

# **Working safely during COVID-19: Risk Assessment**

**Adopted from Government Guidance to Employers, 11<sup>th</sup> May 2020 plus any additional guidance.**

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## Introduction

42<sup>nd</sup> Street will not force its colleagues into an unsafe workplace and this document is our framework that underpins how we will make sure our workplaces are COVID-19 safe.

This document has been adopted from guidance prepared by the Department for Business, Energy and Industrial Strategy (BEIS). In preparation, BEIS had input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland.

Furthermore it was also developed in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

42<sup>nd</sup> Street expects this document will be updated over time.

This version is up to date as of 28<sup>th</sup> July 2021.

Whilst 42<sup>nd</sup> Street have appropriate measures in place, we will be completely transparent about how risk mitigations take place.

Therefore, we encourage any interested colleagues to also check for updates at [www.gov.uk/workingsafely](http://www.gov.uk/workingsafely) and communicate any thoughts, ideas or concerns in order to protect each other from COVID-19.

**If you have any feedback for us, please email Tess Gregson, Head of Business Operations.**

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## How to use this guidance

This document sets out guidance on how to work safely.

It gives practical considerations of how 42<sup>nd</sup> Street expect colleagues to apply measures in the day-to-day workplace.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated. This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors and other people, as well as your employees.

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards.

This risk assessment must be done in consultation with unions or workers.

## How to raise a concern

Contact your line manager/senior manager.

Contact your trade union if you have one.

Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>

Contact HSE by phone on 0300 003 1647. 4 1.1

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## Managing risk

**Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.**

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means 42<sup>nd</sup> Street work through these steps in order:

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Increasing the frequency of handwashing and surface cleaning	<p>Updated information on the importance of washing hands and the cleaning of surfaces has been sent to all staff and clearly displayed near sinks. New staff are informed of these procedures. Young people attending the building for groups will also be reminded about hand washing and its importance. This will also apply to external spaces that we hire, we will provide staff with hand soap if required.</p> <p>The caretaker routinely cleans all surfaces and this is also enhanced by supplying staff in each room both sanitising wipes and/sprays which can be used to clean surfaces which are more likely to be used by different people over a period of time.</p>			Heather	End of January 2022
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff	<p>Now that social distancing has been reduced we have implemented a 1metre plus social distancing position with the building. This has now allowed more staff to sit with the building and more staff within rooms. Plus groups of young people can now attend</p>			Heather	End of January 2022

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group sessions. More face to face work with individuals as well.

Desks- admin/managers desks are fixed but give 1 metre distance next to each other and face to face. Therefore, all desks can now be used safely.

SMT – all managers can now sit in this room safely.

Workers desks - some face the wall and some face each other – 1 in every two desks can be used and the others are clearly marked for non - use.





Group space for meetings - will only be groups of 14 max who could meet sitting 1 metres apart.

Reception – at present the reception area is being used very infrequently and so there is no issue with social distancing. This would need to be reviewed if we start to allow parents etc to wait for an hour whilst a YP is in a session. This would only be problematic if lots of parents waited at the same time, which is very rare.

1 to 1 rooms – all one to one rooms can be transferred back to face to face when it is needed. These and other rooms can be used for online work.

Horsfall – up to 8 people each floor can be allowed using the new social distancing measures.

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<p>Time limiting activities – keeping as short as possible</p>	<p>External spaces have been assessed for social distancing and desks/tables have been set apart. We will still conform to their guidance should it be more restricted than our policies but implement our policies should there be no guidance in place. Staff will aim to implement a break between sessions and try to spread out online sessions. Group sessions may be reduced in length if needed.</p>		<p>SMT</p>	<p>End of January 2022</p>
<p>Using screens or barriers to separate people from each other</p>	<p>N/A</p>			
<p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible</p>	<p>Desks have been moved to implement this set up. Also the limitation of staff in the office aids with the amount of people per room/desk allocation.</p>		<p>Heather</p>	<p>End of January 2022</p>
<p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p>	<p>Staff will return to the main setting for one to two days a week. They can also spend a different day or two in the community setting that is appropriate for them. This massively reduces the amount of contacts that an individual has with others.</p> <p>As we move to the final reduction of restrictions (as of July 2021) we are able to become more fluid as a team and restrictions using bubbles are no longer needed. To reduce risks, we will still be limiting the amount of people who can safety work in each room so that we reduce contacts.</p>		<p>SMT</p>	<p>End of January 2022</p>



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## Objective: Demonstrating compliance internally and externally

Action	Date Completed	Location(s)	Further Action	Action Owner	Date for Review
Share the results of Risk Assessment with employees	30/6/20 24/09/20 22/01/21 28/04/21 16/07/21 11/10/21	Circulate via email and in shared folders.	Updated version to be circulated by 12/10/21	Heather	End of January 2022
Publishing results on 42nd Street Website	30/06/20 24/09/20 22/01/21 24/04/21 18/07/21 12/10/21	Circulate internally initially. Have guidance on the walls for staff/visitors etc.	Updated version to be upload by 12/10/21	Rebecca	End of January 2022
<i>Display the government risk assessment notice to demonstrate compliance</i>	30/6/20	Displayed on several walls in the building			End of January 2022
<b>Display QR Code poster for use by individuals using the NHS Covid19 app.</b>	24/9/20	To be displayed in the entrance window facing outwards. In the entrance area near the sanitising station and in the reception/meeting rooms. Also Horsfall entrance doors ground floor.	Completed 25/9/20 July '21 guidance from NHS is that this is to still be displayed so will remain in situ.	Heather	End of January 2022

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## Who should go to work

**Objective: That everyone should work from home, unless they cannot work from home.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Having regard whether people doing work are especially vulnerable to COVID-19	See statement below			SMT	ongoing
Working from home as a first option	See statement below			SMT	ongoing
Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government	See statement below			Managers	Ongoing

42nd Street will consider (and continually review) who is needed to be on-site; for example:

- Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.
- Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. Planning for the minimum number of people needed on site to operate safely and effectively. Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Providing equipment for people to work at home safely and effectively, for example, remote access to work systems. 7 8 2.1

*From April 2021 it has been safe by the government for more people to actually return to work and start to cease home working, where possible. 42<sup>nd</sup> Street is implementing a balance of staff both undertaking some days physically in the office and other days working from home. The amount of staff actually in the building will be limited to the amount possible whilst social distancing is implemented. Once social distancing is removed or decreased then this will be reviewed.*

*From July 2021 social distancing has been reduced to 1 metre plus. We have taken this into account in increasing the amount of staff and young people we will have in the building, maintaining the present social distancing. Working from home will still continue but staff will be able to attend the office more frequently to work and to meet with young people, taking into account the restricted numbers the new social distancing creates.*

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## Protecting people who are at higher risk

### Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

Clinically extremely vulnerable individuals (see up-to-date government guidance for definitions) have been strongly advised not to work outside the home.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, (see up-to-date government guidance for definitions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 1m away from others. If they have to spend time within 1m of others, 42nd Street will carefully assess whether this involves an acceptable level of risk. As for any workplace risk 42nd Street will take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.

Particular attention will also be paid to people who live with clinically extremely vulnerable individuals.

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Providing support for workers around mental health and wellbeing	Supervision, check-ins, group sessions, external supervision where relevant.			Managers	ongoing
<b>All workers have completed personal risk assessment and discussed with managers</b>	Staff logs, ongoing self-assessments			SMT	ongoing

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**Objective: To make sure individuals who are advised to stay at home (Shield) under existing government guidance do not physically come to work.**

This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Enabling workers to work from home while self-isolating if appropriate	<p>We have a list identifying these staff and ensure that they are supported to work from home.</p> <p>As the guidance has changed we shall support these staff to return to the office for a limited time.</p> <p>We shall also support staff that have been advised to self-isolate by track and trace.</p> <p>We now have staff undertaking twice weekly flow testing and have issued guidance on the use of these and when staff should self-isolate, in relation to a positive test. Staff are also encouraged but not required to have the Covid vaccine.</p> <p>New guidance says that staff do not need to self isolate if they come into contact with Covid but should undertake a lateral flow test (which we supply) every day for 10 days and only if a positive test happens should then get a PCR test and self isolate until these results return.</p>			Managers	End of January 2022

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## Equality in the workplace

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Understanding and taking into account the particular circumstances of those with different protected characteristics	Self-assessments completed with all staff and also staff impact log kept and updated regularly and reported to BoT	Green		SMT	Ongoing
Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them	Discussed at MTMs and support for managers to have these conversations with staff and log them		Managers	Ongoing	
Considering whether we need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation	42 <sup>nd</sup> Street complies with equalities legislation and has transparent and robust processes in place		SMT	Ongoing	
Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers	As above		SMT	Ongoing	
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments	As above		SMT	Ongoing	

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## Coming to work and leaving work

**Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics	The length of the day to return to 9-7pm as this allows staff a staggered start missing rush hour at the start and end of the day.	Green		Heather	End of January 2022
Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible	Cycles can be kept into the court yard and not in the building to reduce contamination.			Heather	End of January 2022
Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty	N/A				
Reducing congestion, for example, by having more entry points to the workplace. Providing more storage for workers for clothes and bags	Initially entry/exit point will be the front door to minimise infection staff/visitors will wear masks in this area and all communal areas. This will remain in place even though it has been optional elsewhere. Staff/young people will be informed of this.	Green		Heather	End of January 2022
Using markings and introducing one-way flow at entry and exit points	Guidance will be issued to staff before entering the building. Signs will be displayed where possible.			Heather	End of January 2022
Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads	At present young people do not use the buzzer, we are getting them to ring the staff member when they arrive and staff meet them at the door. Advising staff to use clean hands to use. Hand sanitiser near the signing book/ entrance.			Heather	End of January 2022
Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles	N/A				

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requiring pass checks in favour of showing a pass to security personnel at a distance

## Moving around buildings and worksites

**Objective: To maintain social distancing wherever possible while people travel through the workplace.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use	We are getting staff to ring externally using their staff mobile and for people to call them direct to their mobiles. The main phoneline has not been open at present so this minimises the need to answer the phone or to call out.			Heather	End of January 2022
Restricting access between different areas of a building or site	When needed the use of the Horsfall being run separately to the main building can happen for some events.			Heather	End of January 2022
Reducing job and location rotation. Introducing more one-way flow through buildings	We have introduced a one-way system up and down the stairs/using lift which we will review as more staff start. If people feel that they would prefer not to use the lift, they will be able to come downstairs as long as they don't cross lots of people coming up the stairs.			Heather	End of January 2022
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible	Lift only used for two people at a time. One-way system – upstairs and down in lift. Sanitising wipes in lift.			Heather	End of January 2022
Making sure that people with disabilities are able to access lifts	Lift will always be a priority for people with mobility issues.			Heather	End of January 2022
Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing	We have now recommended the use of face masks in all communal areas to include corridors/ stairs etc.			Heather	End of January 2022

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## Workplaces and workstations

**Objective: To maintain social distancing between individuals when they are at their workstations.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Workstations should allow people to maintain social distancing wherever possible	Seating has been set up so that staff can sit socially distanced.	Green		Heather	End of January 2022
Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people	Due to social distancing some desks will be shared but not on the same day. Cleaned before/after use. Individuals have own laptops.			Heather	End of January 2022
If it is not possible to keep workstations 1m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission	Staff work some days at home. Two plus days in the main base is planned for all relevant staff but in limited numbers. Staff that work in community bases are in small numbers in relation to the space available.			Heather	End of January 2022
Review layouts and processes to allow people to work further apart from each other (e.g. using floor tape or paint to mark areas to help workers keep to a 1m distance)	Notices have been changed to clearly show that social distancing has changed to 1 metre			Heather	End of January 2022
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face	Face to face working can now happen if desks are 1 metre apart. Limits to the number of people sitting in each room has increased but takes into account new social distancing of 1 metre.			Heather	End of January 2022
Managing occupancy levels to enable social distancing	Smaller amount of staff in each day enables this.			Heather	End of January 2022



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Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	Due to social distancing some desks will be shared but not on the same day. Cleaned before/after use.		Heather	End of January 2022
Green markers to limit desk usage and maintain social distancing	Clear notifications on desks that are not to be used. Notices on doors on the number of maximum people allowed to sit in each room		Heather	End of January 2022
Floor plan and signage to enable social distancing and safe working in office	Clear notifications for staff on social distancing/mask wearing.		Heather	End of January 2022

## Meetings

**Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Using remote working tools to avoid in-person meetings	In place and will continue to be a part of staff's working practices.			SMT	ongoing
Only absolutely necessary participants should attend meetings and should maintain 1m separation throughout	In place. Majority of meeting take place using TEAMS etc more smaller meeting can now take place but includes mask wearing and social distancing.			SMT	Ongoing
Avoiding transmission during meetings, for example, avoiding sharing pens and other objects	This would need to happen if physical meetings happen. Most meetings take place online and only small meetings happen face to face considering all guidance at the time of the meeting.			All	Ongoing
Providing hand sanitiser in meeting rooms	This would be available in rooms/outside the rooms that meetings will take place in. Windows to be open in meeting rooms.			Heather	ongoing
Holding meetings outdoors or in well-ventilated rooms whenever possible	Outdoor meetings to happen away from the office. Online meetings presently happen.			All	Ongoing

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For areas where regular meetings take place, using floor signage to help people maintain social distancing	Floor signage is now present in all areas of the building. It will be updated to show the reduction in social distancing.		Heather	Ongoing
Aiding social distancing and cleaning in meetings	Any meetings taking place within the building will adhere to social distancing and face mask wearing. Plus cleaning of desks etc where needed.		All	Ongoing

## Common areas

**Objective: To maintain social distancing while using common areas.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
	<i>New row for each example</i>		<i>Specific to this row</i>		
Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases	N/A				
Staggering break times to reduce pressure on break rooms or canteens	There are no set break times. At present staff are bringing their own food and drink to eat at their desks. Going out for food etc.			Managers	Ongoing
Using safe outside areas for breaks	Courtyard could be used			Managers	Ongoing
Creating additional space by using other parts of the workplace or building that have been freed up by remote working	Rooms that would usually be used for groups are now also used for one to one sessions. The duty room has been moved into a much larger room to ensure social distancing.			Heather	End of January 2022
Installing screens to protect staff in receptions or similar areas	Reception area is not in public space. Not needed.				
Providing packaged meals or similar to avoid fully opening staff canteens	N/A			All	Ongoing

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Encouraging workers to bring their own food	We now ask staff to bring in own food, drinks and cups/cutlery.		All	Ongoing
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions	We don't have canteen area staff can sit in reception area not facing each other. (if needed).		Heather	End of January 2022
Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site	Social distancing to be kept to within the building and as required outside of the building.		Managers	Ongoing
Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage	N/A			
Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts	Staff have been advised of this position		Managers	Ongoing
Common areas and appropriate signage to restrict access when social distancing is not possible / practical	Staff to sit at desks for majority of day if they sit in waiting area to sit one metre apart.		Heather	Ongoing

## Accidents, security and other incidents

### Objective: To prioritise safety during incidents.

In an emergency, for example, an accident or fire, people do not have to stay 1m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Staff awareness of the above guidance	During a fire or building evacuation our normal procedures would be followed and				Ongoing

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	<p>all staff are given this policy at the start of employment and when reviewed. In the event of an accident staff would seek guidance from the Duty Manager on how to proceed and what safety measures should be implemented on a personal basis or in relation to the person involved.</p>		Heather
<p>Health &amp; Safety training / refresher with COVID-19 focus for nominated officers</p>	<p>On line training on this was provided by Citation and was completed by all staff.</p>		Heather Ongoing

## Managing visitors and contractors

### Manage contacts

**Objective: To minimise the number of unnecessary visits to offices.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
<p>Encouraging visits via remote connection/working where this is an option</p>	<p>Most meetings already take place online and this will continue where possible.</p>			Managers	Ongoing
<p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival</p>	<p>The admin workers/Facilities Manager will ensure visitors/delivery drivers are updated before entering the premises.</p>			Managers	Ongoing
<p>Limiting the number of visitors at any one time</p>	<p>We will be limiting the number of staff working from the premises and alongside this the no of YP and visitors will be restricted.</p>			Managers	Ongoing
<p>Limiting visitor times to a specific time window and restricting access to required visitors only</p>	<p>This has been implemented</p>			Managers	Ongoing
<p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night</p>	<p>Any services will be restricted to before or after the core working times where possible. Contractors to wear face masks and spaces to be sanitised once work completed.</p>			Managers	Ongoing

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Maintaining a record of all visitors	The signing in book will maintain records of visitors for fire purposes.		Admin	Ongoing
Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Sanitiser will be provided at entrance and at signing in points, access to hand washing.		Heather	Ongoing

## Providing and explaining available guidance

**Objective: To make sure people understand what they need to do to maintain safety.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email	Signage and staff informing visitors/young people of our procedures has enabled this. This will be done via email/on the phone and website when required.			Managers	Ongoing
Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors	Reception/ Facilities manager/duty manager and where relevant the group worker will act as the host.			Managers	Ongoing
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people	We will ensure deliveries are left at the door to minimise contact this way. We'd look at other ways of increasing this as more visitors are expected.			Heather	Ongoing
Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces	This would happen in relation to the shared venues we would use externally.			SMT	Ongoing

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## Cleaning the workplace

**Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
An assessment for all sites, or parts of sites, that have been closed, before restarting work	All rooms had been cleaned and the caretaker now undertakes a full clean each morning before staff arrive. After any lockdown rooms will be cleaned before staff return. Managers maintain daily building checks during any lockdown.			Heather	End of January 2022
Carrying out cleaning procedures and providing hand sanitiser before restarting work	Implemented /hands free dispensers now purchased and have been installed in frequently used areas. Sanitiser is also available on desks in all rooms.			Heather	End of January 2022
Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels	The air exchange system has been turned off in relation to Covid guidance to ensure that the air is not being forced around the room. Ventilation gained by open windows.			Heather	End of January 2022
Opening windows and doors frequently to encourage ventilation, where possible.	Staff will be advised to maintain good ventilation with open windows to all rooms.			Managers	Ongoing

# 42<sup>nd</sup> Street

## Keeping the workplace clean

**Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products	Staff within the building that day will take this responsibility Guidance circulated. Caretaker also undertakes a full clean each morning.		All		Ongoing
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements	Staff within the building that day will take this responsibility. Guidance circulated. Caretaker undertakes a full clean each morning.		All		ongoing
Clearing workspaces and removing waste and belongings from the work area at the end of a shift	Staff within the building that day will take this responsibility.		All		ongoing
Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards	These items will be restricted and staff will be advised to wash hands before using the photocopier.		Heather		ongoing
If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance	This will be implemented at the point of identification of Case of COVID-19		SMT		Ongoing

# 42<sup>nd</sup> Street

## Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available	Signs displayed and advice given to staff			Heather	Ongoing
Providing regular reminders and signage to maintain personal hygiene standards	Signs displayed and reminders will be issued			Heather	Ongoing
Providing hand sanitiser in multiple locations in addition to washrooms	Implemented/ fixed hands-free dispensers have been installed in high use areas. Sanitiser on desks in all rooms.			Heather	Ongoing
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible	Signs displayed and advice given to staff			Heather	Ongoing
Enhancing cleaning for busy areas	Signs displayed and advice given to staff Full clean and emptying of bins undertaken each morning by caretaker. . Managers will check the building on a daily basis during lockdown			Heather	Ongoing
Providing more waste facilities and more frequent rubbish collection	Already provided.			Heather	Ongoing



# 42<sup>nd</sup> Street

## Changing rooms and showers

**Objective: To minimise the risk of transmission in changing rooms and showers.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Where changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible	N/A				
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	N/A				

## Handling goods, merchandise and other materials, and onsite vehicles

**Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Cleaning procedures for goods and merchandise entering the site	Admin have been advised about items being delivered and that they should be sanitised when required.			Heather	Ongoing
Cleaning procedures for vehicles	N/A				
Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical	Hand washing and sanitiser promoted after deliveries. Deliveries to be left at the door.			Heather	Ongoing
Regular cleaning of vehicles that workers may take home	N/A				
Restricting non-business deliveries, for example, personal deliveries to workers	This is now in place and deliveries are reduced to a minimum.			Heather	Ongoing

# 42<sup>nd</sup> Street

## Personal Protective Equipment (PPE) and face coverings

See 42nd Street Protocol on PPE. Face masks to be worn around the building and in Groups/meetings.

## Workforce management

**Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	Staff groups can now have some flexibility and increase in numbers due to new social distancing rules. Numbers of staff allowed in each day still creates less contact with others.			SMT	End of January 2022
Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	Post/deliveries will now be left inside the door and not handed over. If handed over relevant staff are advised to wash hands after handling the parcel.			Heather	Ongoing

## Work related travel

**Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Minimising non-essential travel – consider remote options first	Most staff have been given a remote option of working part of their allotted hours remotely and this will continue for some time. Office will be closed during any enforced lockdowns.			SMT	Ongoing

# 42<sup>nd</sup> Street

Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face	N/A
Cleaning shared vehicles between shifts or on handover	N/A
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines	N/A at present.

## Initial Communications and Training

**Objective: On returning to work, all workers understand COVID-19 related safety procedures**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Providing clear, consistent and regular communication to improve understanding and consistency of ways of working	This will happen in meetings/ via email and notices/ guidance when relevant.		SMT		ongoing
Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements	This will be done with staff via supervision/ team meetings etc.		SMT		ongoing
Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work	Guidance has been created and circulated.		Managers		ongoing

# 42<sup>nd</sup> Street

## Ongoing communications and signage

**Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments	Regular team meetings, Q and A sessions and staffing impact logs			SMT	Ongoing
Awareness and focus on the importance of mental health at times of uncertainty Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language	Clear comms strategy implemented with all staff and lines of communication clear. Staff impact logs enable any MH issues to be flagged and supported			SMT	Ongoing
Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications	Displays in building and shared with wider team not returning to the building			SMT	Ongoing
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience	External comms in place and will be reviewed regularly			SMT	Ongoing

# 42<sup>nd</sup> Street

## Inbound and outbound goods

**Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.**

Action	Examples to demonstrate compliance	RAG	Further Action	Action Owner	Date for Review
Revising pick-up and drop-off collection points, procedures, signage and markings	Signage on front door advising deliveries on the procedure of leaving inside the door.		Heather		Ongoing
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre booking	N/A				
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles	Admin to implement this when ordering stationery etc.			Heather	Ongoing
Where possible, using the same pairs of people for loads where more than one is needed. Enabling drivers to access welfare facilities when required, consistent with other guidance	N/A				
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always	N/A				