Boole Technology Centre

Covid 19 Operational Risk Assessment and Modifications to Comply with HMG Safe Working Guidance

22nd May 2020 [Version 2]
TW Blount

The Boole Technology Centre represents an unusual workplace in which to implement the government Covid19 Safe Guarding Guidance. Physical and procedural changes are required to not only protect Science Park employees but also a wide range of other building users, particularly tenants, who will all have their own peculiarities and interpretation of the guidelines. Furthermore, the guidance needs to be implemented whilst considering the requirements of laboratory, defense and commercial security.

Given the variety of environments located in the Boole Technology Centre, including laboratories, workshops, offices and data centres, one-size fits all regulations for every space are inappropriate. Therefore, the measures outlined below are designed to be implemented across LSIP controlled common and private areas to provide a safe working environment for all building users. They are designed to be a platform on which tenants can build their own bespoke regulations as appropriate to their units.

At the core of this will be a Code of Conduct which sets a common framework for all building users to safely operate in the Boole Technology Centre.

Posters and email flyers will be published providing the Code of Conduct during Covid19 for building users. This will establish the expected behaviours of staff, tenants and visitors for everyone's well-being. The practical steps will be simply addressed in this communication, although the full risk assessment/modifications document will be provided to senior management of tenants to communicate as they see fit.

As the Government reviews its advice, these risks and mitigations will be reviewed and revised to continue to provide a safe environment.
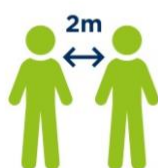
Thank you for your support in helping us provide a Covid19 safe working environment. Feedback, comments and suggestions are welcome as we refine our working practices.

DRAFT CODE OF CONDUCT POSTER

RISKS AND PHYSICAL/BEHAVIORAL MODIFICATIONS

RISK: Transfer virus via lack of social distancing

1. Signage at all entrances/exits to the building and corridor entrances reminding building users to maintain 2m distance where possible.
2. Physical indicators in lobbies and corridors indicating 2m distances.
3. Guidance provided to all building users via emails and posters reinforcing the code of conduct.

RISK: Transfer of virus via hard surfaces

1. Enhanced cleaning of hard surfaces by Swallow with a particular focus on door handles.
2. Provision of automatic sanitizing gel providers at all entrances/exits to the building and corridors.
3. Remind building users of the importance of regular hand-washing via signage.
4. Provision of sanitizing wipes in the following locations;
    a. Meeting rooms 1, 2, 3;
    b. Reception;
    c. Admin Office;
    d. Director's Office;
    e. Meeting Pod;
    f. Kitchenette Areas
    g. Breakout area.
   Guidance on their use before and after each person uses the area to be posted in each area.
5. Removal of shared cutlery and crockery to storage. Replace with disposable alternatives where possible.
6. Removal of crockery, pens, erasers, white boards from Meeting Rooms to storage. Replace with disposable alternatives where possible.
7. Encourage people not to use the fridges and microwaves and, if they do, to sanitize before and after use.
8. Wedge open doors that do not need to be closed (i.e. not fire doors) such as the break out area door.
9. Issue additional fobs to tenants so that key pads do not need to be used for access.
10. Open car park barrier during working hours so that key pad does not need to be used.
11. Regular scheduled sanitization of regularly used communal buttons on vending machines and water dispensing machines.
12. Staff will be encouraged to use equipment personal to them as much as possible (phones, keyboards, work stations, pads, pens) and if not possible to sanitize equipment before and after use.

RISK: Groups gathering or counterflows of people at entry/exit points to the building, particularly during traditional commuting times.

1. Tenants of the main building should be encouraged to use the Reception Doors to enter the building and the Undercroft doors to exit the building.
2. Tenants should be encouraged to share their own risk assessments with LSIP to allow for effective scheduling of working hours to minimise number of people in the building and entering/exiting at the same time.
3. Access to the Annex is limited to tenants of the Annex unless by special agreement to use the shower facilities.

RISK: Groups gathering in areas too small for effective social distancing.

1. During summer months, all windows that can be opened, should be opened, including;
   a. Office windows
   b. Meeting room window
   c. Reception windows
   d. Breakout area windows
2. Encourage tenants not to gather in groups in public areas, particularly when entering and leaving the building, and to always try to maintain 2m distancing.
3. Monitor building occupancy level and impact on congregation. If necessary implement maximum building occupancy levels and negotiate with tenants staggered access arrangements.

Reception

1. Sneeze guard screens to be put up on Reception Desk.
2. Warning tape to be put on the floor with signage instructing people not to pass through to Reception/Admin Office/Kitchen without the permission of the receptionist.
3. Mark waiting area with 2m distancing signage.
4. Encourage tenants not to loiter in the reception area.
5. Signage on the front door establishing a maximum number in reception at any given time of 4 and asking that people wait outside until they don't cause that number to be exceeded.

Meeting Rooms

MR1: Temporarily re-assigned as an LSIP Office.
MR2: Establish maximum occupancy of 4.
MR3: Establish maximum occupancy of 8.
Pod: Establish maximum occupancy of 1.

Kitchens

1. Encourage people to bring their own packed lunch and do not store in the kitchen.
2. Establish maximum occupancy of 1.
3. Reception kitchenette for LSIP use only.

Toilets

1. Establish temporary maximum occupancy of 1.
2. Place vacant/occupied slider signage on each bathroom door.

Common Spaces

1. Establish maximum occupancy of 4 in the glass breakout area.
2. Establish maximum occupancy of 3 in the ground floor lobby.

Lifts

1. Establish maximum occupancy of 1 per lift.
2. Signage on doors encouraging people to use stairs and sanitization stations.

Corridors and Stairwells

1. Floor signage indicating 2m distancing.
2. Encourage people not to linger in corridors nor travel in large groups.

RISK: Offices too small for effective social distancing

1. Redeploy MR1 as an office.
2. Reconfigure Admin Office for side-by-side rather than face to face working.
3. If 2m work 'bubbles' cannot be created, employ further screening.
4. Rota office and home working to maximise the latter and ensure staff on site numbers are minimised.
5. One-on-one reviews of roles with staff to identify maximum amount of working time that can be undertaken at home.

RISK: Additional considerations regarding Bathrooms and Showers

1. Provision of paper towel dispensers and bins in all bathrooms.
2. Provision of vacant/engaged signage and encourage people to temporarily use bathrooms one at a time.
3. Arrange cleaning of shower at the beginning and end of each day;
4. Provision of sanitizing spray in shower for people to use before/after using the shower facilities.
5. Provision of sanitizing gel stations outside each bathroom area.

RISK: Breaks and luncheons

1. Encourage all building users to bring their own lunch/snacks from home rather than using building facilities/leaving site to purchase.
2. Provision of additional external picnic areas to accommodate social distanced breaks etc.
3. Encourage tenant senior management to make personal storage provisions for staff to allow them to bring in lunches etc.

RISK: Visitors, Deliveries and Contractors

Visitors

1. Tenants are encouraged to provide LSIP with notice of any visitors coming to site.
2. The building Code of Conduct will be provided to tenants to provide to visitors in advance of their visit.
3. Visitors will be reminded of the Code of Conduct on arrival.
4. LSIP will monitor visitor numbers to ensure rules on social distancing are not compromised.
5. Visitors will be signed in digitally [Note: review whether sign in via camera is possible].
6. Visitors will be encouraged to leave via the Undercroft with their host calling reception to notify that they have left.
7. CCTV on the Undercroft doors will be used on Reception to monitor use of those doors.

Deliveries

1. A parcel station will be established under the Reception Stairs.
2. Delivery agents will be encourage to leave parcels there, having logged them into Reception.
3. Where possible, the fire door will be open so that Delivery Agents can enter via the main door and exit via the fire door.
4. Sanitization wipes will be available on the parcel station for recipients to disinfect any incoming parcels.
5. Tenants will be encouraged to pick up parcels as soon as practicable.
6. Building users will be encouraged not to have personal deliveries made to the building.
7. Any parcels left at the end of the day will be locked in MR1.

Contractors

1. Contractors will be provided with Code of Conduct before visiting site.
2. Contractors will be reminded of Code of Conduct when arriving on site.
3. If possible, any areas that are subject to works will be closed to other building users for the duration of the works.
4. Contractors will be required to ensure any work does not impinge on any of the site rules. If it does, they will be required to submit a RAMS in advance of visiting site.

RISK: LSIP Staff Cross Contamination

1. Staff will be encouraged to use a rota pattern for visits to site.
2. Staff will be encouraged to use their own desk pedestals for storing their belongings.
3. If this is not possible, lockers will be provided.
4. Meetings for the near future will be conducted over MS Teams, even if several people are working on-site at the same time unless full social distancing protocols can be observed.

RISK: Suspected Covid19 Cases

1. Tenants and Staff are encouraged to report any suspected cases of Covid19 immediately.
2. Any building users exhibiting symptoms will be encouraged to self-isolate as per HMG rules.
3. Assess the location contamination risk of any individual suspected infections and agree a cleaning response with Swallow.
4. Inform senior managers of building tenants to inform their staff and identify warn of any potential transmissions.
5. Confirmed cases will be notified to P&P.