

Northwards Housing

Main Office

Hexagon Tower
Crumpsall Vale
Blackley Manchester
M9 8GQ

Risk Assessment – COVID 19

June 2020

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Version 0001 – 25/05/2020

Version 0002 – 19/06/2020

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The information provided in this document has been developed by **Garry Barnes**, Health and Safety Manager of Northwards Housing.

The purpose of the Risk Assessment is to provide guidance on best practices to avoid the contraction and transmission of the COVID-19 Virus during the period when employees of Northwards Housing are returning to work at –

Hexagon Tower, Crumpsall Vale, Blackley, Manchester, M9 8GQ.

This Risk Assessment covers the Main Office Only.

A list of Government References used to develop this Risk Assessment are listed at the end.

This Risk Assessment forms part of an overall Risk Assessment for Hexagon Towers.

A Risk Assessment has been additionally completed for Hexagon Towers by the Hexagon Towers Management Agents and this will be made available to all employees for review.

The said Risk Assessment will cover Car Parking – Access and Egress from the main building – The use of lifts – The on-site canteen – Common areas of the building including toilets – Reception -

Introduction.

These are exceptional circumstances at *Northwards Housing* and we must comply with the latest Government Guidelines on the Corona Virus Disease 2019 (COVID-19).

The proposed procedures and practices outlined in this documented Risk Assessment are designed to minimise the risk of our employees at *Northwards Housing* contracting and transmitting the Corona Virus.

We will continue at *Northwards Housing* to adhere to current Government Guidelines when considering a return to work for our employees. At this stage, regardless of Government Guidelines and as part of our Risk Assessment we are insisting our employees at *Northwards Housing* remain working from home where possible and **not** to enter our offices.

The full co-operation of all our employees at all levels is vital to the overall success of this Risk Assessment and associated procedures. With that in mind we would encourage all employees to report and raise any concerns. These concerns can be emailed direct to the Health and Safety Manager, Directors, Heads of Services or Line Manager.

- **Maximum** of 60 Persons on site

The documented Risk Assessment will be reviewed every week by the Health and Safety Manager and updated in accordance with any changes recommended by –

- Government Guidelines
- Public Health England
- Health and Safety Executive
- World Health Organisation

In addition to the above Governing Bodies –

- Executive Management Team
- Manchester City Council
- GMB Union
- Employee Voice Group

This Risk Assessment will recognise the **Hazard** as the Corona Virus and will document Control Measures accordingly. A Risk Matrix will be used to calculate Risk and this matrix will be documented within the context of the Risk Assessment.

General Principles Guidelines.

Symptoms of COVID-19	
Travel to Work	
Building Occupancy	
Social Distancing	
Cleaning Schedule	
Personal Protective Equipment	
Hand Washing	
Access and Egress	
Toilet Facilities	
Kitchen Area	
Smoking	
Visitors	
Personal Responsibility	
Employee Signature of Receiving	

Control Measures

COVID-19

Northwards Housing

- **No More Than 60 Persons on site**

Symptoms of COVID-19

If any employee becomes unwell at work with symptoms of COVID-19 they will be sent home and advised to follow the stay at home guidance produced by the National Health Service.

If any employee, a member of their immediate family or household becomes unwell at home with symptoms of COVID-19 they will be asked not to attend work and again follow the stay at home guidance produced by the National Health Service.

The main symptoms of coronavirus are:

- **High Temperature -**
- **New, Continuous Cough -**
- **Loss or Change to your Sense of Smell or Taste –**

Comments / Updates

Travel to Work.

Employees of Northwards Housing who are required to use public transport should remain at home and must not travel to work. Do not use public transport.

You should travel to work using your own private vehicle. In addition, you must not car share with anyone outside of your household, regardless of journey times.

Those employees who are required to visit tenants as part of their working day should plan their day accordingly.

This will require planning the visit before or after attending the office.

Multiple trips to the office must be avoided unless it is absolutely necessary.

Travel may take longer than normal, so do allow sufficient travel time for your journey and plan ahead considering alternative routes where possible. Consideration should be given to traveling at off-peak times of the day.

You should anticipate more pedestrians and cyclists than usual on your journey and extra care must be given. Where possible you must limit the time you spend in petrol stations and use those petrol stations that have the facility to pay at the pump.

Comments / Updates

19.06.20 – The use of Public Transport will be permitted. However, as Government Guidelines advises, those using Public Transport must wear masks and use hand sanitiser.

19.06.20 - Car Share, if someone needs to get a taxi or 2 consenting adults agree to car share, they can do that safely with face mask, sit behind passenger seat, hand sanitiser / wipe on entry / exit.

Building Occupancy.

The building occupancy level has been set at Hexagon Towers.

No More Than 60 Persons.

Employees of *Northwards Housing* are to take responsibility that these numbers are not exceeded at any time. A **Responsible Person** will be nominated to manage numbers in accordance with this Risk Assessment.

Over time, greater occupancy rates will be accommodated at Hexagon Towers and eventually they will return to normal. This document will be amended to reflect those increases of numbers.

Comments / Updates

26/06/2020 - Following additional guidance from the Government, we are looking further into the one plus metre ruling within the office space. However, our overall is 2 metre.

02/07/20 - Body thermometer checks to be actioned on arrival to work – if temperature reads^o above 38 c staff to be asked to return and work from home.

Social Distancing.

The most likely way of catching COVID-19 is when a someone infected coughs or sneezes and their droplets are passed to other people through their mouth, nose or eyes. By maintaining a distance of 2-metres you minimise the risk of this happening.

It is recognised that moving around the main building at Hexagon Towers whilst maintaining social distancing can be difficult in some areas, but this can be achieved by:

- Reduced Hours of Work
- One Way Systems
- Avoidance of Meetings
- Staggered Shift Patterns
- Offices Closed to the General Public
- Increased Cleaning Schedule
- Responsible Person in Place to Manage
- Reduced Persons Per Pod
- Eat / Drink at Your Desk
- Employee Requested to bring own lunch
- Essential Meetings Only
- Hand Sanitiser Stations Throughout the Workplace
- Information Posters to Encourage Hand washing

Comments / Updates

Cleaning Schedule.

Prior to the employee occupancy at Hexagon Towers, this facility will receive a professional deep clean.

Following occupancy at Hexagon Towers the cleaning schedule will be increased, areas with frequent use such as kitchens, toilets and the office area will receive additional cleaning above the normal standard.

Prior to the start of work, the employee must be responsible for cleaning down their work area. This should be repeated at the end of the shift.

Materials for cleaning will be provided. Sanitiser Wipes.

In addition, surfaces that are touched regularly such as door handles, handrails, photo copiers, light switches etc will be disinfected on a regular basis. Additional cleaning products such as sprays and wipes will be provided for this.

Anyone who has the responsibility of cleaning down these areas must wear gloves as a requirement of the job, an adequate supply of these will be provided.

Comments / Updates

26/06/20 - A full deep clean of the office has taken place on Friday 26th June 2020

30/06/20 – The deep clean was inspected (11.00am) this has been completed to a very high standard.

Personal Protective Equipment.

Where you are already using Personal Protective Equipment in your work activity to protect against non-COVID-19 risks, you should continue to do so.

The work situation within the offices at Hexagon Towers are considered Low Risk given the measures of control as stated within the Risk Assessment.

Additional Personal Protective Equipment such as gloves, face masks, face visor, respirators, aprons etc will be made available if required for undertaking specific job tasks.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. However, this Risk Assessment completed for Hexagon Towers has deemed this not necessary as evidence does suggest that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Comments / Updates

26/06/20 - Personal Protective Equipment is available from Hexagon Towers.

Hand Washing.

The Coronavirus (COVID-19) spreads when mucus or droplets containing the virus get into your body through your eyes, nose or throat. Most often, this happens through your hands. Hands are also one of the most common ways that the virus spreads from one person to the next.

Employees must wash their hands on a regular basis for 20 seconds with water and soap.

This Risk Assessment has identified the difficulty in enforcing this rule and will rely on our employees at *Northwards Housing* to take responsibility.

Hand Sanitiser will be made available to all employees in all facilities and in various forms.

Comments / Updates

02/06/2020 – The Management Agents at Hexagon Towers has confirmed that additional Hand Sanitiser Stations will be installed throughout the building.

Access and Egress.

It is really important that employees do not crowd together in doorways on entrance and exit and that they also maintain social distancing when accessing these areas.

We are in a crisis situation and it's important that we do all we can to keep ourselves and our colleagues safe.

At Hexagon Towers we have identified an access and egress route. This must be followed at all times without exception. Signage is in place to direct employees.

Hours of work have been staggered to avoid congestion at key times of the morning and afternoon. Employees are reminded to remain extra vigilant when making their access and egress to ensure that they can do so safely. It is further advised that employees remain in their vehicles until such time they can access the building safely.

Comments / Updates

05/06/2020 – The Management Agents at Hexagon Towers has confirmed that the lift must only operate with a two persons only policy in place. Employees are responsible that this rule is adhered to at all times.

Toilet Facilities.

The toilet facilities will remain open to employees as normal.

Employees are encouraged and requested to use the toilet facility that is the closest to their working area.

Social distancing must be adhered to at all times.

All toilet facilities will receive additional cleaning and staff are requested to report any shortfalls in this cleaning schedule.

No contractors, visitors or other are to use the toilet facilities until further notice.

Hand Sanitiser for use will be made available within the toilet facility.

Comments / Updates

07/06/2020 – The Management Agents at Hexagon Towers has confirmed that they will increase the cleaning schedules within the toilet facilities throughout Hexagon Towers.

Kitchen Area.

The Kitchen Area will remain open during office open times.

A one-way system will be in place to control the flow of traffic into the kitchen area.

Signage will be in prominent locations to remind employees of the need for good food hygiene in this area and to exercise good personal hygiene.

Employee numbers within the kitchen at Hexagon Towers will be restricted to two persons.

Additional cleaning will be provided within this work area. Employees are encouraged to report any short fall in this cleaning schedule.

Employees will be asked not to prepare food in the kitchen area and use this area for making hot drinks only. In addition, we will be requesting that employees reduce the time spent within this area and the frequency of their visits.

Comments / Updates

26/06/20 – A facility to rest and eat meals has additionally been provided for Customer Service Employees within Meeting Room 3. This will reduce the overall movement of staffs around the office area.

Smoking.

Employees whilst at work will be requested not to smoke for the duration of their shift. This will then help reduce the risk in relation to travel to and from the smoking area.

Those employees who are unable to stop smoking for their shift will require to ensure that smoking is done so responsibly following social distancing guidelines.

The frequency of smoking must be reduced to a minimum for all employees who require to smoke.

Comments / Updates

Visitors.

All non-essential entry to the building is prohibited.

Delivery drivers are to make contact prior to arrival to make arrangements for their delivery. Once contact is made the deliveries can be placed on the exterior of the building and collected once the delivery driver has cleared the area.

Hexagon Towers at the time of this assessment will be closed to visitors which include members of the General Public. We will continue to monitor the risk of COVID-19 closely and will adjust visitor restrictions as necessary.

We will have contract cleaners working on-site. These will be strictly controlled. Following the submission of their Risk Assessments we will update this Risk Assessment accordingly.

Comments / Updates

08/06/2020 – Hexagon Towers is a multi-occupied building. We are unable to control the visitors to the building from other tenants. However, the Management Agents are requesting that all tenants keep their visitors to those who are deemed essential. An email has been sent to all tenants to remind them.

Personal Responsibility.

Each employee required to attend our offices at Hexagon Towers will receive a copy of the attached Risk Assessment. Where appropriate each employee will be encouraged to add any comments in the section provided, this will then be fed back to the Health and Safety Manager.

As a Company, your safety is our utmost and prime concern and we have taken a number of steps to ensure that we have mitigated the threat if Coronavirus as much as we reasonably can do; however, I would also like to remind everyone that all individuals should have their own personal responsibility to address their own Health and Safety concerns around Coronavirus too.

By this, I mean specifically the following advice:

- Ensuring that PPE is being worn when required if you are out and may interact with residents/other people;
- Being aware and mindful of social distancing measures as outlined above;
- By increasing the frequency of hand washing and using hand sanitiser;
- Ensuring you are using your own pens/stationery/cups etc;
- Ensuring you are following the current government guidance outside of work too.
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We cannot stress enough the importance of employee co-operation during these times.

We actively encourage you to report your concerns and do so directly to the Health and Safety Manager -

garry.barnes@northwardshousing.co.uk

Employee Details –

I have received a copy of the Risk Assessment for Hexagon Towers.

Signed

Dated

(E – Signature Accepted)

Please Email A Signed Copy to – Health and Safety Manager

garry.barnes@northwardshousing.co.uk