



# Covid-19 Compliance Inspection- Office

Company	GHG	Manager	Caroline Anderson	Safety Advisor	Leon Maidment
Date / Time	26 Aug 2020 @	Location	Barclays House, 20 - 24 Upper Market Street, Eastleigh, Hampshire, SO50 9FD		

**IMPORTANT: If any individual shows symptoms of Covid-19, they and everyone in their household must self-isolate immediately.**

This report is designed to examine and record the extent to which the workplace above complies with the latest guidance on the novel coronavirus Covid-19 and to provide guidance on how compliance can be achieved.

The sections below refer mainly to the guidance issued by the UK Government, however in some cases, we have upgraded this advice to a higher, and we believe a safer standard. This report contains the following sections:

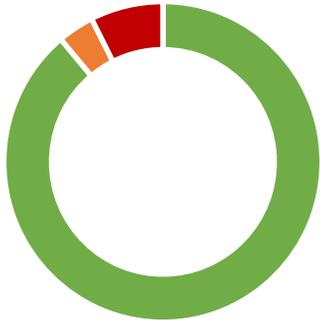
**ARRIVAL AND ENTRY INTO THE OFFICE  
TOILETS / CHANGING FACILITIES**

**KITCHEN/ REST AREAS  
FIRST AID/ EMERGENCY ARRANGEMENTS**

**MANAGEMENT ARRANGEMENTS  
IMPLEMENTATION AND BEHAVIOUR**

Score: 3 - Compliant	Score: 1 - Breach of Guidance	Score: 0 – Serious Risk	Risk Summary
<p><b>Maintain this state</b> The subject complies with or exceeds the requirements for the control of risk for Covid-19 according to the guidance at the time of the report.</p>	<p><b>Medium Priority</b> The subject requires additional controls or planning to comply with the guidance on the control of risk from Covid-19 at the time of the report.</p> <p>These matters require action to eliminate or control the risk.</p>	<p><b>High Priority</b> The subject does not comply with the guidance and/or does not adequately control the risk of Covid-19.</p> <p>These matters require IMMEDIATE ACTION</p>	<div style="text-align: center;"> </div>
			98%

## Arrival and Entry



1

### Sanitation at entrances/exits

1

There is a sanitisation station at the main entrance to the building before you use the stairs to the second and third floor. I was suggested that an Infrared Thermometer is placed at the bottom of the stairs with antibacterial wipes for employees to use as they enter the building. This will need to be cleaned off after each use. The employee will need to then record their temperature when they arrive. If they have a temperature exceeding 38 degrees then they are not allowed to enter the building and they must call their supervisor to inform them of their situation. The risk assessment and SSOW will need to be updated and communicated to all staff before they return to work on 01/09/20. A waste bin has been made available for employees disposing of PPE used on public transport and used wipes.



1

### Signage: warnings and rules

3

Risk assessments and a SSOW have been communicated to all staff. A re-induction for the 15 returning staff coming back on 01/09/20 will be held. This includes a tour of the office, rules on using the office and emergency procedures. The office rules have been posted on the entry. Signage has also been placed on the main entrance, which is shared with Barclays Bank.



1

### Social distancing space

3

There is sufficient space within the entrance to ensure social distancing with signs reminding staff to keep two metres from others entering the building.

1

### Cleanliness of surfaces

3

The internal and external door handles are cleaned every two hours as part of the cleaning regime. It is recommended that this also includes the handrails on the stairs as this is a common surface.

**1****Signing in method****3**

Staff are signed in via their own key fobs, which is logged on via the server. Visitors are met at the main entrance and sign in on the second floor, where they are read the office new COVID rules.

**1****Floor markings****3**

Floor markings have been placed within the common areas of the office including the entrance to the lift.

**1****Receptionist area/ desk****3**

There is no reception desk used but a waiting area on the second floor has been set up to sign visitors into the building.

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<b>1</b>	<b>Deliveries</b>	<b>3</b>
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Delivery drivers are met at the main entrance with the parcels taken from the driver at the door. Employees are asked to sanitise after receiving a delivery.

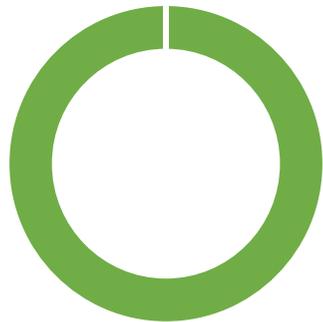
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<b>1</b>	<b>Information to visitors - office induction</b>	<b>3</b>
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A COVID-19 questionnaire is completed by all visitors to the offices. The offices is currently closed to customers, which is limiting the number of people entering the offices.

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### Toilets / Changing Facilities



<b>2</b>	<b>Social distancing</b>	<b>3</b>
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All of the toilet facilities in the building have been restricted to one person in the room at a time. Signage has been displayed on the door.



**2**

**Soap / cleanser/ running water**

**3**

Hand soap and sanitiser is available in all of the facilities. Employees have been asked to ensure they sanitise before entering and leaving the toilets.

**2**

**Hand sanitiser**

**3**

Available in all facilities.

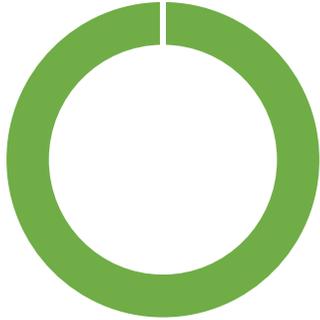
<b>2</b>	<b>Drying method</b>	<b>3</b>
Hand dryers are available in all toilets.		

<b>2</b>	<b>Waste disposal</b>	<b>3</b>
Waste bins are available in all facilities in case hand towels are used.		

<b>2</b>	<b>Number/ location of facilities</b>	<b>3</b>
There will be approximately 15 members of staff returning to work on the 01/09/20 but after the first day staff will be working on a rotor system between home and the office. This means that there is sufficient toilet facilities for the remaining staff in the office.		

<b>2</b>	<b>Cleanliness of surfaces</b>	<b>3</b>
Employees are asked to wipe down the surfaces in the toilet around the sink after every use. The facilities are also cleaned every two hours as they included on the main cleaning rotor.		

## Canteen/ kitchen areas



3

**Signage: warnings/ rules**

3

The canteen rules have been posted on the entrance and are also included in the SSOW. Only three persons at a time are allowed to use the canteen space.



3

**Hand sanitiser at entrance**

3

Hand sanitiser is available in the lobby leading to the canteen with signs stating that employees must sanitise before entering.

**3**

### **Staggered breaks/ number of users**

**3**

Employees are now allowed to eat at their desks to ease the need to use the canteen. Rules have been put in place for the cleaning of desks after eating. There is also a staggered break system in place with operatives either stopping at 12 or 1pm.

**3**

### **Limitations on number of users**

**3**

The SSOW and signs on the door indicate how many employees can use the space at any one time. Notices have been placed where employees should not use.



**3**

### **Rubbish disposal**

**3**

Waste bins within the canteen are used for waste disposal.

**3**

### **Cleanliness of surfaces**

**3**

The canteen surfaces are included on the building 2 hourly cleaning regime with employees asked to clean up after every use.



**3**

### **Cleanliness of appliances**

**3**

The Fridge, Microwave and water heater are cleaned after every use and are included on the buildings cleaning regime.

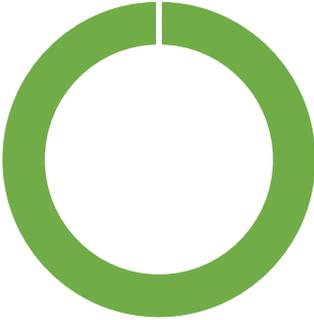
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<b>3</b>	<b>Crockery/ cutlery</b>	<b>3</b>
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Crockery and Cutlery have been made available to use but they are only to be used by one person and put in the dishwasher after use. Employees should be discouraged from using shared cutlery where possible.

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### First Aid/ Emergency Arrangements



<b>4</b>	<b>Changes to first aid arrangements</b>	<b>3</b>
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First aiders have been instructed to ensure casualties self treat where they can and to also wear a face covering when treating.

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<b>4</b>	<b>Procedure for positive test</b>	<b>3</b>
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This procedure has been communicated to all staff. Employees must not visit the office if they are showing symptoms. They must; Call their line manager and not return to the office until they have a negative test result. They must also use the Track and Trace system as per the government guidance. This includes staff with family members who have contracted too.

4

### Procedure if someone falls ill/ displays symptoms

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The SSOW states that if an employee shows symptoms whilst at work they must leave the office as soon as possible and contact their line manager immediately. Their working area will then be deep cleaned and not used for 72 hours. They are not to return to work until a negative test result has been given.

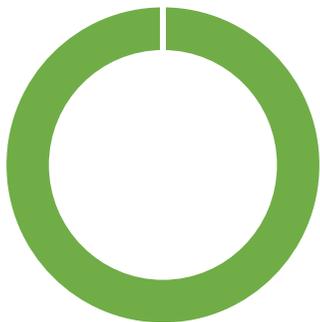
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### Reporting procedures

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Caroline Anderson is responsible for informing the HSE if the virus was caught during work activities.

## Management Arrangements



**5****Guidance on travelling to the office****3**

Employees are advised to use their own vehicles where possible and to follow guidelines on using public transport.

**5****Cleaning Regime - welfare and offices****3**

A cleaning regime is in place for all common surfaces/hotspots in the building. The rotor has been shared out amongst the staff in the building with this cleaning being completed every two hours. Temporary workstations will be cleaned by the user after use and not be used for a 72 hour period after that. Permanent desks will also be cleaned by the user at the end of each day.

**5****Cleaning regime - shared surfaces in the office****3**

To minimise the chances of the virus being spread on common surface GHG have supplied staff with a tool to enable them to open doors and press the door release button without contacting the surface. All staff must ensure they use these as much as possible.

**5****Staggering of start/finish/break times****3**

Start times haven't been staggered due to the low numbers entering the building each day. Lunch breaks have been staggered and eating at desks have been permitted.

**5****Information to visitors/ external maintenance contractors****3**

Visitors are given a COVID-19 questionnaire to complete when entering the building and are informed of the rules by the person they are visiting,

**5****Meetings/briefings****3**

The meeting room has a limit of six person with the chairs in a certain configuration. A layout has been drawn and is displayed on the meeting table. The small corner offices are not to be used for meetings.

**5****Monitoring/supervision arrangements****3**

Caroline Anderson and the safety team will monitor the procedures and amend when needed. This will only happen after employees have started back at work on 01/09/20.

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<b>5</b>	<b>Consultation with workers</b>	<b>3</b>
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All employees have received the COVID-19 risk assessment and SSOW. They have all read and communicated that they are happy with the contents of the documents. A re-induction is also planned for when they first attend the offices.

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<b>5</b>	<b>PPE Policy</b>	<b>3</b>
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There is no need for employees to wear PPE unless they ask for it. GHG have put measures in place to ensure that staff can remain at a safe distance from each other at all times when in the office.

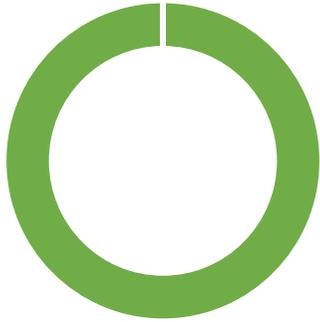
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<b>5</b>	<b>Risk Assessment office environment</b>	<b>3</b>
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The floor plan of the offices has been reviewed and changed accordingly. The layout will now ensure employees remain at a safe distance from each other. This includes a one way system in both offices and alternate desks not in use. Certain areas have number restrictions including the corner offices, the Directors office and storage spaces.

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## **Implementation and Behaviour**



<b>6</b>	<b>Regular breaks for hand-washing</b>	<b>3</b>
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Hand Sanitiser has been placed in each office and at each lobby meaning staff can sanitise regularly.

<b>6</b>	<b>Limiting numbers in confined environments</b>	<b>3</b>
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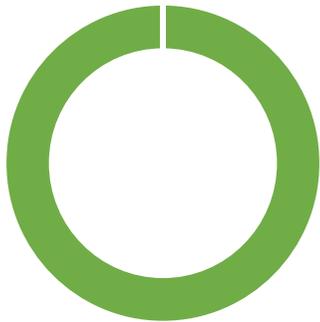
All spaces in the office have been assessed and a procedure in place to ensure the employees do not get within two metres of each other.

<b>6</b>	<b>Increased ventilation in enclosed spaces</b>	<b>3</b>
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Each office has a its own air conditioning unit. It has been decided that these units will not be used as they circulate the air in the room and do not use fresh air. Instead floor fans have been set up around the office with the windows open to ensure the air is continuously circulated. This procedure will be reviewed when the temperature starts to drop in the winter.



## Overview of Covid-19 Control Measures



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### General Observations

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It was great to see the lengths Caroline and the team have gone to to ensure returning staff are kept safe whilst working in the office during this pandemic. There was only two items I picked up on, which were organised and dealt with during the audit. It is important that the current procedures are monitored to make sure staff are following the procedures and they remain fit for purpose.