

# **NLA Media Access Limited - COVID-19 risk assessment**

**Assessment carried out by: NLA Management**

**Date assessment was carried out: 11 September 2020**

As an employer, we must protect people from harm. This includes taking reasonable steps to protect our staff and others from coronavirus. This is called a COVID-19 risk assessment and it'll help us manage risk and protect people.

We must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

When completing our assessment we spoke to our staff to explain the measures we are taking. They can also provide valuable information on how we can control the risks.

This risk assessment will be monitored to make sure that what we have put in place is working as expected.

# NLA COVID-19 risk assessment

## Risk 1 - Getting or spreading coronavirus by not washing hands or not washing them adequately.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if good hand hygiene is not maintained.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Follow HSE guidance and common sense on cleaning, hygiene and use of hand sanitiser.	NLA & all staff	Ongoing
Provide water, soap and drying facilities in the kitchen. The landlord will do the same in the 4 sets of toilets and the shower room.	NLA & landlord	Ongoing
Display posters that remind staff to wash their hands.	NLA	Done
Display posters that explain how to wash hands.	NLA	Done
Supply hand sanitiser for occasions when hand washing is not possible.	NLA	Ongoing
Put up signs to remind staff of when, where and how they should use hand sanitiser.	NLA	Done
Offer hand wash and/or sanitiser to delivery people.	Staff taking in deliveries	Ongoing
Put up signs to remind staff to avoid touching their faces.	NLA	Done
We will maintain control of the soap, towel and sanitiser supplies and replenish in good time.	NLA	Ongoing
Stock will be sourced from our usual office goods supplier who has informed us that stock levels and delivery times are good.	NLA	Ongoing

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## Risk 2 - Getting or spreading coronavirus in common use and high traffic areas.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if good hygiene and/or social distancing is not maintained.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
<p>The communal and high traffic areas are the kitchen, meeting rooms and reception.</p> <ul style="list-style-type: none"> <li>• These areas will be subject to a maximum occupancy limit which will be signposted outside the room concerned.</li> <li>• Screens will be installed in these areas.</li> <li>• Chairs that are not to be used will be labelled/marked as such.</li> <li>• Online meetings will be encouraged to avoid the need for staff to congregate in meeting rooms and/or move around.</li> <li>• Additional ventilation is available by opening windows.</li> </ul>	<p>Signs</p> <p>Enaflo</p> <p>NLA Line managers</p> <p>Staff</p>	<p>Done</p> <p>Done</p> <p>Done Ongoing</p> <p>Ongoing</p>
<p>Pinch points exist on entry/exit points, corridors and toilets.</p> <ul style="list-style-type: none"> <li>• Give way signs will be put up and staff will be encouraged to use common sense.</li> <li>• The main door will be held open so that staff do not have to touch the door handle.</li> <li>• Work start and end times will be staggered.</li> <li>• The landlord has made arrangements within the toilets to encourage social distancing.</li> <li>• In unventilated areas such as the toilets and post room, staff are strongly encouraged to wear a mask.</li> </ul>	<p>NLA</p> <p>First person to arrive each day NLA Landlord</p> <p>Staff</p>	<p>Done</p> <p>Ongoing</p> <p>Ongoing Done</p> <p>Ongoing</p>
<p>Staff will touch the same surfaces in the meeting rooms, kitchen, entry/exit points and post room.</p> <ul style="list-style-type: none"> <li>• Signs in the kitchen and post room will remind staff to wipe equipment after they have used it.</li> <li>• Wipes will be supplied.</li> <li>• Staff will be encouraged to keep communal spaces tidy to aid thorough cleaning.</li> </ul>	<p>NLA</p> <p>NLA NLA / Line Managers</p>	<p>Done</p> <p>Ongoing Ongoing</p>
<p>Communal areas with no opening windows include post room, toilets and stairwells.</p>		

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<ul style="list-style-type: none"><li>• Social distancing and hand hygiene reminders are installed in the stairwells and toilets</li><li>• The post room has a maximum occupancy of 1 person.</li></ul>	Landlord  NLA	Done  Done
<p>Other communal areas within the building are the stairwells, lifts and toilets.</p> <ul style="list-style-type: none"><li>• The landlord has installed signs on the lift and in stairwells to remind users to maintain social distance and good levels of hand hygiene.</li><li>• Social distancing markings have been installed in the toilets and staff are expected to apply common sense in their use.</li></ul>	Landlord	Done

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## Risk 3 - Getting or spreading coronavirus through staff travelling or living together.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if good hand hygiene and/or social distancing is not maintained.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Identify relevant groups and arrange into 'work cohorts'.	Line managers	Ongoing
Discuss with the staff who live/travel together agreed ways to prevent the risk of getting or spreading the virus.	Line managers	Ongoing

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## Risk 4 - Getting or spreading coronavirus through inadequate cleaning of surfaces, equipment and workstations.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if good hygiene and/or social distancing is not maintained.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Surfaces that are frequently touched by many staff include: <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Equipment in kitchen eg kettle, cutlery drawer, cupboard and drawer handles, fridge, taps</li> <li>• Equipment in post room eg copiers/printers and franking machine</li> </ul> Staff will be instructed to reduce the amount they move around the office and therefore touch surfaces.	NLA	Ongoing
Other communal surfaces such as hand rails on the stairs and entry keypads are controlled by the landlord. <ul style="list-style-type: none"> <li>• We will obtain and review the landlord's risk assessment that will cover these areas.</li> </ul>	NLA / Landlord	Done
Staff will be asked to bring in the minimum of equipment and belongings from home.	All staff	Done
Signs will be put up to instruct staff to wipe equipment after it is used.  Wipes will be supplied.	NLA  NLA	Done and ongoing
Staff will be asked to bring in their food daily, rather than store it in the cupboards or fridges.	NLA	Done
Staff will be asked to eat at their desks rather than in the dining area.	NLA	Done
Enhanced daily office cleaning by Bee Services.	NLA	Ongoing

# NLA COVID-19 risk assessment

## Risk 5 – Mental health and wellbeing affected through isolation or anxiety about coronavirus.

Who might be harmed and how?

- Staff
  - These people may experience negative feelings due to stress, isolation or anxiety.

Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Line managers will keep in touch with staff through meetings and calls.	Line managers	Ongoing
Remind staff about the Lifeworks EAP service.	Senior Mngt & Line Managers	Ongoing
Communicate with staff.	All staff	Ongoing
Ask staff their opinion on related matters and feed in to company plans where possible.	Senior Mngt	Ongoing
Share risk assessments.	Senior Mngt	Ongoing
Encourage staff to take breaks and holiday.	Line Managers	Ongoing
Consider an occupational health referral if stress and anxiety are identified.	Senior Mngt	Ongoing

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## Risk 6 – Getting or spreading coronavirus by not social distancing.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if good hygiene and/or social distancing is not maintained.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Instigating maximum occupancy across the office; arrange a desk booking system, instructions and guidance.	NLA	Done
Instigating maximum occupancy in communal areas. Signs will be put up to indicate maximum occupancy.	NLA	Done
Holding meetings virtually rather than in person even whilst in the office.	Line managers / all staff	Ongoing
Signs around the office reminding staff to maintain a social distance.	NLA	Done
Staggering timings of breaks and working start/end times.	Line managers	Ongoing
Installation of Perspex screens between desks.	NLA	Done
Where possible, staff will work back-to-back or side-by-side, not face-to-face. Screens will be installed where this is not possible.	NLA / all staff	Ongoing



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## Risk 7 – Physical problems from working at home using DSE for long periods.

### Who might be harmed and how?

- Staff
  - These people may experience physical pain or discomfort due to the working arrangement they have in their homes.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
Arrange DSE assessments where staff require them.	An NLA DSE assessor to contact all staff that wfh	Quarterly from 1/9/20
Encourage staff to take regular breaks away from their work station.	Line managers	Ongoing

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## Risk 8 – Poor workplace ventilation leading to risks of coronavirus spreading.

### Who might be harmed and how?

- Staff
- Visitors
- Delivery people
  - These people may be subjected to the virus if ventilation is poor.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
AC is maintained and filters changed by the landlord in accordance with relevant rules.	Landlord	Ongoing
Windows can be opened.	All staff	Ongoing
In enclosed spaces such as toilets and the post room, staff are strongly encouraged to wear a mask.	All staff	Ongoing
Desk fans are already available.	All staff	Ongoing

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## Risk 9 – Increased risk of infection and complications for vulnerable workers.

### Who might be harmed and how?

- Staff
  - These people may be more at risk from the virus.

### Controls

How we will control the risk	Who needs to carry out the action	When is the action needed by
We need to identify staff that fall into this category.	NLA	Ongoing
Install and communicate a system so staff know when to notify us that they fall into this category.	NLA	Done
Discuss with staff what their risks are and what we need to do in each case.	Line managers	Ongoing