

MBNL RISK ASSESSMENT

Risk assessment title	Assessment completed by:	Date completed	
Re-habitation of office space	Karl Povey – T&T	12 th May 2020	
Location covered by the assessment	Assessment completed for:	Date of issue	
All offices where there is an active MBNL presence	Jamie Whitehead - MBNL	12 th May 2020	

Description of the activity or task.	People at risk – (enter yes in the relevant box as required):	
<p>This Risk Assessment is to be considered when MBNL are to be re-habited following the COVID-19 lockdown.</p>	<i>Employees in the workplace</i>	Yes
	<i>Employees working remotely</i>	
	<i>Temporary/Contract Employees</i>	Yes
	<i>Contractors service partners</i>	Yes
	<i>Members of the Public</i>	
	<i>Trainees or young persons</i>	Yes
	<i>Other persons not listed above:</i>	Yes

Explanation of the risk assessment terminology	Risk assessment matrix						
<p>Hazard and consequence: - Explain what the hazard is and what type of injury, ill health or damage will occur if the potential of the hazard causes harm.</p> <p>Existing controls: - What arrangements are already in place that controls the risks? For example, the use of slip resistant footwear, workstation assessments, inductions, training etc.</p> <p>Additional controls: - What extra measures are required to control the risks?</p> <p>Risk rating: - this is a rating based upon two factors – how likely the hazard could cause harm and how severe the consequence would be.</p>	<table border="1"> <tr> <td rowspan="3"> Almost Certain Quite Likely Not Likely </td> <td> Medium High High </td> </tr> <tr> <td> Low Medium High </td> </tr> <tr> <td> Low Low Medium </td> </tr> <tr> <td></td> <td> Minor Moderate Substantial </td> </tr> </table>	Almost Certain Quite Likely Not Likely	Medium High High	Low Medium High	Low Low Medium		Minor Moderate Substantial
Almost Certain Quite Likely Not Likely	Medium High High						
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Ref. N^o	Hazards and consequences <i>(what will cause harm and what are the potential consequences)</i>	Existing controls in place <i>(what we already do)</i>	Risk level <i>H/M/L</i> (Change as required)	Additional control measures <i>(Add to an action log and track to completion)</i>	Confirmation action has been taken	Risk level <i>with all controls in place</i> <i>H/M/L</i>
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1.	<p>Covid- 19. Contracting coronavirus from colleagues, contractors, visitors or other persons at the work premises.</p>	<p>Social distancing measures being adhered to.</p> <p>Reoccupation to be a phased process, introducing a small amount of staff to certain areas at a time.</p> <p>Clear messaging from the business supporting the self-isolation stay at the home message for those who are shielding, have symptoms themselves or someone in their household does.</p>	<p>M</p>	<p>Workspace repopulation action plan to be drafted including the main following points:</p> <p>Staircases to be used as the main mean of access. Use of lifts to be avoided where possible. Lifts are only to be used for dual occupancy travel and disabled people.</p> <p>We will label all seating to ensure social distancing to be maintained. All regular workers will be asked to use the same desk for the duration of their visit to the office and are instructed not to rove.</p> <p>All workers have been asked to keep the activity time in the office as short as possible.</p> <p>Diagonal seating across banks of desks, to maximise space between employees. Regular office workers will be put into a 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Workshop areas to be created with a clear marking for where people can sit /stand.</p> <p>All corridor areas to be marked out to indicate the direction of travel and required distancing.</p> <p>We'll operate a one-way system around the office, to avoid passing in narrow areas. We'll also issue guidance on how to maintain a safe distance around the office.</p> <p>We will manage the number of occupants in the office through a managed desk booking system.</p>		<p>L</p>
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				Meeting rooms will have signs up stating their occupancy. Signs to remind people not to use shared items will be placed in the meeting rooms.		
2.	Covid- 19. Contracting coronavirus from contaminated common contact points, surfaces or furniture.	<p>Information within offices and on the intranet encouraging hygiene and handwashing in line with the government's guidance.</p> <p>Surface wipes, hand soap and hand sanitiser freely available to all office users.</p> <p>Frequency of cleaning to be increased, particularly for high touch areas such as the printer, kitchen areas and lockers.</p>	M	<p>Instigate a new cleaning regime once the site has been reoccupied and provide cleaning material for workers to use.</p> <p>Workforce to use sanitising wipes on their desk at the beginning and end of the day, as well as on any equipment that has been touched e.g. printers.</p> <p>Notice to be installed on main access doors to instruct usage of hand sanitisation upon entry.</p>		L
3.	Travelling to/from/for work.	<p>The use of public transport should be avoided where possible.</p> <p>Car sharing should be avoided.</p>	M	<p>If the use of public transport cannot be avoided then staff should follow current guidance (i.e. not touching surfaces, washing hands when arriving at site etc.)</p> <p>Workers have been asked to travel in line with government guidance.</p> <p>Where this is not possible, vehicles to be well ventilated, and kept clean.</p>		L

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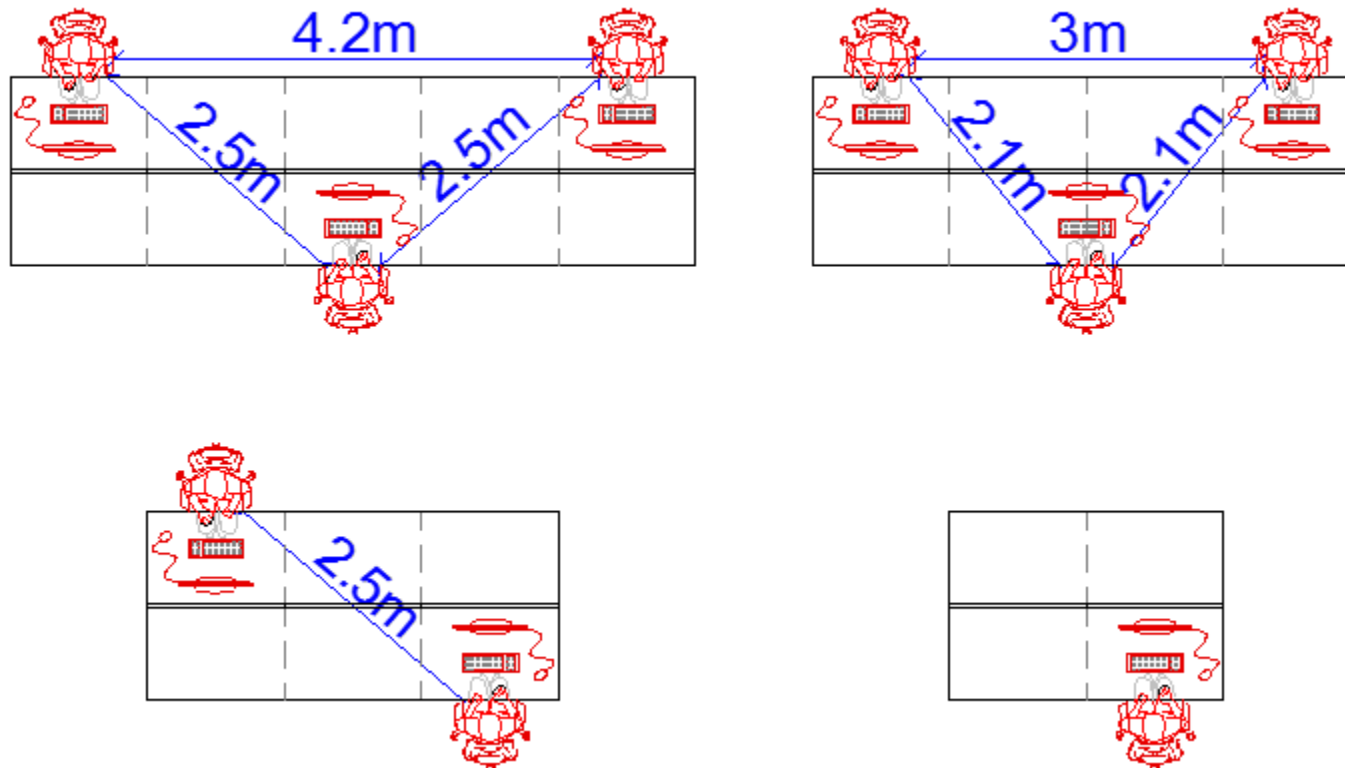
4.	First aid – First aiders being exposed to Covid-19.	First aiders to use suitable and sufficient PPE/ RPE.	M	<p>Identify first aider resources required against repopulated areas and put in place a first aider rota.</p> <p>Government advice/ guidance information to be communicated to first aiders.</p> <p>Review first aid risk assessment for the site.</p> <p>Extra resuscitation ventilator bags to be provided within the office.</p>	L
5.	Covid- 19. Contracting coronavirus from colleagues, contractors, visitors or other persons whilst entering and exiting the building simultaneously.	<p>A two-metre social distance to be adhered to by staff.</p> <p>Extra cleaning in place for high touch areas such as doors.</p> <p>Staff advised to clean/sanitise hands when arriving and before leaving which will reduce the risk of spread of infection.</p>	M	<p>Working times can be staggered to allow staff to have limited contact when entering and exiting. This has been communicated to all workers.</p> <p>A face covering can be used at the discretion of the individual.</p>	L
6.	Covid- 19. Contracting coronavirus from colleagues, contractors, visitors or other persons using the kitchenette.	<p>Extra cleaning to be implemented for high traffic areas including kitchenettes, especially high touch areas e.g. door handles, water coolers, kettles etc.</p> <p>A two-metre social distancing to be adhered to.</p> <p>All cutlery, crockery, cups to be cleaned via the dishwasher.</p>	M	<p>All areas to be demarcated at 2-metre distances in communal areas to encourage social distancing.</p> <p>The shower facilities will be available however, individuals will need to follow the instructions of the landlords.</p>	L

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8.	Covid- 19. Spread of infection between employees' personal belongings due to them being stored together.		M	Personal belongings not to be stored on coat rack/wardrobe due to risk of spread of infection. Staff to keep personal items at their chair/desk.		L
10.	Medical room - Potential of surfaces contaminated with Covid-19.	Increased cleaning in place. Hand sanitiser available for users and first aiders.	M	We will designate a meeting room to be used as an emergency quarantine room, this area should be cleaned thoroughly after each use. Use of PPE is recommended in any clinical environment in line with government advice.		L
11.	Toilets - Potential of surfaces contaminated with Covid-19, and reduced possibility of social distancing.	Extra cleaning to be conducted throughout the day.	M	Calculate the required number of toilets and washbasins required for the occupancy numbers and close or reopen any adjacent stalls as needed – to maintain social distancing where possible.		L

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Example of social distancing concerning desk occupancy:



Besides:

- Provision of screens between desks has been considered – agreed not to install screens as time in the office should be limited to tasks, and there is a good distance between staff.