

This risk assessment applies to Swindon Workshed specifically and sets out the measures being used to maintain a safe environment for all occupants and visitors and reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention is given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

By applying the control measures set out below, each of these workplaces is deemed to be COVID secure. You will need to review and monitor this assessment regularly, and adapt as necessary.

The risk assessment relies on the cooperation and vigilance of all employees.

Note: to complete this please refer to the COVID Building Risk Assessment – Hub as a guide.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
1. Control of access to buildings Keeping occupancy as low as is practicable will reduce potential levels of covid-19 transmission. <ul style="list-style-type: none"> - stay at home groups - essential work only protocols - controlled access points - deliveries - contractors - parts of buildings closed or out of bounds 	<p>All local authority employees are required to follow council covid-19 policy regarding shielding and self-isolation criteria and to stay away from the workplace if required.</p> <p>Secure, card access to buildings for tenants only.</p> <p>Access by other visitors, contractors etc. controlled by the individual business or by TEN Staff.</p> <p>Virtual Office users can access post boxes in lobby only. Contractor visits by appointment only and co-ordinated by TEN staff.</p> <p>PPE (face mask) required for operatives Reduced Royal Mail deliveries.</p> <p>Majority of businesses working from home during lockdown</p> <p>Showers de-commissioned</p>	<p>Increased on-site presence of TEN staff on specific days/times:</p> <p>Imogen on site Monday-Wednesday (18 hours) Nicola on site Wednesday-Friday (18 hours) MB in attendance daily as required.</p> <p>Available on line at other times for making appointments.</p> <p>Access to main building enabled for Tenant businesses only (co-working suspended, and all meeting activity cancelled). Pre booked by arrangement only – see meeting guidelines.</p> <p>Tenants required to arrange delivery of goods to home location until further notice. NO goods to be received at Enterprise Centres except for essential supplies for TEN operation such as cleaning materials.</p>

COVID-19 RISK ASSESSMENT FOR CORSHAM DIGITAL MANSION

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<p>2. Social distancing protocols Maintaining social distancing between occupants as far as is practicable will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - public waiting arrangements - meeting rooms and communal spaces - workstations - pedestrian traffic protocols - revisions to working patterns 	<p>Enhanced signage in place throughout the Centre to encourage:</p> <ul style="list-style-type: none"> • Regular hand washing • Wearing of face masks in communal areas • Social distancing • One-way system on stair wells • Kitchens operating on a '1-in, 1-out' basis. <p>Reduce footfall by restricting access to the main building Tenants encouraged to utilise allocated toilets room to spread usage. Meeting room capacities halved (or less) with Risk Assessments in place. Alternate Co-Working seats decommissioned. Co-working hours extended to spread usage.</p>	<p>Imogen on site Monday-Wednesday (18 hours) Nicola on site Wednesday-Friday (18 hours) MB in attendance daily as required.</p>
<p><u>3. Hygiene and cleaning regimes</u></p> <p>Encouraging and facilitating good personal hygiene techniques and operating a comprehensive cleaning regime will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - hand washing - hand drying - hand sanitisers - provision of wipes - workstation cleaning protocol - communal surfaces cleaning protocol - general building cleaning protocol 	<p>Hand washing guidance in place in toilets/Kitchens hand towel supplies increased Sanitization Station at entrance to main part of building. Revised cleaning regime in place from Churchills. (2.5 hours daily) Focussing on high touch areas and meeting rooms. Anti-Bac sprays and hand wash placed in Kitchens</p>	<p>Hygiene items replenished by on-site staff weekly. Imogen on site Monday-Wednesday (18 hours) Nicola on site Wednesday-Friday (18 hours) MB in attendance daily as required.</p>
<p><u>4. Use of PPE</u></p>		

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<p>Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - generic principles - specific tasks 	<p>Suitable PPE to be made available to TEN staff</p> <p>Tenants and contractors to provide own</p>	<p>Use of PPE (face masks) onsite in communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE will not be supplied to tenant businesses by TEN.</p> <p>PPE provided for staff and contractors if required</p> <p>Imogen on site Monday-Wednesday (18 hours)</p> <p>Nicola on site Wednesday-Friday (18 hours)</p> <p>MB in attendance daily as required.</p>
<p><u>5. Information and instruction</u></p> <p>Maintaining a high level of awareness of the sensible precautions to adhere to, will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - Return to work briefing/induction - Signage - Monitoring protocols 	<p>Tenants, Co-Workers & Virtual Office users have been informed of strategies & protocols in place for return to work.</p> <p>Risk Assessment has been shared and will be displayed on Notice Board on site.</p> <p>Signage in place throughout the building.</p> <p>Staff informed of WC corporate strategies & protocols in place for return to work.</p> <p>Risk Assessment has been shared and addended to include input from on-site staff. Virtual briefing meetings with staff as part of regular weekly comms.</p> <p>NHS Track and Trace QR Code placed clearly for Visitors to log their visit</p>	<p>MB will continue to maintain contact with Tenants, Co-Workers & Virtual Office Users throughout Lock Down updating on plans for return to work, access to SWINDON WORKSHED etc. and circulated risk assessment documentation</p> <p>Signage to be updated as government guidance directs with easing of restrictions going forward.</p> <p>Return to work letter issued to all TEN staff.</p> <p>Weekly virtual meetings on-going for updates, issues and actions.</p> <p>NHS Track and Trace QR Code placed clearly for Visitors to log their visit</p>
<p><u>6. Emergency procedures</u></p>	<p>Normal Fire Safety procedures apply</p>	<p>Normal Fire Safety procedures in operation</p>

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<p>Maintaining adequate emergency arrangements is essential for the safe usage of buildings and will allow the continuation of essential covid-19 service delivery.</p> <ul style="list-style-type: none"> - fire and assembly point - first aid provision 	First aid kits in kitchens	
<p><u>7. Employee wellbeing</u></p> <p>Providing a comprehensive range of employee support services will enable frontline covid-19 services to be maintained by reducing staff absences and tackling sources of anxiety and stress.</p> <ul style="list-style-type: none"> - management responsibility - support services 	Weekly virtual meetings with admin staff to discuss Covid-19 related issues and wellbeing.	Weekly virtual meetings with admin staff to discuss Covid-19 related issues and wellbeing.

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