

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 advise 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 10 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.

LOW

			<ul style="list-style-type: none"> 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. All line managers have a responsibility to monitor and enforce social distancing and hygiene measures across the site. 	
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.) Keep windows opened where possible <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 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. • All employees will have to sign in along with details of the shift hours. This is a legal requirement under “Track & Trace”. Details will be kept for at least 21 days. • 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. When the door is not manned employees should make their way immediately to the security office and ring the bell. A member of security will then conduct the temperature check and sign them in. 	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. • 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 able to be used, employees will be required to sanitise hands before and after use, the shared fridges can also be used. Employees must remove all items from fridges at the end of the day, failure to do so will result in fridges being placed out of use. • 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	<p>Employees showing symptoms:</p> <ul style="list-style-type: none"> • If any person displays or reports symptoms of Covid-19 they must inform their line manager immediately and if on site should the leave 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. 	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 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:
 - 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	<p style="text-align: center;">HIGH</p> <p>Work on site will be divided into AREAS, ACTIVITIES and SURFACES</p> <p>AREAS where we cannot observe 2m distancing include corridors, control room and CCTV room.</p> <p>We will ask employees to work with us to address these issues and expect to see their control measures detailed on risk assessments.</p> <p>ACTIVITIES where we cannot observe social distancing include activities where people need to stand closely such as looking at and discussing mechanical issues</p> <p>Face coverings will prevent us from spreading the disease to others, FFP3 respirators will prevent us from catching the disease from others.</p> <p>SURFACES that may be shared will be cleaned frequently with disinfectant. These will include:</p> <p>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</p> <p>In the office this will include: Computer equipment, printers, desk surface, filing cabinets, document racks, folders and laminated documents, keys and key boxes.</p> <ul style="list-style-type: none"> • 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
-----------------	---------------	---	-----

Covid-19 Risk Assessment - Employee Safety

Issue Date: 01/04/2021

Document Number: COV003

Version: 3.0

Page 8 of 11

<p>Cleaning on site and the Pod</p>	<p>All employee and visitors</p>	<p>HIGH</p>	<p>Cleaning Regime:</p> <ul style="list-style-type: none"> • Cleaning regime 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 sanitize hands when entering the building using hand gel provided at west employee entrance as-well as various sanitiser stations around the building. 	<p>LOW</p>
-------------------------------------	----------------------------------	--------------------	---	-------------------

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. ○ Any disposable gloves and masks that are used are to be used only once and then disposed of. ○ Full face visors will be issued to specific employees and are multi use. ○ All employees (unless exempt) have been issued with personal black, re-usable anti-microbial face coverings. <p>Security – Patrolling</p> <ul style="list-style-type: none"> ○ Face mask in all indoor & outdoor public spaces with-in the Venue (full-face visor for those who are exempt from wearing mask for medical reasons) <p>Security – Security and Temperature Checks</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Guest Experience Team – Boarding process</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Guest Experience Team – On the Pod</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) <p>Guest Experience – Food & Drink Servers</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Cleaning Crew – Pod:</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ T-shirts 	LOW

			<p>Cleaning Crew – General:</p> <ul style="list-style-type: none"> ○ Face masks (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ T-shirts ○ Plastic apron when required <p>Cleaning Crew -Deep Clean:</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Full face visor ○ Full body disposable coveralls & overshoes 	
Mental Health and Wellbeing	All Employees	HIGH	<p>Stress and mental health issues caused by changes to working practices including additional pressures created by the pandemic</p> <ul style="list-style-type: none"> ● Managers to monitor mental health of team members and take appropriate action where required ● Teams to be made aware to access suitable mental health support through the HR dept. ● Managers to consider ways of increasing team engagement 	LOW
Mental Health and Wellbeing	All Employees	HIGH	<p>Hazard of dermatitis caused by frequent hand washing, sanitising and glove use</p> <ul style="list-style-type: none"> ● Line managers to monitor hands of workers to identify signs of dermatitis ● Hand moisturiser to be provided for employees on request in needed ● Employees symptomatic with dermatitis to be provided with appropriate gloves in enough numbers to allow them to be regularly changed throughout shift ● Any dermatitis cases should be individually risk assessed to identify the necessary controls to protect them (and suitably reported if work related) 	LOW

Mental Health and Wellbeing	All Employees	HIGH	<p>Hazards caused by wearing PPE for long periods (E.g. Overheating, dehydration, slips & trips)</p> <ul style="list-style-type: none"> • Employees trained on correct use and wearing of PPE to allow full visibility and prevent slipping, tripping or striking objects/equipment • Regular breaks provided for those required to wear PPE for extended periods • A suitably accessible supply of water made available to employees wearing PPE, employees are reminded to bring their own drinks bottle to work 	LOW
Inbound/Outbound Goods	All employees	HIGH	<p>Handling deliveries:</p> <ul style="list-style-type: none"> • 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. The only exception to this is food deliveries which can be delivered to the kitchen through the East doors. • All employees to thoroughly wash hands following the receipt of any delivery and once stock has been stored away. 	LOW

Author:

Ian Hart / Anthony Resse

Signature:

Date:

1 April 2021