

## **ECS RISK ASSESSMENT**

**ECS London Office: 2 More London, London**

**Date: 07/08/20**

**Assessor: Andy Tebb**

### **Purpose of Assessment:**

Conduct a Covid-19 related risk review of the ECS premises in London (2 More London, SE1 2JP) in line with a proposed return to workplace for ECS staff located in the London office or colleagues who may visit or operate from the London office on an ad-hoc basis.

Note: The ECS office at More London is the entirety of floor 7 of 2 More London. The floor is accessed via swipe access that can be limited to ECS staff. Lift vestibule is communal to the building, as are toilet facilities.

Assessment covers the following areas: -

- Social Distancing in the ECS London Office location incl Access (Entry & Exit) points, Corridor, Stairwells, Lift & Reception
- Hygiene and Cleaning
- Desk Allocation and workspace
- Meeting Rooms
- Toilet / Washroom facilities
- Kitchen areas and Social Hub space

Risk Assessment Form:

Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
ECSLO1	Social Distancing: Access to Building	ECS Staff: Covid-19 risk of infection and associated preventative measures	2-metre distancing signage in place.  No one-way system at this point but relatively large building foyer.  Non-revolving doors also opened.  Stairs accessible to colleagues not awaiting lifts.	No further action required	Landlord	Complete	<b>Complete</b>
ECSLO2	Social Distancing: Access/Egress to Floor 7	ECS Staff: Covid-19 risk of infection and associated preventative measures	Recommended one-way system floor signage for entrance and exit from floor as far as desk areas and kitchens.  Not recommended that one-way system required beyond entrance and exit from the ECS offices on the floor.  This can be reviewed later but recommended that a natural period (at least a month) be left before reviewing one-way signage requirement on the rest of the floor to determine whether a natural flow of traffic establishes itself.  There is significant available space for a gradual return to work initially for distancing to be accommodated when navigating the office.	Review in September 2020 for any iterative improvement in signage to accommodate natural flow of colleagues in the office.	ECS (Andy Tebb)	30/09/20	<b>30/09/20</b>
ECSLO3	Social Distancing: ECS area of Floor 7 including kitchens	ECS Staff: Covid-19 risk of infection and associated preventative measures	Gradual return to work with desks booked with Office Manager. Cut-off for desk booking is midday the day prior to attending site.	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>

			<p>2 large kitchens and desk areas have sufficient space that social distancing will be possible.</p> <p>Recommend that single small kitchen only be accessible to office manager due to restricted space negating social distancing.</p> <p>Much of the available desks are socially distanced at 2 metres.</p> <p>The relatively small number of desks where this is not possible have been alternately taped off to ensure 2 metre distancing.</p>				
ECSLO4	Social Distancing: Meeting Rooms	ECS Staff: Covid-19 risk of infection and associated preventative measures	<p>Per meeting room signage recommended.</p> <p>Noted that the intention is to provide in Outlook Global Address List (GAL) the number of safe attendees per meeting room.</p> <p>Given the nature of collaboration in the London Office it is recommended that an alternate number on signage also be provided for standing attendees as many stand-up meetings are genuinely non-seated and this will allow more utilisation of the space as the allowed office capacity is increased. Suggest that the seated number is the metric provided on the GAL.</p>	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>
ECSLO5	Social Distancing: Communal (non-ECS Controlled) areas including lift vestibule, Washrooms, Stairwells	ECS Staff: Covid-19 risk of infection and associated preventative measures	<p>Elevator / Lift: occupancy of 1 person at any time</p> <p>Toilets: Large enough to allow distancing.</p> <p>Stairwell is broad enough to allow two-way social distanced traffic at, 1 metre+ standard. Recommended that staff are warned if they intend to use this method of entry and exit and have masks available if they wish to use them.</p>	No further action required	Landlord	Complete	<b>Complete</b>

ECSLO6	Hygiene & Cleaning: General & Washrooms	ECS Staff: Covid-19 risk of infection and associated preventative measures	Cleaning schedules in place for toilet and washroom facilities.  Communication signs in place advising regular use by tenant and visitors.	No further action required	Landlord	Complete	<b>Complete</b>
ECSLO7	Hygiene & Cleaning: Suite 16	ECS Staff: Covid-19 risk of infection and associated preventative measures	Serviced cleaning of ECS office suite nightly.  Clear Desk policy intended but needs to be communicated to returnees.  ECS will require to provide a regular supply of sanitisers and cleansing wipes for internal workspace and touchpoints inside floor 7 for their staff.  Cleaning of touchpoints throughout the day by 3 <sup>rd</sup> Party cleaner.	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>
ECSLO8	Hygiene & Cleaning: Kitchen Meeting Rooms and Social Hub	ECS Staff: Covid-19 risk of infection and associated preventative measures	Regular daily cleaning of all areas. This includes twice daily cleaning of touchpoints in communal areas, kitchen, social hub, and meeting rooms post meetings.  Dishwasher to be run by cleaners during touchpoint cleaning.	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>
ECSLO9	Parcels / Post / Deliveries	ECS Staff: Covid-19 risk of infection and associated preventative measures	Incoming mail & parcels will be delivered to building reception where they will be held, and tenants informed to collect.  No personal parcels are allowed for the foreseeable future while Covid-19 policies are in place. This must be communicated to staff as it represents a significant change to policy.	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>
ECSLO10	Visitors to ECS office (incl. ECS staff whose home office is not London)	ECS Staff: Covid-19 risk of infection and associated preventative measures	Visitors and ECS staff visiting from other offices will need to inform the ECS Office Manager, Lorraine Neville, before attending site. Any externals (i.e. job interviewees) will require to be advised in good order to	Confirm the communication will be issued.	ECS (Andy Tebb)	Complete	<b>Complete</b>

			Reception. 2 metre distancing in place in reception waiting area.				
ECSLO11	General Communication of risk assessment and policies in place for ECS London	ECS Staff: Covid-19 risk of infection and associated preventative measures	As part of the ECS Wellbeing team response to all Covid-19 elements the details of this risk assessment and accompanying landlord assessment and new measures in place – will be communicated to ECS London based staff prior to the re-occupation of the premises by ECS colleagues.	No further action required	ECS (Andy Tebb)	Complete	<b>Complete</b>