

 BRITISH AIRWAYS i360 Viewing Tower	Covid-19 Risk Assessment 1- Employee Safety	
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COV003 Covid-19 Risk Assessment - Employee Safety

Hazard	Who is affected	Risk	Control Measures	Likelihood
Suspected cases of Covid-19	All employees	HIGH	<p>Report any suspected cases to your line manager:</p> <ul style="list-style-type: none"> • If you have symptoms – a persistent cough or fever, lack of taste or smell - tell your line manager immediately. <ul style="list-style-type: none"> ○ Your line manager will support you in leaving the building and going home. ○ Do not touch anything. ○ Wear a face covering during your journey out of the building and on the way home. • Follow Government guidelines on self-isolation and testing before returning to work. • You should self-isolate and arrange for a Covid-19 test asap. 	LOW

Presence on site

All employees and all Contractors

HIGH

Only those who need to attend site will do so:

- We will be making all reasonable efforts to minimise the numbers of people present on site. (Line managers will discuss with their team various options including working from home, different shift patterns, working locations. We will also review shift lengths to minimise the need for breaks and will encourage employees not to enter the building before 10 minutes prior to starting their shift and leaving the building within 10 minutes of finishing their shift.)
- We will not be arranging meetings on site unless this is unavoidable. If it is unavoidable, we will hold the meeting outside whenever possible or if inside, in a location where social distancing can be achieved and maintained.
- Video conferencing such as MS Teams or Zoom will be used, as will remote viewings through mobile phone and tablet cameras.

IMPORTANT: Employees that have symptoms will be advised by us to follow government advice and remain home and self-isolate along with everyone in their household and arrange for a Covid-19 test asap.

If employees that are contacted under the governments track and trace process, they must follow government guidance and self-isolate at home for 14 days.

- All contractors should pre-book site attendance with agreed timings. When contractors arrive on site, they will be asked to sign a declaration stating that neither they nor any of their household are experiencing symptoms of Covid-19. They will have access to hand sanitiser and everyone entering the back of house areas will also be temperature checked on arrival.
- We will require employees to notify us if they have developed any symptoms or their households or others with whom they have been in regular contact. All employees will be required to sign to say that they have read, understood and will comply with the policy. Temperature checks will be taken upon entering the building. If any employee fails the temperature check, they will need to discuss this with their line manager and a decision will be taken as to the appropriate course of action.
- Brighton i360 employees on site have a duty to set a strong example in this battle against the coronavirus. The measures set out need commitment and cooperation from ALL on site, both employees and contractors and it is vital that we work together to enable us all to have a safe workplace.

LOW

Travelling to site	Workforce	HIGH	<p>If at all possible, all employees will travel to site individually, using their own transport:</p> <p>If sharing a vehicle is unavoidable, we will</p> <ul style="list-style-type: none"> • Wash hands thoroughly before entering the vehicle • Wear face coverings while in the vehicle • Keep it as well ventilated as possible during the journey • Wipe down shared surfaces before use (including door handles, dashboard etc.) <p>We will avoid public transport but if unavoidable we will</p> <ul style="list-style-type: none"> • Wear face coverings • Keep 2m distance from other passengers wherever possible or 1m plus, taking additional precautions. • Avoid touching surfaces where possible • Take hand sanitiser/ wipes and use these frequently <p>We will provide guidance to subcontractors to observe these measures.</p>	LOW
Entry to Site	All employees and contractors	HIGH	<p>We will implement the following measures to reduce risk to employees on site:</p> <ul style="list-style-type: none"> • Sanitisation at the site entrance. This will consist of either washing facilities or alcohol gel. • Upon entry to the site every employee will be required to have their forehead temperature taken to ensure they are not currently displaying signs of a fever, employees that fail this check will have a discussion with their line manager and may be asked to return home. • Signs will be displayed reminding personnel of the need for social distancing. • The ground and floors will be marked out at 2m intervals using tape/ spray or similar, where queues could form. • Shared surfaces such as push plates, metal gates, door handles, desks at the entrance will be cleaned with disinfectant by a member of the cleaning crew at regular intervals of 30 minutes. • Employees will only be able to enter the building via the employees' entrance on the west side. The site entrance may at times be monitored by a nominated person and they will conduct the temperature check and sign people in and out. When the door is not manned employees should make their way immediately to the security office and knock on the door. A member of security will then conduct the temperature check. 	MEDIUM

Toilet Facilities	All employees and contractors	HIGH	<p>We will put the following toilet management measures into place:</p> <ul style="list-style-type: none"> • Signs will be posted above each wash basin showing best hand washing technique. Personnel will wash with soap and hot water for a minimum of 20 seconds in accordance with NHS guidelines BEFORE and AFTER using the facilities. • The line managers will monitor and enforce social distancing and hygiene measures across the site. • Our cleaning crew will keep the facilities cleaned frequently, in with line with the site cleaning rota. This will include cleaning down with disinfectant: door handles, cubicle locks, cistern tops, flushes, toilets, soap dispensers, paper towel dispensers, hot water taps/ water heater controls. • Signage will be posted to remind workers to inform their manager immediately if any concerns are noted with the toilet facilities. 	LOW
Use of breakout Facilities	All employees and contractors	HIGH	<p>When using the breakout area employees will be required to:</p> <ul style="list-style-type: none"> • Wash their hands or use the hand sanitiser provided at the entrance when entering and leaving the area. • Bring pre-prepared meals and refillable drinking bottles and personal mugs to work. Employees will also be required to bring in their own crockery and cutlery for use when eating. No shared crockery, eating utensils, cups etc to be used. • The vending machine will be out of use initially until a review of the situation has been made which will be within the first two weeks of operation. • The fridge will be available for restricted use; for placing sealed containers of food and drink, for consumption that day. Hands should be washed before using the fridge and after using the fridge. • Access to the kitchen are will be restricted to two employees at a time, maintaining 2m social distancing always. There will be no use of the table in the kitchen. The staff breakout area will be in the Attenborough events room, when it is not in use for events. When Attenborough is not available employees will be advised of alternative arrangements. • Put all rubbish straight in the bin – extra bins will be provided • Be aware of shared surfaces such as door handles, tables, work surfaces, kettles, microwaves, worktops, fridges and report any cleanliness issues immediately. 	LOW

Experiencing
Symptoms/ falling ill

All employees and
contractors

HIGH

Employees showing symptoms:

- If any person displays or reports symptoms of Covid-19 they must inform their line manager immediately and leave the site by the closest possible exit and return home.
- Once home the worker must follow the government guidance on self-isolation and testing. They should not return to work until their period of self-isolation has been completed or a negative test is confirmed.
- If an employee is diagnosed as Covid-19 positive, they must inform their line manager / HR immediately.

LOW

Working on Site

All employees and Contractors

HIGH

Working on site:

- We will observe the 2m social distancing guidelines that have been put in place for all on site.
- Notices and signage will be posted to this effect.
- We will wash hands frequently and thoroughly throughout the day and encourage others to do the same.
- Smokers should use the designated areas outside and must always still maintain social distancing.

- Specific circumstances and controls will vary depending on the nature of the individual job role. Sub-contractor RAMS should reflect measures agreed.

- Where possible Managers must eliminate risks associated with 2-metre working by:
 - Rearrangement of tasks to enable them to be done by one person, or by maintaining social distancing measures (2-metres);
 - Avoiding skin-to-skin and face-to-face contact
 - Using stairs in preference to lifts or hoists
 - Putting one-way system in place along the main back of house corridor, with no stopping allowed at any time unless waiting for someone to pass by.
 - Using mechanical aids, such as trolleys etc. to avoid using more than one person.

- Where social distancing measures (2-metre rule) cannot be applied, the 1m plus rule will be conformed with:
 - This will mainly include but not limited to technicians carrying out essential maintenance in close proximity with each other, this and any other scenario must be signed off by the relevant HOD before work commences and a dynamic RA will need to be carried out.
 - Masks are to be worn where any specific work activity cannot be carried out whilst observing the 2m rule.
 - Minimise the frequency and time workers are within 2-metres of each other;
 - Minimise the number of workers involved in these tasks
 - Arrange for workers to work side-by-side, or facing away from each other, rather than face-to-face;
 - Keep groups of workers that must work within 2-metres of each other together in teams e.g. (do not change workers within teams);
 - Ensure teams are as small as possible;
 - Ensure teams work away from other workers where possible.

LOW

Working on site

All employees

HIGH

Work on site will be divided into AREAS, ACTIVITIES and SURFACES

AREAS where we cannot observe 2m distancing include corridors, control room and CCTV room.

We will ask employees to work with us to address these issues and expect to see their control measures detailed on risk assessments. In these circumstances the government’s 1m plus guidelines will apply.

ACTIVITIES where we cannot observe social distancing include activities where people need to stand closely such as looking at and discussing mechanical issues

Face coverings will prevent us from spreading the disease to others, FFP3 respirators will prevent us from catching the disease from others.

SURFACES that may be shared will be cleaned frequently with disinfectant. These will include:

Access ladders, scaffold handrails, entry gates and doors, PPE storage and dispensers, first aid equipment including eye wash stations, fire extinguishers, barriers, temporary electrics equipment such as transformers, lighting

In the office this will include: Computer equipment, printers, desk surface, filing cabinets, document racks, folders and laminated documents, keys and key boxes.

- Ensure you are sitting at least 2-metres away from colleagues unless a screen has been provided.
- Only sit at the desk you have been designated. Do not touch anyone else’s desk or equipment.
- Wipe down everything you are going to touch whilst at work (desk, phone, laptop or computer, screen, mobile phone etc.). also wipe down at the end of the day.
- Desks to be completely free of clutter and only the equipment required to perform the role should be situated on the desk. Where possible equipment that can be packed away should be each end of each day.

LOW

Cleaning on site and the Pod

All employees and visitors

HIGH

New Cleaning Regime:

- New cleaning regime to be started once open, this will include cleaning of all touch points and high-risk surfaces of the pod between flights.
- Thorough clean of building every 30 mins with high focus on all door handles and touch points both front and back of house.
- Daily clean of employee changing areas
- All employees to sanitise hands when entering the building using hand gel provided at west employee entrance

LOW

PPE and Face Coverings	All employees	HIGH	<p>All employees will be provided with appropriate PPE:</p> <ul style="list-style-type: none"> • Guidelines and training will be given for the correct wearing and use of PPE. • All necessary employees will be provided with their own PPE and must never share PPE with another employee. • Disposable gloves and mask to be used only once and then disposed of. • Full face visors will be issued to specific employees and are multi use. • We will continually review PPE provision in consultation with all employees. <p>Security – Patrolling</p> <ul style="list-style-type: none"> ○ no PPE <p>Security – Security and Temperature Checks</p> <ul style="list-style-type: none"> ○ Full face visor ○ Face mask ○ Gloves <p>Guest Experience Team – Boarding process</p> <ul style="list-style-type: none"> ○ Face mask ○ Gloves <p>Guest Experience Team – On the Pod</p> <ul style="list-style-type: none"> ○ no PPE <p>Guest Experience - Food/Drink Servers</p> <ul style="list-style-type: none"> ○ Gloves ○ Plastic aprons <p>Cleaning Crew – Pod: Face mask, Gloves and T-shirts</p> <p>Cleaning Crew – General: Face masks, Gloves and T-shirts. Plus, plastic apron when required</p> <p>Cleaning Crew -Deep Clean: Face mask, Gloves, Full face visor, Full body disposable coveralls & overshoes</p>	LOW

Inbound/Outbound Goods

All employees

HIGH

Handling deliveries:

- Only security personnel to accept deliveries into the building, this will include mail.
- All mail that is delivered will be quarantined for 24hrs before being opened, the quarantine boxes will be kept inside the West employee entrance.
- All deliveries are to be contact free using the floor markings outside of the West entrance door.
- All employees to thoroughly wash hands following the receipt of any delivery and once stock has been stored away.

LOW

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Date:

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