



Workplace  
Futures  
Group

## COVID-19 OFFICE ASSESSMENT FRANCIS HOUSE

**Address:** Francis House,  
11 Francis Street,  
London, SW1P 1DE

**Issue date:** 5th June 2020 rev.1

**Assessor:** G Slatter, Velnon Ltd

# FRANCIS HOUSE

## Entrance

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>ACCESS AND EGRESS FRANCIS HOUSE</b>	<p>Francis House entry is to remain via the main entrance door from Francis Street.</p> <p>Staff and visitors are required to use the ramp to approach to enter the building with the stairs being used as an exit point to minimise contact between people.</p> <p>To reduce contact with touch points, the main entrance door will be accessible by occupiers using their swipe cards instead of the push button mechanism.</p> <p>All entry/exit points will be clearly signposted and wayfinding demarcation on the floor will be applied to all routes through the buildings.</p>	<p>Derwent London. Social Distancing Proposal and Building Reoccupation plan for Francis House Issue Date: 18.05.2020 Version: 1</p>
		<b>Use of passenger lifts</b>	<p>All lifts are to be restricted to 1 person at any one time.</p> <p>Lifts should only be used for upward travel only and are not to be used for travelling between floors.</p> <p>Signage will be in place to clearly define the designated use of the lifts, with hand sanitiser points located within the lift cars.</p> <p>Call buttons will be cleaned every hour.</p>	

# FRANCIS HOUSE

## 2<sup>nd</sup> floor

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>ACCESS AND EGRESS 2<sup>ND</sup> FLOOR OFFICE</b>	Access is via the main staircase from reception and controlled by security fob.	Ensure all staff have been issued security fob to access Francis House.
		<b>Visitors &amp; Contractors</b>	Visitors will be directed, by Francis House reception, to use the main staircase to 1st floor.  Host will meet visitors at the office entrance and allow access.	The number and frequency of visitors and contractors will be reduced.
		<b>Hygiene</b>	A hand sanitiser station will be located inside the office entrance and exit to toilet facilities 2nd floors.  All staff, visitors and contractors are required to use the sanitiser at the points of entry and exit.	Cleaning materials will be frequently monitored to ensure an adequate supply of sanitiser is available.
		<b>Signage</b>	Floor signage to inform staff of the social distancing guidance is required on the floor.  Advisory signage on the use of sanitiser is displayed at office entrance and exit.	Signs displayed reviewed and replaced, as necessary.

# FRANCIS HOUSE

## Meeting rooms

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>MEETING ROOMS</b>	<p>The occupancy levels of meeting rooms will be reduced to ensure current guidance on social distancing can be maintained.</p> <p>Meeting rooms should, where practicable, be pre booked to ensure arrangements for hygiene control are able to be maintained.</p>	All non-essential meetings should be changed to digital consultations.
		<b>Hygiene</b>	<p>Where meeting rooms are booked the room and equipment will be cleaned using anti-bacterial products before use and after use.</p> <p>Ad hoc use of a meeting room will require the users to clean the chairs, desks and equipment used.</p> <p>Hand sanitiser will be placed in each meeting room for the use of those attending meetings.</p>	The availability of cleaning materials to be regularly checked and replenished as required
		<b>Signage</b>	Signage will be placed outside of meeting rooms to indicate maximum occupancy levels and hygiene arrangements.	Signs displayed reviewed and replaced, as necessary.

# FRANCIS HOUSE

## Teapoints

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS	
Virus transmission in the workplace	Staff, visitors, contractors	<b>TEAPOINTS</b>	<p>The use of the tea point on 2nd floor is restricted to one person at a time.</p> <p>Staff should either use their own, or the supplied, cups, crockery and cutlery. After use these should be left at the end of each workstation for collection at frequent intervals. These will be placed in the dishwasher by others for cleaning and placed in the cupboard for re-use.</p> <p>Staff are instructed not to use or load the dishwasher.</p> <p>Staff are encouraged bring their own provisions in for lunch.</p> <p>Seating arrangements will be reduced to ensure current guidance on social distancing can be maintained.</p> <p>Waste and re-cycling bins will be placed outside of the base units to reduce the number of common touch points and emptied frequently.</p> <p>Staff are instructed to use the hand sanitiser after using any kitchen equipment i.e. zip tap, toaster etc.</p> <p>All tea points and equipment will be cleaned and sanitised at frequent intervals.</p>	Ensure the number of people responsible to undertake this control is sufficient.	
		<b>Hygiene</b>	<p>Hand sanitiser station will be provided for use by those using the facilities.</p> <p>Anti-bacterial products to clean frequently touched equipment will be provided.</p>		The availability of cleaning materials to be regularly checked and replenished as required.
		<b>Signage</b>	<p>Tea points will be provided with floor markings designating the area where one person is allowed to use the facilities.</p>		

# FRANCIS HOUSE

## Toilet facilities & printers

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff, visitors, contractors	<b>TOILET FACILITIES</b>	<p>2 people will be permitted in the toilets at any one time.</p> <p>Building Management are not able to monitor these areas easily. Staff and visitors will be given guidance to maintain safe distancing.</p> <p>All middle cubicles are to be taken out of service, with advisory signage in place.</p> <p>1 sink is available for use.</p>	Landlord control measures in place for the use of these facilities.
		<b>Hygiene</b>	<p>Staff to wash their hands with soap and water for at least 20 seconds.</p> <p>Staff to use hand sanitiser station, located inside the office after using the facilities.</p>	
		<b>Signage</b>	<p>Signage on entry to toilets will remind people about the maximum occupancy and to keep a safe distance.</p> <p>Floor markings shall show designated positions for persons to stand at the handwashing stations.</p>	
Virus transmission in the workplace	Staff, visitors, contractors	<b>PRINTERS</b>	<p>Only one person to use the equipment at any one time.</p> <p>Paper and other printer consumables re-stocked by others</p>	By whom?
		<b>Hygiene</b>	<p>Staff to use hand sanitiser after using the equipment.</p> <p>Touch points on the equipment will be cleaned and sanitised at frequent intervals.</p>	
		<b>Signage</b>	<p>Printer areas will be provided with floor markings designating the area where one person is allowed to use the equipment.</p>	

# FRANCIS HOUSE

## Workstations

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>WORKSTATIONS</b>	<p>Workstations are arranged, or used in current locations, so that staff are able to maintain the government guidelines for social distancing.</p> <p>Workstations and equipment are allocated to individual staff and should not be shared.</p> <p>The use of hot desking will be eliminated, where practical, to reduce virus transmission. In cases this is not achievable users will be requested to sanitise the area and equipment after use.</p> <p>Cameras will be provided for each workstation, where required, to promote digital meetings with others to reduce the frequency of personal meetings.</p>	Communicate workstation arrangements to staff and monitor
		<b>Hygiene</b>	<p>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</p> <p>All workstations and equipment will be cleaned daily by contractor.</p>	The availability of cleaning materials to be regularly checked and replenished as required.

# FRANCIS HOUSE

## Staff needs

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>PSYCHOLOGICAL WELLBEING</b>	<p>Regular communication is in place (individual and group) to ensure staff are informed about returning to work safely.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.</p> <p>Specific individual worker risk assessment will be undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>Staff are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>	
Virus transmission in the workplace	Staff	<b>SMOKING &amp; E-CIGARETTES</b>	<p>There is no designated smoking area around Francis House, however in the past smokers have congregated in front of the building and by the rear fire exit door on Greencoat Row.</p> <p>All smokers must disperse away from the building entrance and exit points.</p>	



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## Staff needs

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>FIRE EVACUATION</b>	<p>The potential threat to life from fire in event of an alarm is greater than the risk of virus spread within Francis House. Any evacuation should be in the usual manner.</p> <p>Should the fire alarm sound, all occupants are to evacuate the building immediately using the nearest exit.</p> <p>All stairwells and exits will be available to use and the one-way system implemented for social distancing should not be followed in the event of a fire alarm.</p> <p>People are encouraged to keep their mobile phone with them at all times, to enable a means of communication for them and your fire wardens during a fire evacuation.</p> <p>During an evacuation, if the phone is not within immediate reach then please do not stop or go back inside the building to obtain the phone.</p> <p>People are encouraged to try to keep to social distancing as much as possible in the stairwells without compromising the efficiency of exiting.</p> <p>Once outside, all must disperse. All occupants are to move away from the building by at least 50 metres or 1 street away – people are NOT to congregate or block the traffic routes to the building.</p> <p>The assembly point will only be used by the designated fire marshals who must also maintain social distancing requirements (2 metres+) while here.</p> <p>Once the event has been investigated and it is safe to reoccupy Derwent London will communicate this to the fire marshals and they can relay this to their colleagues.</p> <p>No-one should re-enter the building until Derwent London confirms as above.</p>	Derwent London. Emergency Evacuation Dispersal

# FRANCIS HOUSE

## Other information

HAZARD	PEOPLE AT RISK	ITEM	CONTROL MEASURES	OBSERVATIONS & RECOMMENDATIONS
Virus transmission in the workplace	Staff	<b>TRAVELLING TO WORK</b>	<p>Staff are requested to work remotely where possible and for the foreseeable future to likelihood of exposure.</p> <p>Staff are requested to avoid public transport where applicable and using alternatives e.g. cycling, walking to work.</p>	<p>The use of facial coverings for travel on public transport is mandatory</p> <p>(June 15th 2020)</p>
Virus transmission in the workplace	Staff	<b>CLEANING FREQUENCY</b>	<p>All common hand contact points of equipment will be cleaned on a frequent basis throughout the day.</p> <p>Contractor will clean the office every evening.</p>	<p>Ensure the number of people responsible to undertake this control is sufficient.</p> <p>Cleaning contractor to review their method statement and risk assessments to reduce transmission of Covid 19.</p>
Virus transmission in the workplace	Staff	<b>COMMUNICATION</b>	<p>All staff will be made aware of this assessment and the controls in place to reduce virus transmission in the workplace.</p> <p>Poster displayed in office Five Steps To Safer Working Together</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff are made aware of requirement to report any issues or concerns regarding the implementation of these control measures.</p>	To whom?
Virus transmission in the workplace Staff	Staff	<b>MONITORING OF CONTROLS</b>	Health & Safety Inspection Checklist is provided to record the monitoring of controls.	Checklist will be completed on a weekly basis. By whom?