



Battersea Power Station
Organisational Covid-19
Risk Assessment
2 June 2020

Battersea Power Station Organisational Covid-19 Risk Assessment

Over recent weeks, we have identified the COVID-19 related risks in our workplaces and have put in place mitigation measures. Our arrangements are kept under constant review to ensure that they continually reflect changing circumstances and current Government advice. The table below gives an overview of our assessment of risks across the organisation and details the safety measures put in place.

We constantly monitor the arrangements in all our buildings to ensure that they continue to meet the standards required - in doing this, we adopt a structured approach, using a local assessment tool. Across Battersea Power Station (BPS) we have a range of workplaces with differing requirements and this risk assessment provides a flexible framework for managers to effectively assess the risks and manage the safety measures for individual buildings, working with all BPS companies and local teams. The risk assessment acts as a tool that helps to ensure that potential risks are constantly monitored, that swift action can be taken where necessary, and that anything significant that can't be easily resolved, is promptly escalated.

We keep this risk assessment updated to reflect any changes in Government guidance including any feedback from our employees or external stakeholders.

If you are worried about anything or feel that something is not in place that should be, please speak to your line manager or contact our Health and Safety Director, Mark Jaggard mjaggard@bpsdc.co.uk

This risk assessment is applicable to all BPS companies including Battersea Power Station Development Company Limited (BPSDC) including the BPSDC sales and marketing office, Battersea Power Station Estate Management (BPSEM) and Battersea Power Station Estates Limited (BPSE).

What are the hazards?	Who might be harmed?	What have we already done to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Contraction of Covid-19 through contact with other employees and surfaces used by employees</p>	<p>Staff and visitors</p>	<ul style="list-style-type: none"> • Introduced remote working for all staff, with the provision of Microsoft Teams to allow contact and remote meetings to take place. Attendance at the office is strictly limited currently to critical staff, required for operational delivery, and only where unable to work remotely. • Introduced enhanced cleaning regime, ensuring workstations are sanitised at the end of each day. Carrying out additional touchpoint cleans throughout the day, increasing with the phased remobilisation of the offices. Adherence to the British Institute of Cleaning Science (BICS) cleaning standards is the basis on which the cleaning process is conducted by our cleaning provider. • Introduced deep cleans within all or parts of buildings if we have a confirmed case of COVID-19, following Government guidelines. • Provided extra checks around soap and hand drying facilities, ensuring priority for fixing immediately any reported issues. • Ensured every used workstation is cleaned at night, using individual desk signs to inform cleaners the desk has been used. • Introduced anti-bacterial wipes, liquid dispensers and paper towels to allow individuals to perform their own cleaning of surfaces, handles, photocopier touch pad, security pass, mobile telephone etc as required. • Provided hand sanitiser at each entrance and exit. • Prayer room use measures to include hand sanitiser, antibacterial wipes and introduced measures including limiting users to one at a time, prevent sharing of praying mats and praying attire. • Displayed handwashing posters in prominent places. Paper towels provided at all handwash stations replacing air dryers. • Restricted use of kitchen and eating areas, with strict controls in place for entering and using facilities. • Encouraging any concerns with building cleanliness or soap supplies to be referred to our in house facilities team, who can be contacted at BPSDC Facilities Support or facilitiesupport@bpsdc.co.uk, . 	<p>Regular local monitoring and communication. Our staff will carry out checks through the day and will close off areas within an office or building, where standards are not as they should be, whilst they put in place measures to improve the situation.</p>	<p>Leaders, Managers and staff supported by Facilities Management team.</p>	<p>Ongoing</p>

		<ul style="list-style-type: none">• Promotion of handwashing and personal hygiene through posters and regular hand sanitising stations.• Should there be an instance of a confirmed case of COVID-19 a system is in place to isolate/close down the area concerned and ensure a deep clean can be completed immediately before it is re-opened.• Contact tracing will be established as soon as a case is confirmed to inform recent contacts to self-isolate, this will be carried out in support of and in conjunction with NHS England contact tracing system.			
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<p>Contraction of Covid-19 through contact with members of the public and visitors</p>	<p>Staff and visitors</p>	<ul style="list-style-type: none"> • All staff and visitors are required to sign a declaration of health that they or anyone in their household are not displaying symptoms. The declaration also asks that they confirm they are not living with anyone who is shielding, vulnerable or at increased risk from COVID-19. Disclosure requires daily temperature check and ongoing confirmation of any changes to be declared to BPS. • If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will be refused entry to the building and requested to call 111. • If any member of staff or a visitor develops symptoms whilst attending the premises, they will be advised to follow Government guidance to self-isolate as quickly as possible and obtain a test. Contact tracing will commence upon confirmation of a positive test result. • We have reviewed all non-public areas, to promote social distancing for staff and visitors, with measures implemented at different sites including the following: <ul style="list-style-type: none"> - Taking desks and other furniture out of use to enable individuals to retain a physical distance of 2m from each other wherever possible. - Strictly limiting the number of staff returning to the workplace to a minimum, and only where physical presence is required. - Control of numbers ensures social distancing can be achieved at all times. - As far as is practicable, using one-way systems. - Encouraging staff to bring their own food - Encouraging staff to use their own transport and avoid public transport with provision of car parking & cycle racks. - Monitoring use of toilet facilities, restricting access if necessary. - Changing working hours where possible, if it supports individuals in travelling at earlier or later times to reduce contact with other people and to avoid the overcrowding of public transport. 	<p>Regular local monitoring and communication.</p> <p>Noncontact thermometer has been procured and will be utilised for all staff entering following approval of checking protocol.</p> <p>Our staff will carry out checks through the day and will close off areas within a building, or whole buildings, where standards are not as they should be, whilst they put in place measures to improve the situation.</p> <p>Desk layout planning and one-way routes are under further development.</p>	<p>Local managers supported by Facilities Team</p>	<p>Ongoing</p> <p>Prior to full re-mobilisation</p> <p>Prior to full mobilisation</p> <p>Awaiting quotations and availability</p>

		<ul style="list-style-type: none">- Staggering lunches and breaks.- Cancelling all events that involve bringing large groups of people together or moving them to become virtual events e.g. team meetings arranged on the phone/via video conference (even if people are sat apart in the same office);- Limiting face to face meetings to an absolute minimum, only where physical presence is required such as site progress or quality inspection. Meetings should be held outdoors where possible, with attendees instructed to leave when their element is complete.- Postponing all non-essential face to face training. <ul style="list-style-type: none">• We have reviewed all public areas, putting in place arrangements to help people maintain a 2m distance. These will vary for the different buildings depending on layout, but may include:<ul style="list-style-type: none">- Putting a system in place to manage the flow of people and maintain a 2m distance e.g. floor markings and tape.- Advising those entering or leaving the offices to avoid cross-traffic in the doors and restricting the number of people in the office at any point in time.- Removing furniture or cordoning off to enable individuals to be at a physical distance of 2m from each other wherever possible.- For areas where queuing will occur, using floor marking tape to enable social distancing to be observed.- Monitoring and regulating use of toilet facilities, restricting access if necessary.- Removing, taping off or clearly identifying selected seats in reception areas, to ensure a 2m distance between those sitting in these areas.• Allowing BPS staff and visitors to bring in their own face covering as a reassurance measure. Paper face coverings will be made available to all staff on request. All face coverings will be placed in a closed lid bin at the end of use.• Promoting personal responsibilities for social distancing through posters and other means.			
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Wellbeing	Staff	<ul style="list-style-type: none"> • Promotion of positive wellbeing of staff during these challenging times is critical and has included: <ul style="list-style-type: none"> - Providing support through resources such as the Employee Assistance Programme, the mental health allies network, various other tools and guidance. - Ensuring uninterrupted availability of praying room, with increased hygiene measures and briefing to users in safe use protocol. - Encouraging team members to keep regular contact - Introduction of new newsletter for all staff to combat feelings of isolation and loneliness, and help people adapt to new ways of working. - HR calling Team Heads and staff. - Communication campaigns to promote the wellbeing resources available, and the means of accessing them. - Positive promotion of the safety measures in place to reassure and reduce anxiety. • Measures to reduce the anxiety of staff and visitors include: <ul style="list-style-type: none"> - Clear signage to reassure that safety measures are in place. - Publication of our processes and arrangements, along with channels through which to raise any concerns - Reassurance provided by staff members. 	<p>More detailed guidance to be provided for staff with updates as Government guidance is reviewed.</p> <p>Continual monitoring.</p>	HR, Health & Safety and Team Heads.	Ongoing

Revision History

Revision No.	Date	Author	Changes	Approved by
Version 1	02/06/2020	Mark Jaggard	First approved version of BPS Covid-19 Risk Assessment	CEO