

COVID-19 Building Risk Assessment for The Circle

Location: The Circle, 33 Rockingham Lane, Sheffield S1 4FW		Date of Original Assessment: 5 th June 2020 Date Reviewed: 31 st August 2021	
Task/Process: Office based activities and use of the building by all occupants/visitors		Risk Assessor: Rachael West (Facilities & Building Manager)	
Hazard:	Transmission of and risk of exposure to infected persons with the Covid-19 virus via airborne droplets during speech, coughing and sneezing; and touching contaminated surfaces & equipment. Impact will range from being asymptomatic to seriously ill with risk of fatality.		
Who is at risk	Probability (P)	Impact (I)	Risk Rating (RR)
A = VAS staff & volunteers B = Tenants staff & volunteers C = Visitors D = Event attendees E = Contractors/delivery personnel	1 = rare 2 = unlikely 3 = possible 4 = likely 5 = near certain	1 = insignificant 2 = minor 3 = moderate 4 = significant 5 = major	1-5 = mild risk 5-10 = acceptable risk 10-15 = medium risk 15-20 = high risk 20-25 = stop activity

Area of risk leading to hazard	Who is at risk	Risk Without Controls			Control Measures	Risk With Controls		
		P	I	RR		P	I	RR
Lack of COVID-19 Awareness	ABCDE	5	5	25	<ul style="list-style-type: none"> Follow and keep up to date with Public Health (local & national) & Health & Safety Executive guidance to help reduce the transmission of COVID-19. Work in partnership with and take advice from other venues operating in similar ways across Sheffield. Carry out and regularly review the COVID-19 risk assessment. Communicate details of control measures to building users in advance of them attending site. Display clear/visual signage/floor stickers throughout showing COVID-19 safety measures (e.g. distancing, wearing of face coverings; keeping to maximum occupancy levels for enclosed areas; ventilation; hygiene). 	3	3	9

COVID-19 Building Risk Assessment for The Circle

					<ul style="list-style-type: none"> • Send out regular COVID-19 email reminders/updates to maintain awareness • Building users to collaborate by following COVID-19 safety measures in order to reduce the likelihood of the transmission of the virus. • Raise awareness that some building users may be vulnerable to COVID-19 and promote positive action to protect them. 			
High Occupancy Levels	ABCDE	4	4	16	<ul style="list-style-type: none"> • Adhere to Government legislation in any decisions made regarding occupancy levels and keeping buildings open. • Monitor and review overall building occupancy levels (office plus room hire). • Stagger arrival and departure times if necessary – encourage individuals to limit the number of times they arrive/depart to/from the building in order to reduce traffic in public/communal areas of the building. • Adopt where possible hybrid ways of working, enabling staff to work both from home and in the office. 	3	3	9
Virus outbreaks	ABCDE	5	5	25	<ul style="list-style-type: none"> • Keep building users regularly informed of action to take if presenting with symptoms via email & visual signage around the building. • Staff/tenants not to enter the building if they present with COVID-19 symptoms; have a positive PCR test; have been asked by the NHS to self-isolate (e.g. when returning from countries where quarantine restrictions are in place) - follow Government and NHS guidelines https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/ • Activate Outbreak Procedure for dealing with suspected and confirmed cases of COVID-19 including what to do in the event of an outbreak (see Appendix 1) • Arrange an enhanced deep clean in the area where the individual has been working and inform colleagues who have been occupying the same work area.. • VAS/Tenant organisations to maintain on site attendance records and be ready to make this information quickly available to the Facilities & Building Manager. • If symptoms start at the workplace, the individual must return home without delay and ring 119 (NHS) for advice. If the individual is too ill to travel, they 	2	4	8

COVID-19 Building Risk Assessment for The Circle

					<p>must stay where they are and await to be collected. Colleagues to vacate the space until it has been ventilated and cleaned.</p> <ul style="list-style-type: none"> Avoid physical contact with others (handshakes; pat on back etc.). 			
Lack of Personal Hygiene	ABCDE	4	5	20	<ul style="list-style-type: none"> Provide sufficient hand washing facilities around the building including hand sanitisation stations (e.g. at entrances and exits). Display posters to promote regular and thorough handwashing with soap and water for at least 20 seconds (see https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and the use of an alcohol-based hand sanitiser (that contains at least 60-95% alcohol) e.g. after handling objects/high touch areas. Encourage people to follow the guidance on avoiding touching faces; eyes; mouths. Wash hands thoroughly before preparing food and drinks and before eating and drinking. Display posters on the use of disposable tissues when coughing and/or sneezing (use the crook of the arm if no tissue available). Provide lidded bins to dispose of tissues carefully. Avoid placing hands in waste bins due to possible contamination. 	2	2	4
Inadequate Cleaning	ABCDE	4	5	20	<ul style="list-style-type: none"> COVID-19 Cleaning Procedures are documented and monitored regularly to ensure compliance with Government guidance A cleaning contingency plan is in place to cover sickness & AL for permanent cleaning staff. Enhanced cleaning and disinfecting for busy areas (toilets; kitchens; stairwells; corridors; reception; lift) and high touch points (handrails; door handles; light switches; lift buttons; toilet flushes) is undertaken at least once a day. Reception staff to clean high touch points in foyer (including intercom system) regularly throughout the day. Cleaners/reception staff to use system identifying rooms used/cleaned each day and to avoid entering spaces occupied if 2m distance cannot be maintained. 	2	3	6

COVID-19 Building Risk Assessment for The Circle

					<ul style="list-style-type: none"> • Ensure supplies of cleaning products and masks and gloves for cleaning are in stock or can be acquired readily in case of shortages. • Use disposable gloves before using cleaning products to protect from cross contamination and skin irritation and wear face coverings when using spray products in enclosed spaces (e.g. toilets). • Building users to report anything contaminated/spilt to info@thecirclesheffield.org.uk • Use specialist cleaning service to decontaminate after COVID-19 case identified in building. • Waste bins are provided/emptied on a daily basis by staff wearing gloves. • Staff are expected to clean their own desks; chairs and equipment before and after use. 			
High contact areas (all public/communal areas of the building)	ABCDE	5	5	25	<ul style="list-style-type: none"> • Maintain 2m social distancing in all communal areas • Wear face coverings (covering nose and mouth) – unless exemptions apply • Display visual instruction signage in all these areas. • Identify specific areas and inform building users of measures for those areas: 	4	4	16
	ABCDE	4	5	20	FOYER/RECEPTION: <ul style="list-style-type: none"> • Reduce number of people in the foyer area (near the main doors) - staff and tenants to use swipe card to enter and exit via the staff door at the bottom of the main stairwell – paying attention to other people to avoid close contact. • Keep main doors on lock – visitors & deliveries to be dealt with via intercom with main door access controlled by reception so that public do not 'wander' in • Regularly open main doors to improve ventilation. • Limit use of over door heater which blows down and recirculates air. • Avoid having conversations in Foyer area to keep 'traffic' flowing • Installation of screen to separate reception workers from visitors • Settees replaced with one washable chair to allow one person to sit distanced • VAS staff to sign in using own pen; tenants to have their own signing in systems to reduce number of people in reception. 	3	3	9

COVID-19 Building Risk Assessment for The Circle

	ABCDE	4	5	20	STAIRWELLS <ul style="list-style-type: none"> Limit stairs to one person at a time – if you need let someone pass, step aside onto landing which allows 2m distance. Avoid passing people on the stairs. 	2	4	8
	ABCDE	5	5	20	MAIN PASSENGER LIFT <ul style="list-style-type: none"> Limit use to one person at a time unless support from a carer or personal assistant is required; prioritise use to people who are unable to use the stairs. Avoid touching internal lift surfaces where possible when pressing buttons/use back of knuckle/corner of swipe card. Wash hands thoroughly or use hand sanitiser before and after using lift buttons The passenger lifts are subject to regular routine cleaning. 	3	4	12
	ABCDE	4	5	20	CORRIDORS <ul style="list-style-type: none"> One-way system not possible without staff from other organisations walking through other tenant offices. Do not overtake - walk at a 2m distance behind; wait in office to let someone pass on the corridor. Avoid holding conversations (in person/on mobile phones) on corridors. 	2	4	8
	ABCDE	5	5	25	TOILETS <ul style="list-style-type: none"> Decommission urinal whilst ensuring sufficient number of toilets are available https://www.hse.gov.uk/contact/fags/toilets.htm One person at a time to use the toilets Maintain awareness of surfaces (toilets, sinks, door handles, etc.) and objects (liquid soap dispensers etc.) and keep contact to a minimum Ensure toilets are cleaned daily; soap dispensers and hand towels are refilled. Ensure where possible that the toilet seat is in the closed position before flushing, in order to prevent potentially contaminated aerosols from becoming airborne. Disconnect hand dryers and provide single use disposable paper tissues to dry hands properly and dispose of in a lidded bin Provide signage on hand hygiene. 	4	4	16

COVID-19 Building Risk Assessment for The Circle

	ABE	5	5	25	KITCHENS <ul style="list-style-type: none"> Stagger break times and restrict to one user at a time – to prevent staff from conjugating outside the kitchen on the corridor Keep doors held open so people can see who is in the kitchen. Recommend all kitchen utensils are kept in offices to avoid sharing and help keep kitchen surfaces clear to aid cleaning. Clean hands and surfaces before and after preparing food and drinks. Preparing food or drinks for others with poorly sanitised hands and surfaces increases the risk of virus transmission. Recommend bringing in pre-prepared food & drink. Clean equipment before use (kettle handle & lid; microwave inside and control buttons; taps; surfaces; toasters, Aquaid buttons; fridge handles and other high touch areas) Do not eat in the kitchens. Provide disinfectant and blue roll provided to clean surfaces and dry utensils. All food products be placed in a sealed wrapper, bag or container, if being stored in the communal refrigerator. Provide signage on hand hygiene. 	4	4	16
	ABCDE	4	5	20	TERRACE <ul style="list-style-type: none"> Limit the number of people using this space (cease using space as refreshment area for event attendees) 	2	2	4
	ABCDE	4	5	20	GALLERY <ul style="list-style-type: none"> Prohibit use by events (remove leaflets) as this space is used to walk through to car park 	2	3	6
	ABCDE	3	3	9	OUTSIDE AREAS (main doors; first floor balcony; bike store/car park) <ul style="list-style-type: none"> Balcony can be used for breaks – space tables and chairs where people feel comfortable Offer flexible use of car park to staff and tenants to avoid use of public transport – priority to be given to disabled users and contractors for essential 	1	2	2

COVID-19 Building Risk Assessment for The Circle

					<ul style="list-style-type: none"> repairs/service visits (advance bookings via Reception) Wait in turn at a distance before locking bike to bike stand. Discourage smoking in the immediate environs of the building – especially outside the staff door & main doors to avoid congestion for people wanting to enter the premises and smoking from blowing back into the reception area. Those smoking must maintain a sufficient distance from others to avoid inhaling second hand tobacco smoke and vapour emitted from e-cigarettes from other persons (although there is no evidence of transmission, this is advised as a precautionary measure) 			
Inadequately ventilated areas					<ul style="list-style-type: none"> Open windows and doors regularly to ensure good ventilation – heating will be provided, however, individuals may need to wear appropriate clothing during cold temperatures. Temperatures should not be allowed to fall below HSE guidance on working temperatures https://www.hse.gov.uk/temperature/faq.htm Identify areas with poor ventilation due to lack of windows which open or have limited air exchange systems – these areas pose a risk of virus aerosol build up and it is recommended that individuals wear masks; limit the amount talking and time spent in these spaces. Areas with air conditioning systems (e.g. comms room) can recycle contaminated aerosols; advise wearing face coverings and leave time gap between visits. STAIRWELLS (see above) MAIN PASSENGER LIFT (see above) TOILETS (see above) KITCHENS (see above) <ul style="list-style-type: none"> Other areas: Carry out further research on how to monitor and improve ventilation around the building 			
	AB	5	5	25	SHOWER <ul style="list-style-type: none"> The shower is located in the disabled toilet on the first floor 	4	5	20

COVID-19 Building Risk Assessment for The Circle

					<ul style="list-style-type: none"> Decommission use of shower to remove potential for cross contamination/transmission 			
	ABCDE	4	5	20	PRAYER ROOM <ul style="list-style-type: none"> Decommission – find other space which can be ventilated, on request. 	4	5	20
	ABE	5	5	25	STORAGE AREAS <ul style="list-style-type: none"> This includes cleaners' cupboards; boiler rooms; small storage areas at the near end of each corridor; meter cupboard; bin store; stationery rooms; photocopier rooms; pigeon hole space; maintenance storage area 2m distance not possible - restrict access to authorised personnel (bin store used by Viridor operatives) & limit use One staff member in at a time – one in; one out system – knock on door before entering 	4	3	12
Building related activities (*not restricted to VAS)	ABCDE	5	5	25	PROVIDING IT SUPPORT TO CUSTOMERS <ul style="list-style-type: none"> Ensure social distancing with wearing of face covering and good ventilation is maintained at all times – particularly in meeting rooms where there is no social distancing. Have a robust IT maintenance strategy in place to reduce instances of failure Ensure equipment is sanitised before and after use TRANSPORTATION OF GOODS* <ul style="list-style-type: none"> Avoid carrying items with other people – use sack barrows and trolleys Wear face coverings if two people are need to carry an item Clean sack barrows and trolleys with antibacterial wipes before and after use DEALING WITH CONTRACTORS* <ul style="list-style-type: none"> Restrict contractor visits to one company per day (unless essential work requires input from others). Issue information regarding COVID-19 measures (social distancing/mask wearing/hygiene) to contractors prior to them arriving on-site and stipulate 	4	4	16

COVID-19 Building Risk Assessment for The Circle

					<p>adherence to measures (e.g. not attending site with COVID-19 symptoms or have tested positive.</p> <ul style="list-style-type: none"> Contractors working within the building to provide/revise their own risk assessments to incorporate COVID-19 mitigation measures Take photos of fault beforehand and email so they are clear of issue and location <p>DELIVERIES/COLLECTIONS*:</p> <ul style="list-style-type: none"> Limit the number of deliveries to 'essential for work' only and where possible order more, less often Have designated isolation 'delivery' & 'collection' areas near main doors to limit contact between staff and delivery personnel When practicable, avoid the need to handle any delivery/collection paperwork Registered office service – via the intercom system, ask visitors for the name of organisation; retrieve post from filing cabinet; place in tray near to doors; move away from the doors and then open the doors for the individual to collect. Wash hands thoroughly after handling post/parcels. 			
Working in offices (including meeting spaces)	AB	5	5	20	<ul style="list-style-type: none"> VAS and Tenants are responsible for carrying out separate risk assessments for their own spaces and organisational specific work activities and implement relevant measures taking into account the safety of individuals who may be clinically vulnerable and potentially more at risk from the impact of catching/transmitting COVID-19 (e.g. hospitalisation/long COVID) whilst ensuring that individuals with protected characteristics are not directly or indirectly discriminated against. The actions undertaken by tenants should meet the standards laid out in this risk assessment. All Risk Assessments should be reviewed regularly – especially following any changes to Government & public health guidance. 	3	4	12
Circle Meeting/Conference Rooms	ABCD	5	5	25	<ul style="list-style-type: none"> Refer to separate COVID-19 Room Hire Risk Assessment. 	4	4	16

The Circle Procedure for dealing with suspected COVID-19

What do I do if I have symptoms?

- Do not go into the workplace (do not risk infecting your colleagues)
- Get tested – ring 119 to book a PCR test
- Stay at home and self-isolate until you have got your result -
- Inform your line manager/the HR manager

What do I do if I have tested positive for COVID-19?

- Do not go into the workplace and be prepared to inform your manager of any close contact (**see page 3 for definition of close contact**) you have had in The Circle anytime from 2 days before you became symptomatic up to 7 days from onset of symptoms (this is when you are infectious to others). Tenant Managers must inform the Facilities & Building Manager if they have a confirmed case of Covid-19 amongst their staff and VAS to inform tenants in same instance.

VAS Staff:

- Your line manager will inform the HR manager and the Facilities & Building Manager
- The CEO will be notified and an internal track and trace procedure will ensue.

Tenant Staff:

- Your line manager must inform the Facilities & Building Manager (FBM) where an internal track and trace procedure will ensue.
- If information regarding contacts is not available, the FBM will contact Circle staff and cleaners and other tenant managers on the same floor as the infected person to see if they have had close contact with anyone outside their organisation asking for details of who and when.
- If this is not the person who has tested positive, no further action will be taken.
- If contact has been with the person who has tested positive, the Facilities & Building Manager will link up the 2 tenant managers who will speak to staff members involved and instruct to self-isolate.
- Tenant managers will be asked to keep the FBM informed if there are any further cases at which point Public Health would be contacted on the basis of there now being a potential outbreak.

How do I avoid becoming a close contact?

- Stay at least 2 metres apart at all times.
- Keep spaces well ventilated at all times
- Always wear a face mask in communal areas – especially in poorly ventilated areas

What do I do if I have been told to self-isolate (by track & trace or if you have been in close contact with someone who has tested positive)?

- Do not go into the workplace & contact your line manager

What do I do if someone in my household has symptoms or has tested positive?

- Do not go into the workplace
- Contact your line manager

What happens if I become ill in the workplace?

- Inform the Senior Manager on site or Reception in the absence of any manager and go home without delay. This information will be passed onto the Facilities & Building Manager
- Enhanced cleaning procedures will be carried out, please refer to:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

- See 'what do I do if I have symptoms' above

What does VAS do if there is more than one case of COVID 19 in the building?

- Gather as much information about the exposure level (how many other close contacts have there been with the infected individuals – not necessarily who but numbers).
- Contact Sheffield Public Health on 0113 386 0300 giving site details and cleaning procedures. Follow their instructions. Worst case scenario would be the building would have to close.

Contact definitions:

Please refer to the Government website for the definition of contact and what you must do if you have had contact with someone with COVID-19:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>