

## Activity/Operation

### COVID-19 – General precautions for events at Japan House London from 1st June 2020

#### Description of Activities

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Exposure to, and spread of, the virus is the hazard in this Risk Assessment - which concerns the current COVID-19 situation in the JHL workplace.

The COVID-19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands - and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If the virus is passed from one person to another, while many survive infection, some may die from the disease. It is therefore regarded as a high hazard. At particular risk are persons identified as extremely vulnerable or clinically vulnerable.

This Risk Assessment focusses on general control measures and precautions that must be observed during the delivery of corporate events.

To ensure currency - it is vital to keep up to date with UK Government advice to workplaces and venues in this fast-changing situation.

All official medical (and other) advice MUST be followed – in order not to influence the spread of the disease by the actions of staff, tenants, contractors and visitors.

Who is affected by this operation?									
Employees	x	Contractors	x	Public	x	Young people	x	Pregnancy	x
Description of Hazards		Likelihood	Consequence	Risk Factor	Risk (after precautions)				
Before Precautions	Exposure to, and spread of, COVID-19 Coronavirus in the JHL workplace and venue	4	5	20	High				

# Risk Controls & Precautions

## General Precautions

### Symptoms of COVID-19

- If you experience a fever of over 37.8OC - or display any other symptoms associated with COVID-19 – you are not to travel to the venue under any circumstances
- If anyone becomes unwell with a new continuous cough or a high temperature in the venue - they will be sent home and advised to follow the stay at home guidance
- If someone you live with is self-isolating due to illness, or begins to show symptoms – you are not to travel to the venue under any circumstances
- If advised that a member of staff or public has developed COVID-19 and were recently on our premises (including where a member of staff has visited other premises such as domestic premises), the Management team will contact the National Institute for Health Protection (NIHP – including Public Health England) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken

### Personal Hygiene

- Adequate handwashing facilities with soap and comfortably hot water to be in place throughout the premises
- Stringent handwashing to take place for at least 20 seconds on each occasion – at regular intervals and after contact with commonly touched surfaces
- See hand washing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Drying of hands with disposable paper towels (in preference to air hand-dryers): <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
- Hand sanitisers with minimum 60% alcohol content to be available in any area where hand washing facilities not readily available.

### Social Distancing

- Ensuring active reduction in the number of persons in any work area and event space- to comply with the 2-metre (or ‘1 metre plus’) gap currently recommended by Public Health England in so far as is reasonably practicable. ‘1 metre plus’ social distancing will require further risk mitigations to be implemented i.e. wearing face coverings, screens between workers, avoiding standing or sitting face-to-face, practising enhanced hygiene e.g. frequently washing hands or hand sanitising:  
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- Events venue capacity has been reduced to comply with the 2-metre gap – to promote a higher level of safe working conditions.
- Taking steps to review work schedules including start and finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.
- Redesigning processes to ensure social distancing is integrated.
- When employees, event delegates and contractors must work together – ensure social distancing is maintained in so far as is reasonably practicable.
- Ensuring sufficient rest breaks for staff.
- Social distancing also to be adhered to in break rooms and smoking areas.

### **Training for venue staff:**

- Employees returning to work when the premises reopen will be issued with a copy of ‘Operational Guidelines for Social Distancing Measures’. In addition, employees will be issued with a familiarisation induction to explain the measures put in place regarding preventing the transmission of the virus.

### **Cleaning**

#### **Cleaning Regime**

- Accurately note the places where people most commonly touch (e.g. equipment control panels, handles, handrails, kettles, hot desk surfaces) and ensure frequent cleaning is implemented - using appropriate cleaning products and methods.
- Ensure cleaning products used are of appropriate strength to kill the virus.
- Amend cleaning checklists to ensure all areas are being frequently cleaned.
- Ensure cleaning staff have adequate protection – as they are being sent to places where the virus may have been left on the surface.
- Ensure cleaning cloths and mop heads are laundered adequately (i.e. daily) or disposed of safely and responsibly.
- Ensure a strategy is in place to address deep-cleaning – should someone fall ill with COVID-19 in the workplace.
- Toilets and all hard surfaces in the washroom facilities are to be monitored and cleaned throughout the day.

### **Personal Protective Equipment (PPE)**

- N.B. PPE is still regarded as ‘the last line of defence.’ It is the weakest risk control, because it relies on people using it, storing it and disposing of it correctly. Employees to be made aware that the use of PPE does not mean that other control measures such as social distancing or hand washing/sanitising may be ignored.

### **Face Coverings**

- Ensure staff wear an appropriate face covering whilst in the premises.

### **Someone in the workplace/venue is tested positive or has been in contact with someone exposed to COVID-19**

- Inform all workers and other relevant parties that a staff member (or customer) has tested positive or has come in contact with a person who has tested positive
- The name of the person who was tested positive is made known to applicable parties
- Assess the level of contact the positive staff member (or customer) has had with other persons in the workplace/venue
- All staff who may have had close contact will be stood down for at least two weeks - and must not return to work unless tested and have a negative result for the virus
- Initiate a deep-clean of the workplace – targeting the areas of likely contamination
- Notify the Local Authority and H&S regulators (HSE) via RIDDOR reporting: <https://www.hse.gov.uk/riddor/>
- N.B. You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:
  - an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a

dangerous occurrence.

- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

### **NHS Test and Trace Service**

In collaboration with the government, Japan House delivers workplace testing using Lateral Flow testing.



- All staff participate in workplace testing, using Lateral Flow testing, with the aim to improve the detection of positive cases, so that our staff can isolate themselves and prevent the spread of Covid-19. The testing programme will support the delivery of rapid testing.
- All testing results are submitted to the government.
- If they test positive, they must continue to stay at home for 10 days.
- The NHS Test and Trace service will help identify, contain and control COVID-19 and reduce the spread of the virus.

### **Building Ventilation and Water Supply**

Maintenance teams will continue to undertake all Planned Preventative Maintenance (PPM) and statutory maintenance requirements across all building. Contractors will direct persons from facing one another to prevent potential transmission from coughing / sneezing etc in accordance with COVID-19 Risk Assessments and method statements. The following actions are being carried out or are already completed:

- Additional closed and bacteriological sampling has been completed.
- CWST Tank inspection and chlorination(s) to be completed prior to any occupancy.
- Filter changes to all air handling plants on fresh air supply (Main Air Handling Units) have been carried out. This applies to low level fresh air intake systems only as high-level systems are at lower risks.
- AHU mechanical cleans where appropriate have been completed in accordance with TR19. Sample swabs have been taken.
- Supply air dampers have been adjusted to the maximum setting and recirculation prevented.
- Toilet extract systems will run 24/7 with the extract increased and supply air reduced to create negative pressure. This will prevent accidental air borne transmission into common areas.

These control measures may be over-ridden, and a work task aborted at any time – should UK Government advice change. This decision will be made by the Japan House London Executive Management Committee - and may involve consultation with a health and safety advisor.

Description of Hazards		Likelihood	Consequence	Risk Factor	Risk (after precautions)		
After Precautions	Exposure to, and spread of, COVID-19 Coronavirus	1	4	4	Medium		
Details of Further Action Required					Review Timescale		
Re-assess the activity if an accident, near miss or change in operation takes place.					Monthly		
Assessed by	John Young	Position	Health & Safety Consultant	Signed		Date	26/09/2020
Approved by	Shane Delaney	Position	Associate Director – Operations & Services	Signed		Date	26/09/2020

Multiply Likelihood x Consequences to obtain Risk Factor.

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Severity	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Risk Score Low Improve if possible		Risk Score Medium Further action required		Risk Score High Immediate action required	