suitable signage to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, toilet seats, sink taps, dispensers.</p> <p>Implementation of suitable signage relating to washing of hands.</p>
Showers/Changing Rooms	<p>Social Distancing: Implementation of suitable signage in changing areas to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, surfaces, shower taps and shower heads.</p> <p>Temporary removal of any supplies and towel services provided by The Space.</p> <p>All personal items to be removed.</p>



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	Availability of sanitising wipes and pumps within area.
Meeting Rooms	
Meeting Rooms	<p>Social Distancing: Implementation of suitable signage to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Reduction in numbers of people allowed within the room at any one time to allow social distancing.</p> <p>Back-to Back bookings not permitted to allow hygiene controls to be completed.</p> <p>Hygiene: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly door handles, tables, chair arms, IT equipment.</p> <p>Removal of any “loose” consumables to mitigate contamination and introduction of individually wrapped items for tea/coffee/sugar.</p> <p>Availability of sanitising wipes and pumps within area.</p>
Comms Rooms, Cleaning Cupboards, Storage Areas & Plant Rooms	
Comms Rooms, Cleaning Cupboards, Storage Areas & Plant Rooms	<p>Social Distancing: Implementation of suitable signage to enable The Space staff, clients, and visitors to comply with the 2-metre gap recommended by the Public Health Agency.</p> <p>Implementation of PPE Signage for Comms/Plant Areas.</p> <p>Access by appointment only.</p>



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	<p>Only one person permitted within cupboard and plant areas at any one time.</p> <p>Small bike store to be closed.</p> <p>Hygiene: Appropriate use of disposable PPE where required- must be used in Comms Areas and Plant Rooms/Risers to avoid contamination on surfaces that potentially cannot be sanitised with water-based products.</p>
Personal Hygiene and Cases of Covid19	
Personal Hygiene	<p>Persons should cover their mouth and nose with a tissue when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT. Persons should wash their hands at least every 30 minutes using hot water and soap- use hand sanitiser gel if soap and water are not available.</p> <p>Wear appropriate PPE where required.</p>
The Space Staff and clients with symptoms/close contact with persons with symptoms	<p>Staff and clients to follow reporting guidelines issued separately.</p>