

Return to Office Risk Assessment – techUK

Completed by Office Manager on 18 May 2020

Last review 2 September 2021

Introduction

Protecting the health and safety of employees in the workplace is paramount, especially during this time of the Coronavirus (COVID-19) pandemic, where specific precautions and measures need to be in place. To ensure that we protect our employees and members and minimise any risk to their health and safety as far as is reasonably practicable, we have created this risk assessment document to provide information on all the steps we are, and will be taking, to ensure the very best working environment once we return to the office following guidance from the Government.

We will also continue to follow relevant national and global guidance, including from the government, NHS, HSE, and the World Health Organisation (WHO), and update this assessment according to their current guidelines.

The guidelines set out below are categorised into two sections:

- **Prior to Re-Occupancy**

Before any employees return to the office, we are required to complete several checks, tasks, and assessments to ensure a healthy and safe working environment for all employees and visitors. The following pre-return list will be completed prior to anyone returning to site.

This risk assessment will be published on our website as per government guidance.

- **On Your Return to the Office**

We will continue to manage the number of people we have in the office to allow some distancing. There are 28 hot desks that can be booked by staff up to two weeks in advance. . Below are the provisions that we will have in place, which we will ask all staff and visitors to techUK offices to adhere to at all times, for their own and others safety and wellbeing.

What are the hazards	Who might be harmed	Controls in place to minimise risk	Further Controls required	Responsible person/s	Lead time required or Frequency	Completed
Spread of Coronavirus (COVID-19)	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners and Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically meets us in relation to our business</p>	<p>Prior to re-occupancy</p> <p>Facilities</p> <ul style="list-style-type: none"> - A team will be put together to prepare the office following government guidance. - All staff preparing the building are to be provided with all appropriate PPE and should be provided with directions for correct use, sanitisation and disposal of any PPE and ensure they wash their hands immediately after. Safe distancing guidance measurements must also be adhered to wherever possible. - All equipment and tools will be checked to ensure they are in good working order (PAT testing is also due to be carried out before the end of 2020). - The Landlord will ensure that the waste collection, cleaning, cooling, and Reception services are returned to ‘normal service’ prior to any tenants returning to the building, following 48-hour notification of tenant’s intention to return. - The Landlord has been keeping on top of maintenance to the cooling, water, fan, and all mechanical elements of the building. - Following the guidelines on social distancing there will be a new layout for desks and a maximum capacity for use of each of the meeting rooms will be advised. To enable us to continue to work safely, we anticipate the maximum number of people in the office area to be approximately 35%. The meeting rooms and member area will be approximately 30% of previous occupancy. - We will be introducing a new hot desk booking system. Staff must sit at the desk they book only, each time 	<ul style="list-style-type: none"> - Communications to staff of plans and progression to be provided regularly. - Keep up regular communication with the landlord. 	Office Manager	1 week	Ongoing

		<p>they are in the office and must not move to another desk.</p> <ul style="list-style-type: none"> - We encourage staff to take their lunch breaks at different times to help maintain some distancing in the staff kitchen and will open the member area space for staff to use at lunchtime also. <p>Cleaning</p> <ul style="list-style-type: none"> - EcoSmart Cleaning Ltd, techUK's contract cleaning company, will provide the service of a specialised deep clean to all areas of the 2nd floor. EcoSmart will provide their cleaners with all required PPE and will use disinfectants from government approved or authorised lists. - Cleaning supplies will be checked and will be fully stocked to provide the necessary cleaning services. - Additional cleaning services to be discussed and agreed with EcoSmart. - The landlord will provide a specialised deep clean to all common parts of the building. <p>Supplies</p> <ul style="list-style-type: none"> - Any PPE recommended by the government will be ready and available to all employees upon their return if required. - Hand sanitising gel, sanitising wipes and other sanitising equipment have been ordered and delivery has been received. We have sufficient stock levels to cover several weeks. - All beverages to be refreshed and equipment cleaned and sanitised. - Suppliers will be contacted to ensure they have also returned to work and can continue to provide the relevant services. 	<ul style="list-style-type: none"> - Liaise with EcoSmart to ensure high levels of cleaning and sanitising of the office continues. - Stock of face masks to be ordered, to be provided for staff using public transport if required. 	<p>Office Manager and EcoSmart Cleaning</p> <p>Office Manager</p>	<p>One week</p> <p>Immediate</p>	<p>Ongoing</p> <p>28 May 2020</p>
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		<p>On Your Return to the Office</p> <p>Facilities</p> <ul style="list-style-type: none"> - Staff must wash or sanitise their hands as soon as they arrive at the office. - Do not use the communal showers unless it is essential to do so. - Please only use the fridge for items you will use on the day/week you are in the office. - Please sanitise or wash your hands before and after using the coffee machine and beverage provisions. - All meeting rooms are available to use. The new booking system will be available from week commencing 6 September 2021, for you to book your own meetings. In the meantime, please email 'meetings' with any room booking enquiries. After use, please use the Dettol wipes to wipe down all areas and equipment that have been touched/used so it is sanitised for the next user. (Please see table below for maximum number of occupants for each meeting room). - The toilets next to Room 6 will be provided for staff use only. The toilets next to Room 1 will be for visitor use only. This is to try and manage the traffic in the toilet areas to maintain social distancing. - Consider keeping your coats and other items of clothing on the back of your chair or in your locker, rather than in the cloak cupboard hanging next to and touching other coats. - Sanitising equipment will be available in reception, member area, all meeting rooms, copy room, kitchen and on each pod of desks. - We will be operating a strict clear desk policy whereby <u>everything</u> must be removed from your desk at the end of each day to enable thorough cleaning. Any items left on desks at the end of the day will be disposed of. Any used cups/glasses etc. must also be placed in the dishwasher before you leave. 	<ul style="list-style-type: none"> - Facilities to monitor requirements are being met by all staff and members. 	Office Manager and Facilities	Daily	Ongoing
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		<ul style="list-style-type: none"> - Members will not be required to book a drop-down space in the member area, the spaces will be allocated on a first come, first served basis. - A notice to all visitors will be on the table in front of the reception desk, which they will be asked to observe and comply with, on arrival to our office. - All staff and visitors to the office will be required to sign in at reception via the QR poster or by providing their details to Reception. A telephone number will need to be taken from all visitors for test and trace purposes only. - All post and deliveries will be put into the pigeon holes in the copy room. Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages. - Any contractor works required will be arranged outside of normal working hours, wherever possible. - We encourage staff to remain on-site wherever possible (bring your own food for breakfast and lunch). When it is not possible, maintain some distancing while off-site and wash your hands upon returning to the office. - Ventilation systems have been adjusted to maximise the air flow and will circulate fresh air only. - We will open windows and doors frequently to encourage ventilation, wherever possible. - The landlord is unable to provide additional storage for bicycles, so if the bicycle storage is full, you will need to secure your bicycles externally. - When using the staff kitchen, please wash your hands on entering and again when you leave. You may use the booths to eat your lunch, but they will be restricted to 2 people per booth. You are asked to wipe the surface with a sanitising wipe once you have finished and dispose of in the appropriate PPE bin. 	<ul style="list-style-type: none"> - Maintain a record of all visitors to site. - Staff are asked to have all personal items delivered to their home address until further notice. - Liaise with Landlord. 	<p>Facilities</p> <p>All employees</p> <p>Office Manager</p>	<p>Daily</p> <p>1 week</p>	<p>Ongoing</p> <p>Ongoing</p> <p>18 Aug 2020 2 Sept 2021 Ongoing</p>
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		<p>AV and IT Equipment</p> <ul style="list-style-type: none"> - To ensure the AV equipment is kept to a highly sanitised condition, the following items in the meeting rooms will be cleaned at the beginning of each day by a member of the Facilities team, who will be provided with the relevant PPE. If you use these throughout the day, please ensure you sanitise them after use. <ul style="list-style-type: none"> o Laptops o Keyboards o Computer mice o Hand mics (we may consider removing these and using the lapel mics only) o Lapel mics o Clickers o Desk Mics o Crestron touch screens o Tables and arms of chairs - The photocopiers will be cleaned on a regular basis. The touch screen should be cleaned with wipes and then rubbed down with microfibre flannels so as not to damage touch screens. These will be available in the copy room for staff use. - We can continue to use Zoom for medium to small meetings in all the meeting rooms, but staff can also hold Zoom meetings from their own laptop as well as using MS Teams. - The meetings systems that we have in place work and can be set up remotely. Because of this, we can run full meetings for 300 people and would reduce the need for visitors in the office. - The IT Consultant will be provided with necessary PPE whilst working on other user laptops. - All IT equipment will be cleaned before being issued to staff and any loan equipment will also need to be cleaned upon return to the IT manager. - Staff must keep any issued equipment and not share these with others. - The IT areas are closed off from most staff with only the IT manager and facilities teams having access to these locations, i.e., the server room, store cupboard etc. Restrictions are to be adhered to at all times. 	<ul style="list-style-type: none"> - Staff to sanitise laptops on return to the office. - All equipment to be tested regularly. - Facilities team to clean all equipment in meeting rooms daily before use. - All staff to sanitise equipment after use. <ul style="list-style-type: none"> - The cleaners will clean these in the morning. Staff will need to clean before and after each use. - Continue to encourage online meetings, rather than face to face. 	<p>IT Consultant and Facilities All staff</p> <p>EcoSmart and all staff</p> <p>All employees</p> <p>IT Consultant and Facilities</p>	<p>Prior to staff returning to the office and daily thereafter</p> <p>Daily and before and after every use</p> <p>As required</p> <p>As required</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<ul style="list-style-type: none"> - Headsets will be provided to staff for use in the open plan office to attend virtual meetings. <p>Cleaning</p> <ul style="list-style-type: none"> - We will provide sanitising gel, wipes, and sprays for all areas of the office. Please use these before and after touching surfaces that others may have touched. - The door between Reception and the office area will be wedged open during normal office hours, to prevent the need for everyone to keep touching the door release button. - All workstations will be cleaned and sanitized daily. - A daily anti-viral clean of all phones, keyboards, monitors and touch screens will be introduced and carried out by EcoSmart Cleaning daily. - All used crockery and cutlery will be cleaned daily. Please do not touch any crockery or cutlery unless you intend to use it. If you do touch something you do not intend to use, please put it in the dishwasher immediately. - The fridges will be cleaned weekly on Friday. Please do not touch anything that does not belong to you in the fridge. - There will be a separate waste bin for PPE disposal. - If there has been a suspected or known case of COVID-19 then we will refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - If someone who has been in the office has a confirmed case of COVID-19, all staff who were in the office at the same time will be notified and the recommendation will be that they get tested also. In certain circumstances you are not required to self-isolate, please follow the advice in this link to identify whether you are required to self-isolate and take the 	<ul style="list-style-type: none"> - If you have a company headset you use at home, please bring these with you when you work in the office. - Facilities to monitor cleanliness of the office daily and address any additional requirements urgently. 	<p>Facilities</p> <p>Office Manager and Facilities</p> <p>EcoSmart Cleaning and Facilities</p>	<p>1 week and daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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appropriate action. [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk).

Supplies

- We will continue to provide beverages as we did previously, excluding bottled water and glasses in the meeting rooms.
- We will not be providing biscuits to members until further notice.
- Badges for events will not be available until further notice.
- There will be sufficient supplies of hand sanitizing gels (with alcohol content 60% and above), sanitizing wipes and cleaning materials across the floor. Additional stock was ordered in March 2020.
- Boxes of tissues will be provided across the floor.
- If you have any equipment or furniture from the office that you are using to work from home, we ask that you please bring it back with you on your return. If you still need to continue using any furniture from home, please discuss needs with the Office Manager.
- If you forget to bring your mask to the office, there will be a supply of disposable masks available for staff use.
- Gloves will be provided to the Facilities team to use to top up the stocks in the kitchens, for hygiene purposes only.
 - o According to the guidance provided by the government, gloves are not effective in preventing the coronavirus infection. Regularly washing bare hands offers more protection against catching COVID-19 than wearing gloves.

- A weekly stock check will be taken for all supplies to ensure we always have adequate stock.
- A stock of disposable face masks will be available from Reception.

Office Manager	Weekly	12 Aug 2020 Ongoing
All employees	Immediate	Ongoing

		<p>required to arrange to be tested as soon as possible and share the results with their line manager and HR. Please use this link to view government guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> - Staff must arrange to get tested on onset of symptoms. - If you have a negative test but are still displaying the main symptoms of COVID-19, we ask that you remain at home until your symptoms have cleared. This is due to some tests giving a 'false negative'. - All staff in the office at the same time as the person who is experiencing symptoms, will be asked to arrange to be tested. If a negative test result is received they can return to the office. - As of 28 September 2020, everyone is required by law to self-isolate if you test positive for <u>Covid-19.</u> - If you are contacted by NHS Test and Trace or you are aware that you have been in contact with someone who has tested positive, you have a responsibility to inform your line manager and HR immediately. - Those who need to escape from illness or harm during their isolation, or require care are the only people exempt. - If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they should wash their hands and return home immediately and wash their clothes, and arrange to be tested. - Any employees who are in a 'vulnerable group' are strongly advised to follow government guidance. - Employees who are in an extremely vulnerable group and should be shielded are supported to stay at home. - Please wash your hands with soap and water for 20 seconds frequently and catch coughs and sneezes in 	<ul style="list-style-type: none"> - Staff must share results with line manager and HR. - Failure to comply may result in you being fined. - You will be required to self-isolate for 10 days and must not visit the office. - Those in this group are asked to have a discussion with HR to address their needs. - Employees will be reminded on a regular 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Vulnerable staff</p> <p>All employees</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate 10-day self-isolation</p> <p>Immediate</p> <p>As soon as possible</p> <p>Several times daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>28 Aug 2020 Ongoing</p>
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		<p>tissues and dispose of any tissues immediately in the bins provided. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> - In case of sick leave, the Director of each team/department will have a business continuity plan for their team to ensure any absences are covered. - We will provide regular communications on how techUK are complying with government guidelines for COVID-19, to ensure the health and safety of our staff and members as far as possible. <p>Distancing</p> <ul style="list-style-type: none"> - Social distancing is no longer a requirement set out in government guidance. However, we have decided that we will maintain some distancing in the office in order to reduce the spread of coronavirus (COVID-19) and have set up the desks and meeting rooms accordingly. - Please try to keep your distance from others in all areas of the building. This includes smaller areas such as the toilets and staff kitchen. - The landlord requires everyone to wear masks whilst in the common parts of the building, but distancing measures have been removed. - If keeping some distance is not always possible, this should be for the minimum time possible and good hygiene practices should follow, by washing your hands thoroughly and disposing of hand towels safely using the bins provided. - Please follow the guide for the maximum number of people in each area of our floor at any one time (see floor plans below). 	<p>basis of the importance and correct procedure of washing their hands, with notices displayed throughout the office and toilet areas.</p> <ul style="list-style-type: none"> - Staff and visitors must not move any furniture from where it is situated. Any adjustments must be made by the Facilities team. - Furniture location checks to be carried out every morning. 	<p>CEO HR Office Manager</p> <p>All employees</p> <p>Facilities</p>	<p>Weekly</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>8 July 2020 Ongoing</p>
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CEO office	2	Meeting room 1	11
Connect	2	Meeting room 2	6
FD office	2	Meeting room 3	6
Staff office area	25	Meeting room 4	6
Copy room	2	Meeting room 5	4
Staff kitchen	3	Meeting room 6	4
Toilets	3	Meeting room 7	4
techUK reception	7	Lifts	3
Member area	20	Stairwell	
Member kitchen	1	Ground floor reception	12

Travel

- Consider the way you commute to and from the office and continue to follow government guidance. You could also consider the following.
 - o Use of PPE in public and confined spaces
 - o Cycling or walking to the office (if possible)
 - o Travel outside rush hour times where there may be less people (we can offer flexi hours to accommodate)
- If you can, the government advise you to wear a face covering in an enclosed space where distancing is not possible, this includes indoors in crowded areas, for example on public transport or in some shops.
- Do not carry out any international business travel unless it is essential.
 - o If you must travel internationally on business, you must get the approval of your Director before booking your travel.
 - o Check with Finance that our insurance policy covers your travel and check Government advice at <https://www.gov.uk/guidance/coronavirus->

- Continue to monitor government guidelines.

All employees

1 week

Ongoing

		<p>covid-19-essential-international-travel-guidance</p> <ul style="list-style-type: none"> ○ If you do travel for work or pleasure, we ask you to please inform HR if you can of your travel plans and discuss any government guidelines that may be in place for self-isolation needs which will be dependent on where you are travelling. - Do not plan any external meetings or events where you would need to travel to another location unless it is essential. Please discuss any requests with your Director and if necessary, we will provide appropriate PPE where required. - Staff who are unwell with symptoms of coronavirus (COVID-19) must not travel to or attend the workplace. <p>Vaccines</p> <ul style="list-style-type: none"> - We will not require all staff to be vaccinated against Covid-19 before returning to the office. As vaccines are a medical intervention, we consider it a personal decision to be taken in conjunction with an individual's medical practitioner as appropriate. <p>Temperature Testing</p> <ul style="list-style-type: none"> - We will not implement temperature testing for staff or visitors to the techUK offices. A high temperature is one of multiple different symptoms of the Covid-19 virus and not everyone who has the virus presents with a high temperature. A high temperature could also be present in other un-related illnesses. In addition, the MHRA have suggested that temperature screening products are not a reliable way to detect if people have the Covid-19 virus. As it is not a reliable indicator of someone having contracted the virus and given the privacy considerations in collecting temperature readings, we will not implement temperature testing. 	<ul style="list-style-type: none"> - Continue to monitor government guidance. - Continue to monitor government guidance on isolation processes. 	HR	As required As required	Ongoing
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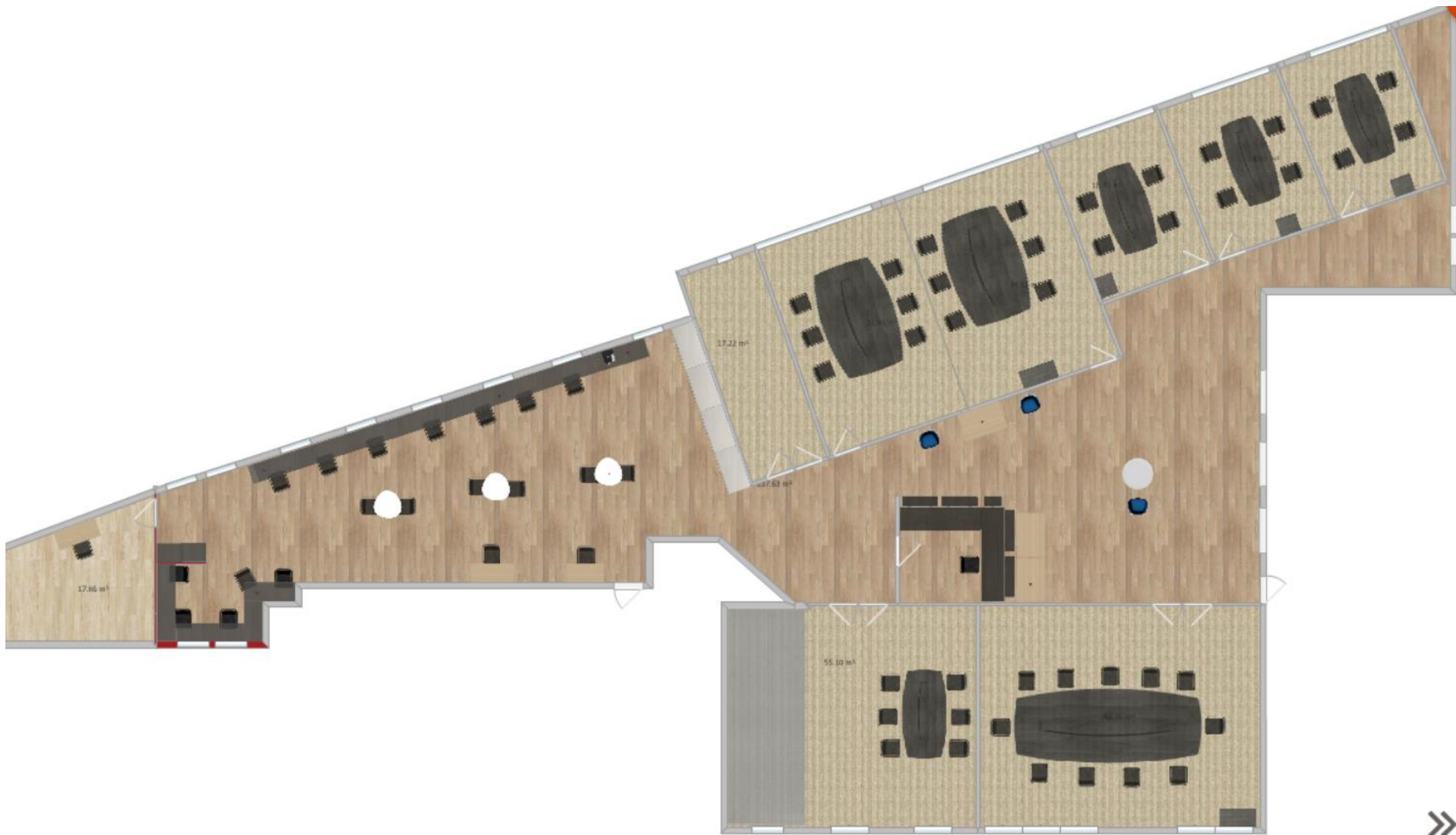
alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

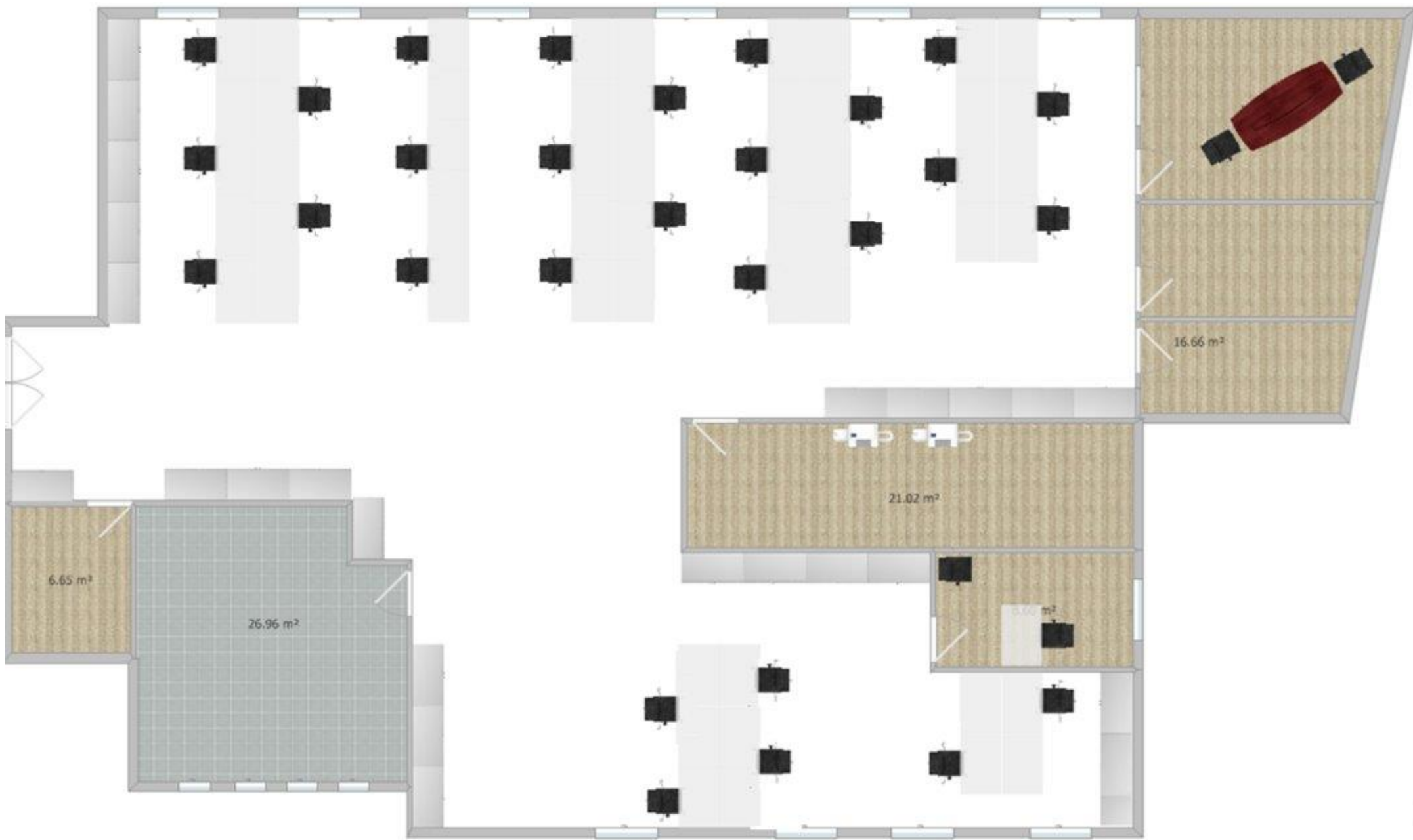
General advice to First Aiders

- If you suspect a serious illness or injury, call 999 immediately and advise the call handler if the patient has any COVID-19 symptoms
- Any time you provide first aid you must use the PPE provided.
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.
- Safely discard of any PPE and materials used in the PPE bins provided once you have finished and wash your hands thoroughly with soap and water as soon as possible.

First Aiders

Immediate





16.66 m²

21.02 m²

6.65 m²

26.96 m²

6.65 m²