

ECS RISK ASSESSMENT Follow-up

ECS Manchester Office: Bartle House Manchester

Date: 28/07/20

Assessor: Andrew Barclay

Previous Assessment Date: 02/07/20

Summary:

The 2nd ECS Manchester office risk assessment was conducted on Tuesday 28th July 2020. This was a follow-up assessment to verify actions required from Assessment 1 (02/07/2020) have been completed. Furthermore, that from a shared site perspective the measures put in place by the Landlord (The Breeze) are still being maintained in accordance with the previous assessment plan. The updated assessment form is contained in the following sections of this document.

In summary all outstanding actions completed and no change to the risk profile of the overall Bartle House office location and ECS suite. Therefore, allowing ECS to proceed to recommend the re-opening of the office for all relevant colleagues at the agreed date as signed off by the ECS Board

Purpose of Assessment:

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

Note: Bartle House is shared services office location operated by The Breeze (landlord) and ECS lease the 10-person office space (Suite 16) on the 1st floor of Bartle House. Other than Suite 16 the remainder of the location used by ECS staff takes the form of shared communal meeting space, communal kitchen, and washroom facilities.

Assessment covers the following areas: -

- Social Distancing in the Bartle House location incl Access (Entry & Exit) points, Corridor, Stairwells, Lift & Reception
- Hygiene and Cleaning
- Desk Allocation and workspace (within ECS Suite 16 of Bartle House)
- Meeting Rooms
- Toilet / Washroom facilities
- Kitchen areas and Social Hub space

Note: this assessment (page 2 onward) should be reviewed in conjunction with the Risk Assessment provided by the landlord for Bartle House. PDF Document titled (" Our plans for welcoming you back to Bartle House")

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 |
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| ECSMO1 | Social Distancing: Access to Building | ECS Staff: Covid-19 risk of infection and associated preventative measures | <p>2-metre distancing policy in place.</p> <p>A one-way system of access has been implemented for the building.</p> <p>Entry to Bartle House office from Oxford Court and exit the office via the back of the building onto Hall Street.</p> <p>This one-way system is in place on all access / egress points and stairwells and corridor and upper floor areas. A "stay left" policy for all tenants and Breeze staff instigated on stairwells and corridors and for entry and exit points. Signposted clearly at entry/ exit and interior doorways, communal areas, stairwells, and lift.</p> | No. This will be satisfactory. | The Breeze (Landlord) | June 2020 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |
| ECSMO2 | Social Distancing: Access/Egress to Suite 16 | ECS Staff: Covid-19 risk of infection and associated preventative measures | As per ECSMO1, one-way system in place and stay left corridor access. Suite 16 has a single door for entry & exit. The door is pass card controlled and opens into a wide entrance space in suite 16 or conversely into the 1 st floor corridor to allow for suitable space to step back and stay left to create a passing point. | No. This will be satisfactory | The Breeze (Landlord) | June 2020 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |

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| ECSMO3 | Social Distancing: Within Suite 16 | ECS Staff: Covid-19 risk of infection and associated preventative measures | <p>Suite 16 is normally a 10-person capacity office suite. However pre-Covid-19 the office was typically only 50% occupied on any given day. Since March 2020; 2 individuals who would previously have used the office now work client side (i.e. offsite).</p> <p>This leaves 4 ECS colleagues who are viewed to use the office flexibly. Interchanging between WFH and office attendance on a regular basis across a normal working week.</p> <p>The office space has now been organised to create a suitable 2m boundary space around 4 specific desks of the 10 available. This allows for adequate space for the individual to occupy with no near neighbouring colleague inside 2m.</p> <p>Clear passageway between entry door and each of the 4 desks and printer area laid out so no encroachment inside the 2m personal space is required by any colleague of another colleague.</p> | No. This will be satisfactory | ECS Responsibility Owner: (Andrew Barclay) | 02/07/20 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |
| ECSMO4 | Social Distancing: Desk Allocation (2m assessment) | ECS Staff: Covid-19 risk of infection and associated preventative measures | As per ECSMO3: Suite 16 laid out for social distancing workspaces. | No. This will be satisfactory | ECS Responsibility Owner: (Andrew Barclay) | 02/07/20 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |
| ECSMO5 | Social Distancing: Communal areas incl | ECS Staff: Covid-19 risk of infection and associated | As per ECMSO1, one-way system limits on capacity in communal areas including Kitchen Social Hub space | No. This will be satisfactory | The Breeze (Landlord) | June 2020 | Verified on site visit: 02/07/20 |

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| | Washrooms, Kitchen etc | preventative measures | and toilets as advised below; - Elevator / Lift: occupancy of 1 person at any time Kitchen areas (each floor): 1 person at any time Social hub: 6 persons (2m spaced) at any time. Toilets: 1 person per facility (locks applied to outside doors to corridor to maintain the 1-person rule) No queueing permitted, however facilities available on each floor can be accessed. Accessible toilet available on ground floor as previously before Covid-19 changes. | | | | Re-verified on site visit: 28/07/20 |
| ECSMO6 | Hygiene & Cleaning: General & Washrooms | ECS Staff: Covid-19 risk of infection and associated preventative measures | Cleaning schedules in place for toilet and washroom facilities. General cleaning and touchpoints twice daily and regular additional (twice daily) cleaning of touchpoints now in place. Around the building (corridors and doorways) touchpoints have been fitted with Dispensers for Hand Sanitising gel for use. Communication signs in place advising regular use by tenant and visitors. | No. This will be satisfactory | The Breeze (Landlord) | | Verified on site visit: 02/07/20 Re-verified on site visit: 28/07/20 |
| ECSMO7 | Hygiene & Cleaning: Suite 16 | ECS Staff: Covid-19 risk of infection and associated preventative measures | Landlord will service cleaning of ECS office suite nightly (post 1730h). Clear Desk policy implemented within the suite to ensure the desk spaces are clear to ensure maximum efficacy of the | Landlord cleaning activities are satisfactory. ECS require to provide staff with supplies of Sanitiser gels, cleansing wipes | The Breeze (Landlord) ECS Responsibility | ECS Action: Office cleaning supplies required by 10/07/20. | Verified on site visit: 02/07/20 Re-verified on site visit: 28/07/20 |

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| | | | <p>nightly cleaning. To be monitored by ECS responsible owner (Andrew Barclay)</p> <p>ECS will require to provide a regular supply of sanitisers and cleansing wipes for internal workspace and touchpoints inside suite 16 for their staff.</p> | <p>for use only within the Suite 16 area. These will be held in the existing office supplies (first aid) cupboard within the suite and accessible by all ECS Manchester staff.</p> | <p>Owner: (Andrew Barclay)</p> | <p>Adequate Supplies received 15/07/20</p> <p>Action Closed</p> | |
| ECSMO8 | Hygiene & Cleaning: Kitchen Meeting Rooms and Social Hub | ECS Staff: Covid-19 risk of infection and associated preventative measures | <p>Regular daily cleaning of all areas advised by landlord. This includes twice daily cleaning of touchpoints in communal areas, kitchen, social hub, and meeting rooms post meetings.</p> <p>All crockery and utensils removed from kitchen (each tenant to supply their own and remove these nightly, where necessary).</p> <p>Anti-bac spray, cleansing wipes and paper towels available in the Kitchen, Social Hub, and meeting areas, for tenant use.</p> | No. This will be satisfactory | The Breeze (Landlord) | June 2020 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |
| ECSMO9 | Parcels / Post / Deliveries | ECS Staff: Covid-19 risk of infection and associated preventative measures | Incoming mail & parcels will be delivered to reception where they will be held for 2 hours. Then delivered by Breeze staff wearing gloves to the ECS suite exterior and left for receipt. ECS onsite colleagues will be advised of deliveries and in event no ECS personnel in suite 16 then the parcels will be held securely by the Breeze reception staff until suitable pickup. | No. This will be satisfactory | The Breeze (Landlord) | June 2020 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |

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| ECSMO10 | Visitors to ECS office (incl. ECS staff whose home office is not Manchester) | ECS Staff: Covid-19 risk of infection and associated preventative measures | Visitors and (ECS staff visiting Manchester office) will require to be registered by prior appointment with Bartle House reception. Any externals (i.e. job interviewees) will require to be advised in good order to Reception. 2 metre distancing in place in reception waiting area. | No. This will be satisfactory | The Breeze (Landlord) | June 2020 | <p>Verified on site visit: 02/07/20</p> <p>Re-verified on site visit: 28/07/20</p> |
| ECSMO11 | General Communication of risk assessment and policies in place for ECS Manchester | ECS Staff: Covid-19 risk of infection and associated preventative measures | <p>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 Manchester based staff prior to the re-occupation of the premises by ECS colleagues.</p> <p>This includes the tenant responsibilities as detailed in The Breeze risk assessment document (“Our plans for welcoming you back to Bartle House”)</p> | <p>Confirm the communication issued and all relevant colleagues aware/acknowledged.</p> <p>GH confirmed with AB info in place for communication and separate page specifically for Manchester office location guidance.</p> | ECS Wellbeing Team / Andrew Barclay | <p>10/7/20</p> <p>Closed action: 29/07/20</p> | <p>Verified with HR: 29/07/20</p> <p>All information supplied to HR team for Page Tiger.</p> |