



Risk Assessment



Risk Assessment

Date – 13 th July 2021 To be reviewed on a weekly basis or after an incident whichever is sooner.		Name – Adam Overton (Premises and Health and Safety Lead)			
Activity – Covid 19 Pandemic. Operation of 116 Pall Mall		Location – 116 Pall Mall, London SW1Y 5ED			
<p><u>General Information</u></p> <p>116 Pall Mall is a Grade 1 Listed Building premises and is therefore labelled as a building of “exceptional interest”. It is 200 years old, utilised 7 days a week, 5 days a week for members and weekends for functions.</p> <p>The building is used as a member’s space with up to 34,000 members able to use the space 52 times per year.</p> <p>The building is grade 1 listed and all alterations have to be agreed via listed building consent,</p> <p>There are no specific mobility aids installed and our access arrangements for wheelchairs are via portable ramps upon request.</p>					
No.	HAZARD Something with the potential to harm - hazards listed should be all those present before controls are in place.	POSSIBLE EFFECTS/HARM Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	RISK RATING		RISK CONTROL/BEST PRACTICE
			Severity L, M, H	Likelihood	
1	<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p>	<p>Outbreak/spread of virus.</p> <p>Direct threat of the wellbeing of staff and members from transmission of Covid 19.</p> <p>People can catch the infection from others in the following ways-</p> <ul style="list-style-type: none"> • Virus moves from person to person via droplets from the nose and mouth 	H	M	<ul style="list-style-type: none"> • To follow government action of self-isolation for 10 days. Arrange to be tested for the virus via the Gov.uk website. • Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed • Maintain contact with line management and People and Culture (P&C) and to follow company policy / guidance. • Isolate for 10 days. Arrange a test at Gov.uk. Do not leave the house for any other reason. Only return to

	<p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<ul style="list-style-type: none"> The virus can survive on surfaces for up to 72 hours People can pick up the virus by breathing in droplets or touching contaminated surfaces and then in turn touching their mouths, eyes and faces. 				<p>work once the test results have returned as negative. If test is positive, isolate for 10 days.</p> <ul style="list-style-type: none"> To continue following ongoing government guidance. Arrange to be tested via Gov.uk and do not return to work until a negative test result has been returned. Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required. Follow good NHS hygiene measures at all times
2	Suspected case during normal working day.	<p>Outbreak/spread of virus</p> <p>This is a concern as risk of transmission becomes high.</p>	H	L		<p>If a employee develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> Return home immediately. Whilst they wait for appropriate transport they should wait in the FOH tea room, which will become a makeshift first aid area. Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation/testing and not return to work until their period of self-isolation has been completed.
3	General travel including foreign travel	Outbreak/spread of virus	H	L		<ol style="list-style-type: none"> Where an individual has recently visited government advised countries, they should self / home isolate themselves until further notice from the government Please continue to follow any further national government advice provided
4	Entering and Exiting Premise.	<p>Outbreak/Spread of Virus</p> <p>Access to buildings may create a virus transmission risk if staff/members all seek entrance at once or are channeled through single points of entry Risks may be</p>	H	M		<ol style="list-style-type: none"> Freestanding Hand Sanitizer stations should be placed inside the entrances of 116, 118 and the Backdoor. Use of these units should be encouraged when entering/exiting any of our premises. From 19th July 2021 the use of masks is no longer a legal require. We kindly encourage that all

		increased for disabled people who may have reduced options for access				<p>employees and members continue to wear masks in public areas.</p> <p>3) Social distancing is no longer a legal requirement however we encourage everyone to be respectful to individuals' feelings. Some people may not be comfortable with close contact and we support this.</p> <p>4) Plastic protective screens to remain on all reception desks in 116 Pall Mall. This will help protect our reception teams when dealing with high footfall of members and guests</p> <p>5) Card swipe machines should be removed from the reception desk and placed in an open space within reception. All members will be made to sign in this way to avoid our employees making contact with anyone.</p> <p>6) Employees and members will enter and exit the building via the main entrance. The balustrade will also re-open. All contractors must enter and exit via the back door only to reduce traffic in the main entrance.</p> <p>7) Full track and trace system to be implemented for members and guests (Res diary). All rooms and tables MUST be pre-booked via the app. This records the required detail to comply with the governments Track and Trace ruling. This system to remain after 19th July.</p> <p>8) All contractors Must sign in at the back door before entering the premise. This will then allow us to keep a recording of everyone entering and exiting the site and in turn complying with the Track and Trace requirements. Employee detail will also be recorded on our access control system.</p>
--	--	---	--	--	--	--

5	Poor Hygiene	<p>Outbreak/Spread of virus</p> <p>People failing to wash their hands regularly or practicing good personal hygiene such as disposing of all waste and using a tissue.</p>	H	M		<ol style="list-style-type: none"> 1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS 2) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 3) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 4) Use posters and training to encourage good hygiene. 5) Ensure sanitizer is readily available
8	Employees returning to work	<p>Outbreak/spread of virus</p> <p>Large numbers of Employees returning may raise the risk of an outbreak. Social distancing in some areas is challenging.</p>	H	L		<ul style="list-style-type: none"> • Social distancing rules are no longer mandatory however we kindly ask that you respect everyone around you as some people will not feel as comfortable on social contact as others. For example, upon seeing a colleague you have not physically seen for 15 months, you may want to shake hands, be aware that your colleague may not be comfortable with this. We all have to respect each other. • When arriving at an office, we have the Government Track and Trace system in place and kindly ask all colleagues to check-in on entry • Masks are no longer required by law, however, please do respect everyone around you. Some people may still like to wear a mask and we must support our colleague's feelings. • Though guidelines have been lifted, we politely request that all colleagues still follow strict personal hygiene rules and continue to wash their hands for 20 seconds after travelling into work, before eating and after using the bathroom.

						<ul style="list-style-type: none"> • PPE will be available should colleagues require this, and hand sanitizer will be situated throughout the premises or made available to colleagues. • Windows should be left open where possible to enhance ventilation • Although testing is not mandatory, we would kindly ask all colleagues to sign up to the Government Lateral Flow testing scheme. These tests are available free of charge and results are given in 30 minutes. We will ask colleagues to complete a test twice a week, this simple policy will help to keep everyone safe. The tests can be ordered at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests • SMT/People and culture to offer all Employees returning to work support and guidance regarding mental health and wellbeing. This will include but not be limited to- <ul style="list-style-type: none"> • One to one discussions • Access to the EAP • Access to government websites and guidance <p>Links to all the above can be found at the end of this document.</p>
9	Members returning to premise	<p>Outbreak/spread of virus.</p> <p>Large numbers of people allowed access may cause spread of infection.</p>	H	M		<ol style="list-style-type: none"> 1) All lounges can now operate at full capacity. 2) PD training courses can now return for f2f offerings.
10	Events, Lounges and meeting space (Including weddings)	<p>Outbreak/spread of virus.</p> <p>Large numbers of people allowed access may cause spread of infection.</p>	H	L		<p>Government guidelines state that there is no longer any restriction of numbers for events. Specific event risk assessments should still take place.</p>

					<p>Government guidelines now state that weddings can take place with no restrictions on numbers</p> <p><u>Meeting/Lounge bookings:</u></p> <ul style="list-style-type: none"> • All site visits to be pre-booked on the RESDIARY by IoD Sales team • • Check in via 116 main reception • Max 6 person on any lounge table (pre-booked) • All F&B now available and can be consumed inside. <p><u>Café Duke and Wine Bar</u></p> <ul style="list-style-type: none"> • Café duke to re-open on Monday 17th May, Wine Bar Monday 24th May • F&B can be served inside, this includes alcohol • Opening Hours 8am-12 noon (Café) 12 noon-18.00 (Wine Bar) • Tables to be fully sanitized between guests. <p><u>Garden Terrace</u></p> <ul style="list-style-type: none"> • From Monday 12th April 2021 Garden Terrace to re-open • Max tables of 6, to be pre-booked in advance • Garden Opening hours 8am-6pm
--	--	--	--	--	---

						<ul style="list-style-type: none"> • Table service only. No F&B to be ordered in person at the cocktail bar. <p><u>Refreshing Rooms and Enhanced Cleaning:</u> Current information suggests that the virus could survive up to 48 hours (2 days) on hard surfaces depending on the material</p> <ul style="list-style-type: none"> •High traffic touch points will be cleaned every 2 hours - door handles, push plates, WC facilities •Event furniture and equipment will be disinfected at least twice a day and between each use •Separate bins for PPE disposal will be provided throughout •Meeting rooms disinfected between each client, and disinfected at the end of each day •Rooms should be secured after cleaning to prevent entry
11	Poor Cleaning and Housekeeping	<p>Outbreak/spread of virus</p> <p>Poor Hygiene increases the risk of the infection spreading</p>	H	L		<ol style="list-style-type: none"> 1) Enhanced cleaning regimes put in place to ensure all touch points are cleaned every hour. 2) Toilets to be fully sanitized every 2 hours. 3) Bins emptied regularly to ensure no waste is overflowing 4) Desks, phones, keyboards to be sanitized every evening. Employees also encouraged to follow a clear desk policy. 5) Member lounge tables to be sanitized as soon as somebody leaves the table and before another member takes the desk. Ensure wipes etc are readily available to members to use if they so wish. This also applies to all meeting rooms.

14	Building systems	Failure of our legal statutory obligations	H	L		Our Facilities Management suppliers have continued to deliver the full range of maintenance services to the building, so all statutory maintenance tasks continue to be completed.
15	Emergency Procedures	<p>Outbreak/spread of virus</p> <p>Large groups of people congregating in a small space due to an emergency. Social distancing will not be able to be maintained.</p>	M	L		<p>The workplace guidance published by BEIS recognises that social distancing of 2m may not be possible in an emergency evacuation and that the most important issue will be the safe evacuation of Employees and members.</p> <p>We recognise that <i>whilst</i> reduced numbers of people in the building will place reduced pressure on staircases during an evacuation, it's an area where 2m distancing could be compromised by the priority to quickly and safely evacuate people.</p> <p>The buildings starburst evacuation allows for 2m distancing once outside of the building.</p> <p>Fire Alarm: we have continued to carry out weekly testing throughout the lockdown.</p> <p>Fire wardens – The senior member of the team or nominated representative will identify a fire warden in their area for the day's activities.</p> <p>PEEP's – building systems operation and emergency procedures will operate as normal, so there will be no material change to PEEPS a facilities management perspective. Colleagues are however advised to ensure that PEEPs are up to date.</p>

Important information

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
<https://www.gov.uk/government/publications/coronavirus-action-plan>
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
- www.hseni.gov.uk/stress etc

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviors.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

Completed by-Adam Overton (Premises and H&S Lead) Sign.....	Reviewed By-Esther Teeken (COO) Sign.....	DATE
Approved by-Jonathan Geldart (Director General) Sign.....	Deputy Duty Holder to AO-Richard Townsend (Hospitality Lead) Sign.....	

To be reviewed on a weekly basis or after an incident whichever is sooner