



Workplace  
Futures  
Group

## COVID-19 OFFICE RISK ASSESSMENT GORDON HOUSE

**Address:** Gordon House, Greencoat Place,  
London, SW1P 1DE  
**Issue date:** 22nd September 2020 rev.1.3  
**Assessor:** G Slatter, Velnon Ltd

# GORDON HOUSE

## Entrance

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>ACCESS AND EGRESS GORDON HOUSE</b>	<p>Gordon House will operate a one way system for access and egress.</p> <p>Gordon House reception will be designated as entrance only and the main front staircase is to be used for upward travel to the first and second floors.</p> <p>The rear staircase will be used for downward-only travel.</p> <p>Staff will be required to exit Gordon House via the rear stairwell and through the rear fire escape door which opens onto Greencoat Row.</p>	Derwent London. Social Distancing Proposal and Building Reoccupation plan for Gordon House Issue Date: 18.05.2020 Version: 1
		<b>Use of passenger lifts</b>	<p>All lifts are to be restricted to 1 person at any one time.</p> <p>Lifts should only be used for upward travel only and are not to be used for travelling between floors.</p> <p>Signage will be in place to clearly define the designated use of the lifts, with hand sanitiser points located within the lift cars.</p> <p>Call buttons will be cleaned every hour.</p>	
		<b>Use of goods lift</b>	<p>This will remain in use for large deliveries only which must be co-ordinated through the onsite building management team.</p> <p>Only one person per lift journey will be permitted and the goods lift is not to be used for travel between floors.</p>	
	Staff	<b>Cycle store</b>	<p>To maintain the one-way travel system, cyclists will be required to park their bicycle and then leave via the exit point on Greencoat Row.</p> <p>Entrance to the building is then via the main entrance door.</p>	

# GORDON HOUSE

## Access 1<sup>st</sup> and 2<sup>nd</sup> floor

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>ACCESS AND EGRESS 1<sup>ST</sup> AND 2<sup>ND</sup> FLOOR OFFICE</b>	Access is via the main staircase from reception and controlled by security fob.  Egress Gordon House via the rear stairwell and through the rear fire escape door which opens onto Greencoat Row.	Ensure all staff have been issued security fob to access Gordon House.
		<b>Visitors &amp; Contractors</b>	Visitors will be directed, by Gordon House reception, to use the main staircase to 1st floor.  Host will meet visitors at the office entrance and allow access.	The number and frequency of visitors and contractors will be reduced.
		<b>Hygiene</b>	A hand sanitiser station is located inside the office entrance and exits on 1st and 2nd floors.  All staff, visitors and contractors are required to use the sanitiser at the points of entry and exit.	Cleaning materials will be frequently monitored to ensure an adequate supply of sanitiser is available.
		<b>Signage</b>	Advisory signage on the use of sanitiser is displayed at office entrance and exit.	Signs displayed reviewed and replaced, as necessary.

# GORDON HOUSE

## Meeting rooms

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>MEETING ROOMS</b>	<p>The occupancy levels of meeting rooms will be reduced to ensure current guidance on social distancing can be maintained.</p> <p>Meeting rooms should, where practicable, be pre booked to ensure arrangements for hygiene control are able to be maintained.</p>	All non-essential meetings should be changed to digital consultations.
		<b>Hygiene</b>	<p>Where meeting rooms are booked the room and equipment will be cleaned using anti-bacterial products before use and after use.</p> <p>Hand sanitiser will be placed in each meeting room for the use of those attending meetings.</p>	The availability of cleaning materials to be regularly checked and replenished as required.
		<b>Signage</b>	<p>Signage will be placed outside of meeting rooms to indicate maximum occupancy levels and hygiene arrangements.</p> <p>The first floor boardroom will display signage on hygiene and social distancing.</p>	Signs displayed reviewed and replaced, as necessary.

# GORDON HOUSE

## Design library & access between floors

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>DESIGN LIBRARY</b>	<p>A maximum of two members of staff will be permitted to use the design library at any one time.</p> <p>Waste bin lids will be removed to reduce the number of common touch points. Bins will be emptied at the end of each day.</p> <p>The area will be cleaned and sanitised at frequent intervals.</p>	Controls to be communicated to all design staff and monitored.
		<b>Hygiene</b>	Hand sanitiser for staff use and anti-bacterial products to clean frequently touched equipment will be provided in the library.	The availability of cleaning materials to be regularly checked and replenished as required.
Virus transmission in the workplace	Staff	<b>ACCESS BETWEEN FLOORS</b>	<p>The lifts should not be used for travel between floors.</p> <p>The internal staircase should be used to access between floors.</p> <p>Staff should make themselves aware, before using the staircase, to see if it is clear to help maintain social distancing. If others are using the staircase, wait on the landing for them to pass.</p>	
		<b>Hygiene</b>	Handrails will be cleaned and sanitised at frequent intervals.	Ensure the number of people responsible to undertake this control is sufficient.

# GORDON HOUSE

## Teapoints

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>TEAPOINTS</b>	<p>The use of tea points on the 1st and 2nd floors are restricted to one person at a time.</p> <p>Staff should either use their own, or the supplied, cups, crockery and cutlery. After use these should be left at the end of each workstation for collection at frequent intervals. These will be placed in the dishwasher by others for cleaning and placed in the cupboard for re-use.</p> <p>Staff are instructed not to use or load the dishwasher.</p> <p>Seating arrangements will be reduced to ensure current guidance on social distancing can be maintained.</p> <p>Waste and re-cycling bins will be placed outside of the base units to reduce the number of common touch points and emptied frequently.</p> <p>Staff are instructed to use the hand sanitiser after using any kitchen equipment i.e. zip tap, toaster etc.</p> <p>All tea points and equipment will be cleaned and sanitised at frequent intervals.</p>	Ensure the number of people responsible to undertake this control is sufficient.
		<b>Hygiene</b>	<p>Hand sanitiser station will be provided for use by those using the facilities.</p> <p>Anti-bacterial products to clean frequently touched equipment will be provided.</p>	Ensure the number of people responsible to undertake this control is sufficient.
		<b>Signage</b>	<p>Signage provided to remind staff to wash their hands with soap and water for at least 20 seconds after using the toilet.</p>	

# GORDON HOUSE

## Printers & workstations

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>PRINTERS</b>	Only one person to use the equipment at any one time. Printer consumables will be re-stocked by IT.	
		<b>Hygiene</b>	Staff to use hand sanitiser after using the equipment. Touch points on the equipment will be cleaned and sanitised at frequent intervals.	The availability of cleaning materials to be regularly checked and replenished as required.
Virus transmission in the workplace	Staff	<b>WORKSTATIONS</b>	Workstations are arranged, or used in current locations, so that staff are able to maintain the government guidelines for social distancing.  Workstations and equipment are allocated to individual staff and should not be shared.  The use of hot desking will be eliminated, where practical, to reduce virus transmission. In cases this is not achievable users will be requested to sanitise the area and equipment after use.  Cameras will be provided for each workstation, where required, to promote digital meetings with others to reduce the frequency of personal meetings.	Communicate workstation arrangements to staff and monitor
		<b>Hygiene</b>	Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.  All workstations and equipment will be cleaned daily by contractor.	The availability of cleaning materials to be regularly checked and replenished as required.

# GORDON HOUSE

## Staff needs

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>PSYCHOLOGICAL WELLBEING</b>	<p>Regular communication is in place (individual and group) to ensure staff are informed about returning to work safely.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.</p> <p>Specific individual worker risk assessment will be undertaken for those who have a self-declared health condition which could increase their risk profile. Please contact HR for this.</p> <p>Staff are made aware of supportive mechanisms available to them (e.g. occupational health, HR, etc) through their line managers.</p>	
Virus transmission in the workplace	Staff	<b>SMOKING &amp; E-CIGARETTES</b>	<p>There is no designated smoking area around Gordon House, however in the past smokers have congregated in front of the building and by the rear fire exit door on Greencoat Row.</p> <p>All smokers must disperse away from the building entrance and exit points.</p>	



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## Staff needs

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>FIRE EVACUATION</b>	<p>The potential threat to life from fire in event of an alarm is greater than the risk of the virus spread within Gordon House. Any evacuation should be in the usual manner.</p> <p>Should the fire alarm sound, all occupants are to evacuate the building immediately using the nearest exit.</p> <p>All stairwells and exits will be available to use and the one-way system implemented for social distancing should not be followed in the event of a fire alarm.</p> <p>People are encouraged to keep their mobile phone with them at all times, to enable a means of communication for them and your fire wardens during a fire evacuation.</p> <p>During an evacuation, if the phone is not within immediate reach then please do not stop or go back inside the building to obtain the phone.</p> <p>People are encouraged to try to keep to social distancing as much as possible in the stairwells without compromising the efficiency of exiting.</p> <p>Once outside, all must disperse. All occupants are to move away from the building by at least 50 metres or 1 street away – people are NOT to congregate or block the traffic routes to the building.</p> <p>The assembly point will only be used by the designated fire marshals who must also maintain social distancing requirements (2 metres+) while here.</p> <p>Once the event has been investigated and it is safe to reoccupy Derwent London will communicate this to the fire marshals and they can relay this to their colleagues.</p> <p>No-one should re-enter the building until Derwent London confirms as above.</p>	Derwent London. Emergency Evacuation Dispersal

# GORDON HOUSE

## Other information

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>TRAVELLING TO WORK</b>	<p>Staff are requested to work remotely where possible and for the foreseeable future to reduce likelihood of exposure.</p> <p>Staff are requested to avoid public transport where applicable and using alternatives e.g. cycling, walking to work.</p>	The use of facial coverings for travel on public transport is mandatory (June 15 <sup>th</sup> 2020)
Virus transmission in the workplace	Staff	<b>CLEANING FREQUENCY</b>	<p>All common hand contact points of equipment will be cleaned on a frequent basis throughout the day.</p> <p>Contractor will clean the office every evening.</p>	<p>Ensure the number of people responsible to undertake this control is sufficient.</p> <p>Cleaning contractor to review their method statement and risk assessments to reduce transmission of Covid 19.</p>
Virus transmission in the workplace	Staff	<b>COMMUNICATION</b>	<p>All staff will be made aware of this assessment and the controls in place to reduce virus transmission in the workplace.</p> <p>Poster displayed in the office to show Five Steps To Safer Working Together</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff are made aware of requirement to report any issues or concerns regarding the implementation of these control measures.</p>	Report any concerns to Megan Murphy or Tim White
Virus transmission in the workplace	Staff	<b>MONITORING OF CONTROLS</b>	Health & Safety Inspection Checklist is provided to record the monitoring of controls.	Checklist will be completed on a weekly basis.