



# Office Working

**Covid-19 Outbreak - Albion Place**

**Version 1.5**

**January 2021**

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## Introduction

This guideline has been created to aid the return to work at the Albion Place office. At the time of writing the infection risk is Tier 4 (8/1/21) according to gov.uk. It is also worth noting at this point official advice remains that if you can work from home you should. This document looks to set out procedure that allows a safe, staged, return to working in the office building including a risk assessment of communicable diseases. Should you notice anything that could be amended or improved in this guideline then please contact myself as soon as possible. Under the Management of Health and Safety regs employers are duty bound to communicate risks and measures put in place to employees. If you feel this has not been the case, then contact me as soon as possible. Under section 44 of the Employment Rights Act you are entitled to leave a place of work without risk of recompense if it is not safe.

**Should you have any concerns about yourself or a colleague you are encouraged to report them immediately.**

## What is Covid-19?

Covid-19 is the name of a communicable virus that is currently causing a pandemic across the world. As it is a virus it is not affected by antibacterial agents.

It is spread through several means including inhalation or entry via other areas such as the eyes. This generally occurs through rubbing or touching of the face and eyes after coming into contact with a surface contaminated with Covid-19.

Symptoms are sore throat, high temperature / fever, extreme fatigue, and difficulty with breathing.

Vulnerable people include pregnant women, people with existing respiratory issues and the elderly.

Some people that have the virus do not show symptoms. They are referred to as being asymptomatic. For this reason, it is very important that we remain vigilant with cleaning and hygiene.

Current advice is that if anyone can work from home they should. The reason for this guideline document is because the IDB's management has been requested by the Boards to return to office working.

## How is the IDB trying to safeguard its employees?

Currently office staff are working from home remotely with entry to the office being based on necessity. As of 26/5/2020 I have been asked to begin planning the return of the management to more a traditional setting. This will be achieved initially through a rota system which is detailed below. This allows sufficient spacing of persons within the building while allowing an increased number of staff to be working from Albion Place as needed.

As of 1/7/2020 the office has a daily rota that sees at least one person present each day, but a full return is still not recommended by the government. There are also changes to use of masks and shared facilities.

A risk assessment has been created (see end of the document) to show the hazards and the measures that are being put in place to counteract and control the risk levels.

As of 1/10/20 Government advice was again for those that can work from home to do so. The office staff will work from home with visits to the office allowed if this document is followed. Meetings at the office are to be restricted to 3 people and only if virtual conferencing is not available.

The workforce returned to their duties on 26/5/2020 as part of a rota system. This affords them the space and safety controls necessary for returning to the workplace as advised by the government.

As of 1/7/20 the workforce returned full time to the depots. They have been advised of teams and shared use of vehicles and equipment.

As of 4/1/21 the Government has placed the country into a full lock down. The office staff will work from home but will have a rota set up so that we can collect post and deliveries where needed. The new phone system allows for answering of office calls from home where required. The work forces are to be returned to a rota system until the end of February in order to maintain a presence in the district. Those at home however are still on call to be used as and when needed.

## People and the Office

### IDB Employees

IDB employees/staff are advised to wear gloves or sanitise regularly when moving through the office. If other members are in the office, then a mask may be used while moving around. Movement should be limited to essential tasks only. Where possible use email, or phone to communicate. If you can work from home, you should.

### Visitors

Visitors are anyone not employed by the IDB. This includes Board members. They are currently not permitted unless it is an emergency or vital to the running of the IDB. Should a visitor require any documentation, they are to request it in advance. This will then be placed at the relevant workstation ahead of your arrival. Visitors should not enter the office unless instructed to do so by a member of staff. Visitors are to keep shoes on at all times. Visitors are to wear gloves at all times. Where possible, meetings should be conducted via video call. Visitors are to fill out the visitors' book on entry and exit. In the event of an emergency you will be required to leave the building and meet at the assembly point. The fire evacuation information for the IDB is provided at the end of this document.

### Entering the Premises

Office staff should enter the building wearing gloves if available. These gloves should be discarded once they have reached their office. Should another person be in the office at the time, they should attempt to notify their presence with a shout or call. Once inside, shoes should be left on unless very dirty. Visitors should enter through the front door where possible. This door should not be left on the latch even if visitors are expected, but instead the remote access telecom should be used. Alternatively, once the visitor's presence is known the door may be unlocked and then the visitor should allow themselves to enter on command. Visitors should wear gloves at all times while in the building. Should they not have gloves, then they should disinfect their hands using the provided dispenser in the main corridor. Gloves should then be provided by a member of staff. The visitors' book should be filled in and replaced using their own pen if available.

### Working in the office

All staff are to remain in their office room where practicable. Ideally working from home where possible. If there is a need to move through the office, a call should be made to alert other people present in the building. Gloves should be worn while not in the prescribed office. A mask is at the discretion of the staff member. Entering of offices should be done maintaining 1m distancing and at invitation only. Should you need a document or a signature then you should leave the item in a neutral area so it can be collected by the required person. Visitors should remain at least 2m away from members of staff. Where this is not possible, visitors should be stationed in the break room, or alternatively the Board Room. Should the visitor need to move from their prescribed workstation then they should make sure everyone is aware prior to leaving. Should the visitor require any further documentation they should request it and wait for it to be placed in a neutral position before moving to collect it.

## Communal Areas

There should be no shared use of the communal areas. This includes the kitchen and toilets.

Use of the coffee/tea making facilities is permitted.

Use of the taps for water is permitted.

Beverages should be brought from home where possible.

Food is to be eaten where appropriate although offices are still advised.

Any items such as the photocopier or guillotine should be used by one person at a time and any surfaces that have been contacted should be disinfected with alcohol wipes after use.

## Leaving the office

On completion of the working day, areas that have been contacted should be disinfected with alcohol wipes.

Fresh gloves should be used when leaving.

Once clear of the office building, gloves should be discarded.

Visitors should leave the office as soon as possible.

Visitors should leave any documentation they have touched where it is.

Any further communication should be done via email, phone or video call.

On leaving the visitors' book should be filled in by a member of staff.

Visitors are to take all items, gloves and masks with them. Any items left will be discarded.

Visitors should let themselves out and be clear of the door before removing gloves and mask.

Should any visitor fall ill within the next 48 hours they are to report this to the IDB for tracing purposes.

## Impromptu visits to the office

Staff visits for access to documentation or office facilities are permitted.

Any visits should be communicated to those present at the earliest opportunity.

The visit is to be as short and unobtrusive as possible. Alternatively, the member may remain in their office.

If possible, call ahead and allow the preparation of the documents by present staff.

Once on site, follow the guidelines as written above.

## Cleaning of the office

IDB staff should be aware of areas they may have contacted and try to disinfect these prior to the arrival of the cleaner.

The cleaner should be considered a visitor, and follow the guidelines produced above.

All surfaces are to be disinfected and where possible bleached.

Any areas that have had activity should be given additional attention. This would include desks, computing peripherals, tables, worktops and handles.

## General Social Distancing and Hygiene Advice

- Only travel when essential
- Wear fresh gloves when entering a building
- Wearing a mask is advised when in close proximity to others or enclosed spaces
- Wash hands regularly for at least 20 seconds
- Maintain 2m separation at all times
- Do not walk downwind or directly behind others
- Meetings should take place remotely where possible
- Use of communal areas should be kept to a minimum and avoided where possible
- If you suspect you have symptoms of Covid-19 then you and your household should self-isolate for 14 days. **You must notify your manager immediately so working practices can be reviewed/adjusted.**

## Staff Rota

The staff rota is as below. Impromptu visits to the office should be communicated ahead of time. Should you need to change the day it should be emailed to all office staff and changed on the diary.

### Week 1

Monday: Lisa PM

Tuesday:

Wednesday: Lorna PM

Thursday:

Friday: Olly PM

### Week 2

Monday: Lisa PM

Tuesday:

Wednesday: Lorna PM

Thursday:

Friday: Olly PM

Working hours are as per normal while at home, although allowances will be made if the need arises. John will be moving between the field and the office as required. Should another member of staff need to enter the building, staff should remain in their own office until corridors are free.

Changes in the rota are to be communicated and agreed ahead of arrival unless an emergency.

Holiday to be covered as needed by John, or Olly.

## Emergencies

In the event of an emergency the immediate safety of staff and the public will become the priority.

Normal emergency procedure should be adopted.

Where possible adopt the social distancing measures (such as at assembly points), but where the threat to life is high these distancing measures should become secondary.

**Remember that should you have any concerns about yourself or a colleague you are encouraged to report them to a member of the office immediately.**

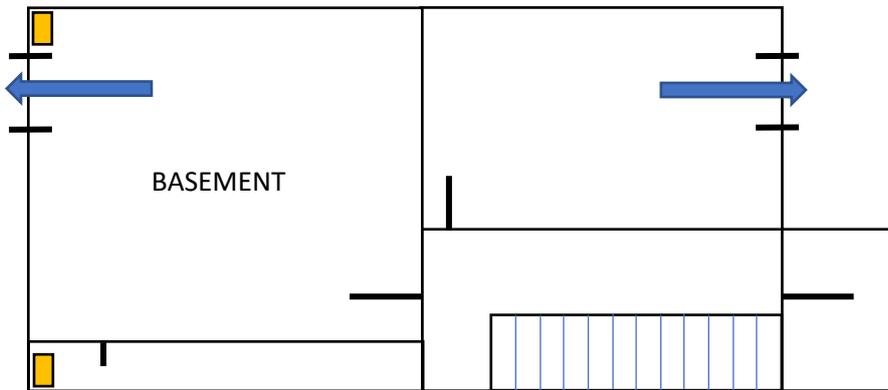
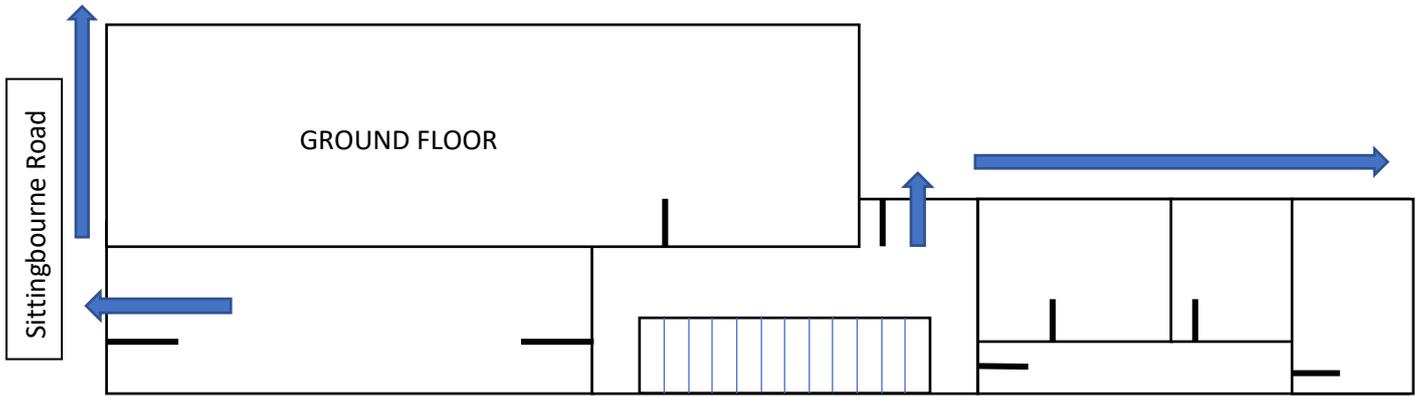


# Fire Evacuation

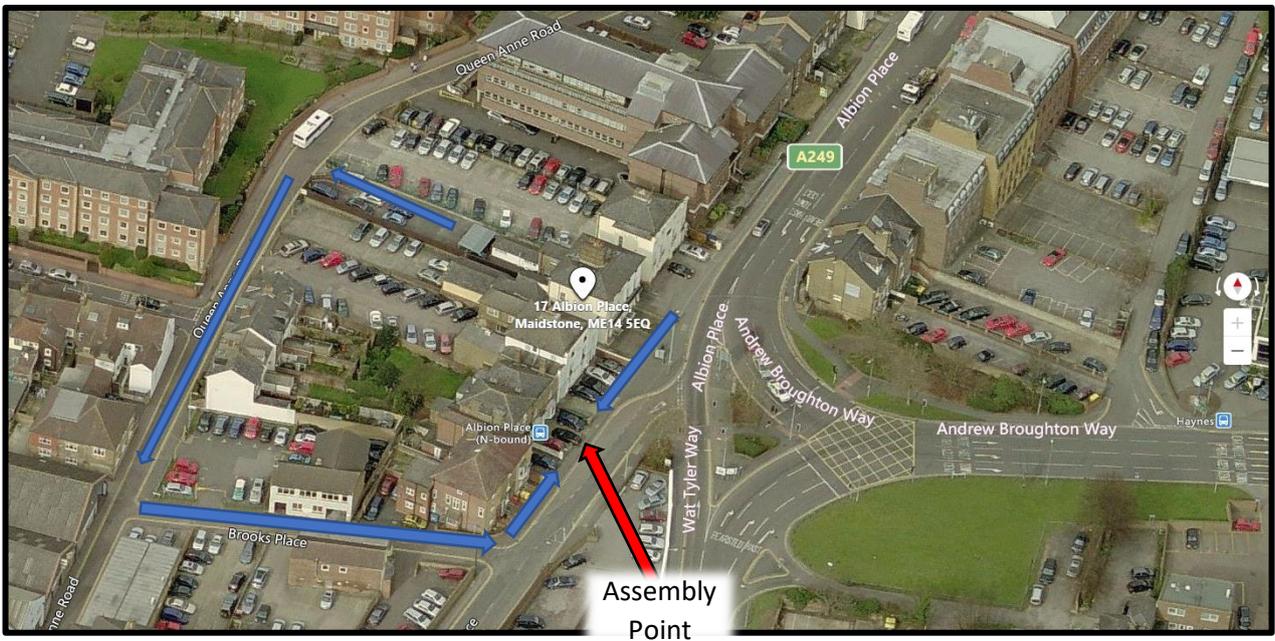
**Albion Place - Lees Road - Tiptree**

**Version 1.2**

**October 2020**



### Map View



## Premises address and contact number:

17 Albion Place, Maidstone, Kent, ME14 5EQ  
01622 758345

## Sound of the alarm

A continuous warning siren/bell

## Raising the alarm

If a fire is discovered or suspected the alarm should be raised by **activation of the nearest fire alarm call point**  
If fire is detected by automatic detectors, this will trigger the fire alarm

**If smoke or fire is seen or suspected Dial 999 and request attendance by the Fire Service. Caller should give their name, name of building & building address inc. post code, contact number (mobile) and details of fire.**

## Action staff should take on hearing the alarm or seeing/suspecting smoke or fire

The following actions should be taken upon the fire alarm being sounded / raised:

- IDB Staff and visitors should commence evacuation of the building ensuring this is done in as calm and as orderly manner as possible.
- A member of IDB staff i.e. Fire Warden, to liaise with Fire Service upon their arrival and give details of the fire, persons present or named on visitor book, and building contents information that could prove useful to the Fire Service.
- A member of IDB staff should take charge and lead in the fire evacuation ensuring the area has been cleared. Fire warden arm band to be worn.
- A member of IDB staff should pick up the visitors signing in book/sheet and take it to the assembly point (bus stop to the right of the building, front door entrance).
- IDB Staff should ensure all doors and windows, if time permits, are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these services are detailed below.
- Meet at the assembly point (bus stop to the right of the building, front door entrance) and check all contractors, visitors and staff members are accounted for.
- A member of IDB staff i.e. Fire Warden, should ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

## Escape routes

The escape routes from the building are: (detail designated fire escape routes)

- Front Door
- Rear Door (**rear car park gate combination 2016**)
- Windows (in basement) should exit be blocked

## Fire assembly point

The assembly point is: **Bus stop to the south of the building exiting via front entrance.**

## Fighting fires – Extinguisher use

Fire extinguishers should only be used where:

- Staff feels confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small or to aid escape

**Personal safety always takes priority. If in doubt, get out**

## Location of key safety hazards or other fire related equipment

- Gas/oil supply shut off: Basement (left hand front corner as you walk in towards the front)
- Mains fuse box: Basement (right hand front corner as you walk in towards the front)
- Mains water inlet: Basement (rear basement area ceiling height)
- Location of fire alarm panel: Front entrance hall

## Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 1 member of IDB staff are needed on duty
- Between 00:00 and 23:59(time) /on weekends /during special events, 1 member of IDB staff needs to be on duty at all times

## Equipment needed to affect the emergency plan

Hammers in basement to smash windows

## Variations to plan

Alternative measures required in case of:

- Late opening
- Events
- Lone working

## Back up arrangements

Should system fail then everyone will be notified by verbal alert (shouting fire)

## Responsibilities

Keeping plan up to date:

**Clerk to the Board**

Keeping staff on duty to carry out the evacuation plan:

**Clerk to the Board**

For training staff on the evacuation plan :

**Clerk to the Board**

**Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always enough IDB staff available on site**



## Oliver Pantrey

Clerk to the Board

Upper and Lower Medway IDB

Date: .....1<sup>st</sup> October 2020.....

**REVIEW DATE: 28 April 2021**

# Risk Assessment



**UPPER AND LOWER MEDWAY INTERNAL DRAINAGE BOARDS**

17 Albion Place • Maidstone • Kent ME14 5EQ

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**LOWER MEDWAY**  
INTERNAL DRAINAGE BOARD

Name of assessor: Oliver Pantrey	Location: General Assessment
Activity: <b>Communicable Diseases (Office)</b>	Who is at Risk: <b>Office staff, visitors</b>
Date: 27/5/20 (amended 8/1/21)	Date of Review (Annual): 27/5/2021

Hazard	Risk	Current Controls	Additional Controls	Residual Risk	Action Taken (inc Date)
Disease is spread through inhalation – Contraction of virus, varying symptoms, company reputation and systems deemed insufficient by HSE	Medium High (High for vulnerable persons)	Following of government advice. Provision of masks and PPE. Provision of suitable cleaning products. Social distancing measures.	Creation of rota system. Information on the disease provided. Safe systems of work installed. Removal of vulnerable persons from workplace.	Low Medium	Ongoing – January 2021
Spreading of disease through poor cleaning and hygiene – Contraction of virus, varying symptoms, company reputation and systems deemed insufficient by HSE	Medium High	Provision of suitable cleaning products made. Provision of suitable PPE made. Provision of safe systems of work and rotas made.	Information and follow up inspections to be made by Clerk. Reporting to be acted upon as soon as possible.	Low Medium	Ongoing – January 2021
Contraction is not communicated to colleagues – Untraceable contraction of virus, outbreak and forced downtime	Medium High	Information on reporting to be given by Clerk. Information on disease and symptoms to be given. Regular inspections via phone calls to be given regarding physical health.		Low Medium	Ongoing – January 2021

Working in close proximity with others – contraction of disease through inhalation, varying symptoms	Medium High	Work to be planned to avoid contact where possible. PPE to be provided. Safe system of work regarding confined spaces to be adopted.	Clerk to inspect working areas. Reports of work involving close proximity to be acted upon as soon as possible. One person per office at all times.	Low Medium	Ongoing – January 2021
Use of communal areas – Contraction through touching surfaces, varying symptoms	Medium	Information on use of communal areas to be given. Cleaning products to be supplied. PPE to be provided.	Maintaining of communal areas to be monitored and recorded. Avoidance of communal areas advised where possible. Reduced use of communal areas for eating.	Low	Ongoing – January 2021
Use of equipment i.e. photocopier – Contraction through touching of equipment, varying symptoms	Medium	Information of use of equipment to be given. Information on cleaning of equipment to be given. No joint use of equipment at any time.		Low	Ongoing – January 2021
Maintaining of paperwork and supervision during periods of isolation / separation – Contraction through inhalation, contraction through touching of items	Medium	Digital solution designed and implemented. Paperwork to be reduced by digital submission. Use of phone calls and video calls preferred to physical meetings.	Social distancing measures to be adopted. Paperwork to be placed in neutral areas and collected after area is clear.	Low	Digital platform implemented fully – 12 July 2020
Segregation / contraction from the public – Untraceable contraction, varying symptoms	Medium	Information on how to meet with the public to be given. Should you need to walk from the office, follow government guidelines for social distancing.	Trips should be planned to avoid busiest periods of the day. Alternative arrangements should be sought that avoid contact with the public. Visitors not permitted unless an emergency or vital to IDB operation.	Low	Ongoing – January 2021
Contraction through travel to/from work –	Low Medium	Follow government guidelines on social distancing.	Time journeys to avoid busiest times if possible.	Low	Ongoing – January 2021

Untraceable contraction, varying symptoms		Should you feel you need for additional PPE then contact Office Manager.	If you are concerned speak to the Clerk about alternative arrangements.		
Contamination of office after unpermitted entry – contraction through inhalation, contraction through contamination	Medium	No entry into other offices while occupied. Any communication should be done electronically unless vital. One person may communicate with the occupant from the corridor outside the office, maintaining 2m separation at all times.		Low	Ongoing – January 2021
Contraction via impromptu visits, visitor or third party – Contraction through inhalation, contraction through contamination, no traceable data.	Medium High	All visitors to follow stated guidelines. Visits should be planned and include a list of all documentation needed. Where possible use video conferencing to communicate, then email, then phone. Physical meetings not permitted from 4/1/21.	Any areas should be disinfected after the visitor has left. Any equipment should be disinfected after the visitor has left. Impromptu visits (even by staff) to be communicated ahead of arrival.	Low Medium	Ongoing - January 2021
Emergency response during epidemic – Contraction through inhalation or touching, varying symptoms	Medium High	Social distancing measures to be adopted where possible during an emergency. Where not safe maintain distancing, preservation of life is the priority.	Information to be given on emergency procedures.	Low Medium	Ongoing – January 2021
<b>Additional Hazards</b>					