



This risk assessment applies to the Old Fire Station Enterprise Centre Salisbury 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, TEN tenants and service users.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<u>1. Control of access to buildings</u> 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.</p> <p>Contractor visits by appointment only and co-ordinated by TEN staff. PPE (face mask) required for operatives</p> <p>Reduced Royal Mail deliveries. Majority of businesses working from home during lockdown – with limited deliveries.</p>	<p>Reduced on-site presence of TEN staff on specific days/times: RN in attendance at OFSEC Mondays & Wednesdays a.m. AF in attendance Friday morning.</p> <p>Available on line at other times for making appointments. Access to main building enabled for Tenant businesses only (Co-Workers allocated workspace as available) Pre booked by arrangement only – see meeting guidelines.</p> <p>Tenants required to arrange delivery of goods to home location until further notice.</p> <p>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 OLD FIRE STATION ENTERPRISE CENTRE SALISBURY

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<p><u>2. Social distancing protocols</u></p> <p>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>Reduce footfall by restricting access to the main building initially to Tenant businesses only (co-working suspended, and all meeting activity cancelled).</p> <p>Virtual Office users can access post boxes in lobby only.</p> <p>Business visitors for tenants permitted but to adhere to Guidelines.</p> <p>Contractor visits by appointment only and co-ordinated by TEN staff.</p> <p>Kitchen operating on a '1-in, 1-out' basis.</p>	<p>Enhanced signage in place throughout the Centre to encourage social distancing.</p> <p>Meeting Rooms locked when not in use</p> <p>RN in attendance at OFSEC Mondays & Wednesdays a.m AF in attendance Friday morning</p> <p>Encourage Keep Left flow around building.</p> <p>Networking/rest areas to be re-set to encourage social distancing.</p> <p>Enhanced signage in place throughout the Centre to encourage Social distancing.</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>Soap dispensers and air dryers available in all washrooms & toilets.</p> <p>Regular cleaning rota delivered by contractor (Churchill) maintained during the lockdown period March-May and continued in lockdown exit with focus on public & high touch areas.</p> <p>Sufficient toilet facilities provided at each site, predominantly mixed-use, plus accessible facility.</p> <p>On-site staff briefed re:-</p> <ul style="list-style-type: none"> - regular hand washing (soap/disposable paper towels provided) particularly when moving around the building, performing general site management duties. - hand sanitation (hand sanitiser/wipes provided) 	<p>Hand sanitation station to be set up inside the main entrance door, within the secured part of the building for use by all enabled building users. TEN to provide hand sanitiser.</p> <p>Air dryers to remain operational where co-located with toilet and hand basin in an enclosed cubicle. Other air dryers to be de-commissioned until further notice. Soap and disposable towels to be used instead.</p> <p>Covered bins to be provided in place of open bins for disposal of hand towels.</p> <p>Consultation with cleaning operatives/managers to agree focus on cleaning public areas and high touch points, use of chlorine-based/viricidal cleaning products.</p>

COVID-19 RISK ASSESSMENT FOR OLD FIRE STATION ENTERPRISE CENTRE SALISBURY

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
	<ul style="list-style-type: none"> - allocation of a dedicated desk/workstation in the open plan, well ventilated workspace. Provision of wipes to clean down workstations as required - communal surfaces cleaning protocol and general building cleaning protocol directed by on-site staff and managed when in situ. Posters to encourage adherence. 	<p>Provision of anti-bacterial cleaning products in kitchens & washrooms to enable users to wipe down surfaces, door handles etc. before and after use.</p> <p>Enhanced signage to encourage good practice.</p> <p>All washroom and toilet facilities to remain available to building users.</p> <p>Facilities in close juxtaposition (i.e. adjacent wash basins or urinals) to be de-commissioned if volume of use likely to impact ability to socially distance.</p> <p>Building users to be encouraged to use facilities on their own floor or section of the building, with facilities closer to their office preferred.</p> <p>Enhanced signage to encourage good practices.</p> <p>Enclosed kitchens and kitchenettes to operate on a '1-in, 1-out' basis. Doors to be propped open to avoid high touch on door handles.</p> <p>Open kitchen areas to be used in consideration of social distancing requirements</p> <p>All crockery, cutlery and other used items to be placed directly into dishwasher with setting at temperature 60 degrees+</p> <p>Hygiene items replenished by on-site staff weekly.</p>
<u>4. Use of PPE</u>		PPE will be encouraged.

COVID-19 RISK ASSESSMENT FOR OLD FIRE STATION ENTERPRISE CENTRE SALISBURY

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission. <ul style="list-style-type: none"> - generic principles - specific tasks 	<p>PPE will be encouraged.</p> <p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE must NOT be disposed of on site.</p>	<p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE must NOT be disposed of on site.</p>
<u>5. Information and instruction</u> <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 - Track and Trace QR Code 	<p>Tenants, Co-Workers & Virtual Office users have been informed of strategies & protocols in place for return to work. 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. 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>QR Code placed clearly for Visitors go log their visit</p>	<p>RN will continue to maintain contact with Tenants, Co-Workers & Virtual Office Users throughout Lock Down updating on plans for return to work, access to OFSEC 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. Weekly virtual meetings on-going for updates, issues and actions.</p> <p>QR Code placed clearly for Visitors go log their visit</p>
<u>6. Emergency procedures</u> <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 	<p>Normal Fire Safety procedures apply</p>	<p>Normal Fire Safety procedures in operation, recent actions include replacement of plaster filler with H&S approved product, testing of extinguishers and full test of emergency lights.</p> <p>Regular fire alarm and H&S building checks to continue as scheduled.</p> <p>Fire Assembly point enables social distancing.</p>

COVID-19 RISK ASSESSMENT FOR OLD FIRE STATION ENTERPRISE CENTRE SALISBURY

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
7. Employee wellbeing 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. - management responsibility - support services	Management team virtual meeting Monday to address concerns, issues and actions.	Management team virtual meeting Monday to address concerns, issues and actions.

Date of issue:	23 June 2020
Date of review:	25/08/2020 Facemasks 24/9/2020 – NHS QR Codes 24/9/2020 – Team Meetings Weekly intervals 10/12/2021 – Revised WFH & Cover
Owned by:	Roger Nicholls OFSEC Updated Amanda Foster
Submitted to healthandsafety@wiltshire.gov.uk on:	