

COVID-19 Workplace safety risk assessment

28th August 2020

This summary risk assessment is for publication on Metropolis / EMAP websites covering all offices.

Business hazards associated with Covid-19 pandemic	Potential risks to workers caused by hazards	Control Measures
As the business rebuilds after lockdown and staff return to work, the organisation must ensure their safety by making premises “COVID” secure – unsafe workplace premises raise the risk of virus transmission	There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work people can catch the virus from others who are infected in the workplace.	Metropolis / EMAP complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by: • COVID-19 policies and safety procedures have been circulated to all staff prior to office reopening; • Staff are required to practice effective social distancing while in and around the workplace, while travelling to / from work and in all work business The COVID-19 policies and safety procedures reinforce key Government public health messages to all staff relating to hygiene. In all offices, Metropolis / EMAP has fully implemented Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:

		• Office risk assessments will be kept under regular review to ensure that a safe place of work is maintained • The Working Group will continue to meet with the involvement of staff representatives • New working patterns have been introduced to limit the workforce numbers in each office on any particular day • Staff have been encouraged to stagger their start / finish times to avoid peak transport hours • Staff have been instructed in the policy to follow government health and travel advice • Hand sanitiser stations have been installed in all offices at all entry / exit points and within / close to kitchen areas • Personal protective equipment (PPE) has been provided where necessary • Environmental cleaning in the workplace will focus on high touch points like door handles • Additional waste removal facilities have been provided in our offices • Appropriate public health posters and notices have been displayed around the workplace Initially staff have been instructed to wear face coverings while moving around the offices but may remove these when seated at their desk
Staff working together in workplace premises inevitably raises the risk of virus transmission Hot desking and the sharing of equipment present hazards that	Reducing the risk to staff in the workplace and transmitting the virus	The following working arrangements have been put into place: • COVID-specific homeworking policies have been updated

raise the risk of virus transmission further		- Managers will continue to monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security - IT support continues to be provided to homeworkers - Video conferencing facilities continue to be available for staff to stay connected to the rest of the workforce - Hot-desking will not be supported at this time in any office - Staff have been instructed not to share equipment - Cleaning processes have been put in place for the use of high-touch equipment in the workplace
Effective social distancing is a key element in reducing the transmission of COVID-19	Social distancing refers to people being required to maintain a set distance from each other wherever possible.	Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by: - Avoiding non-essential contact with others - Keeping a safe distance of at least 2 metres from others whenever possible - Avoiding physical contact (e.g. hugs, handshakes, etc) Adaptations that Metropolis / EMAP have made to the premises to support social distancing include: - A review of all work premises to identify suitable adaptations which will support social distancing - Offices and workspaces have been set up to support social distancing including: - Removal and rearranging of office furniture to create more space - Desk screens have been installed around all desks to reduce the risk of transmission of viruses

		○ Floor markings have been provided where required ○ Signs to denote entry / exit routes have been put up around the offices Working patterns have been amended to limit staff capacity in each office Adaptations to work processes to support social distancing include: • Continued use of video conferencing for meetings • Restrictions on the use of meeting rooms • Notices displayed in all premises reminding staff of the key infection prevention requirements Where social distancing guidelines cannot be followed in full, in relation to an activity, appropriate mitigation methods will be used.
Some areas of the workplace may present a higher risk than others – this may include areas such as toilets and restrooms	Heavily used areas of the workplace are more likely to present an infection transmission risk	Metropolis / EMAP has reduced the risk for high traffic areas of the workplace by applying appropriate safety precautions, including: • Stressing within policies and safety procedures the need for staff to follow good hygiene practices • Ensuring that adequate hand cleaning resources are provided including sanitiser and sanitising wipes for each desk; • Handwashing instructions/posters have been displayed throughout the workplace • Staff have been instructed to wear face coverings whenever they leave their desk

		• There are no lifts within the company's direct control, however all building management companies have limited lift occupancy per government guidelines • Safe queuing systems have been put in place by all building management companies for entry / exit to the building • Cleaners have been introduced for all offices and instructed to pay special attention to frequently touched surfaces • Procedures for safe handling of deliveries have been introduced.
Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories	Staff with specific concerns over returning to the office will be considered on a case by case basis. Managers have been instructed to continue to regularly stay in touch with staff working at home
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home	Staff may get sick with coronavirus infection and will need to self-isolate. Those who live with others and where one person has symptoms must also self-isolate.	The following safety arrangements apply to staff health or staffing levels: • Staff with specific concerns over returning to the office will be considered on a case by case basis. • All staff have been instructed that no-one should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell
Staff who are required to attend for work must be given safe access to the workplace	Travel to and from work may lead to greater risk of virus transmission	The following safety arrangements have been put in place in relation to workplace access and travel arrangements: • Floor markings and signage at entrances and exits have been employed and one-way flow systems at entry and exit points implemented where appropriate

		• Staff have been encouraged to stagger their working arrangements so that they can avoid travelling at peak times or all arriving or leaving at the same time • Hand sanitiser has been provided at all entrance and exit points • Staff have been supported to walk or cycle to work wherever possible • Staff who need to use public transport to travel to and from the office have been instructed to conform with all requirements such as using face coverings In all cases non-essential travel for work purposes has been minimised.
People becoming unwell while on-site	High risk of transmission	If a member of staff becomes unwell in the workplace with coronavirus symptoms they will be sent home and instructed to take a COVID-test. The member of staff will be instructed to self-isolate until the results of the test are known / until they recover. The office will then be cleaned and if the individual is confirmed as having been infected with COVID, then a deep clean will be arranged for that office. Waste from cleaning of areas where possible cases have been will be “double-bagged” and tied off before being disposed of appropriately.