

Office Accommodation – Site Visit

<b>Property Visited Visited:</b> <b>7 Day Centre</b> <b>11-15 Netherbank Road</b> <b>Netherton Industrial Estate</b> <b>Wishaw ML2 0EB</b>	<b>Staff member spoken with during visit:</b> <b>John Smith</b>  <b>Manager with responsibility for office/section:</b> <b>John Smith – Unit Manager</b>
<b>Manager of Office/Section</b>	
Is there an updated/new risk assessment that considers the additional risks of exposure to coronavirus?	No Covid risk assessment sent to this location.
Has this RA been communicated with all relevant staff and TU Representatives?	N/a
What arrangements are in place to monitor that the control measures have been implemented, maintained and are effective?	Have covid signage, sanitiser and wipes in place.
Has consideration been given to working from home where possible? Is this currently in place for some staff?	Not practical at this location.
<b>Office Layout</b>	
Has the office been set out to ensure 2 metre social distancing?	Yes

Was there evidence during visit that staff are maintaining 2 metre distancing between each other?	Yes. Two staff in main office are socially distanced
In what circumstances is it not possible to ensure 2m distancing between staff and what mitigations are in place?	No circumstances in office. Mechanics in garage area socially distance as much as is practical when working.
Are staff wearing face coverings when entering, exiting and moving around building? Did you see evidence of this during visit?	Yes. Yes.
Is there sufficient signage in place relating to covid19 safety guidance?	Yes.
How are you ensuring that offices have adequate levels of ventilation?	Windows and door opened in main office.
Have fire safety arrangements been considered in the layout of offices and Is the Emergency Evacuation Plan in line with the current set up?	Yes.
<b>Access for Members of the Public</b>	
Is this office access by MOP at any time? If so, are sufficient controls in place regarding face coverings, hand sanitising, social distancing etc.	No. only by council employees. Sufficient controls are in place regarding the wearing of face coverings, hand sanitisers and social distancing.
Interview Rooms – are they set up appropriately? Social distancing Ventilation Supply of sanitising materials available	N/a – no other interview rooms / offices in use.
<b>Cleaning Regime</b>	

Is there a robust cleaning programme in place?	Yes. Cleaner is in on a daily basis.
What steps are being taken to clean / sanitise shared equipment, frequently touched surfaces and rooms that are used by more than one grouping?	Gloves worn when required. Procedures in place when handling car keys etc.
Are cleaning materials made readily available?	Sanitisers and wipes placed throughout the premises.
<b>Welfare facilities</b>	
Are there suitable and sufficient facilities available to avoid congestion and manage social distancing?	Yes. Only 4 employees on site – 2 in the office and 2 in the garage.
What measures are in place to facilitate hand washing / sanitising as staff enter the building/office and throughout the day?	Door entry system in place. Hand sanitiser placed outside and also inside main door. Sanitiser also placed throughout the premises.
What arrangements are in place should someone be taken ill?	There is an area that can be used for isolation till anyone taken ill can go home.
Do you have arrangements in place for engaging with 'Test and Protect' and for responding to an outbreak?	Staff have downloaded the Test and Protect app to their phones.
Details of Any Other Concerns/Questions:	Recommendations provided:
	Other information: Car keys are sprayed with sanitiser when handed in and also when returned. Delivery drop system in place for spare part delivery. Visor is used for one member of staff where a face mask is unable to be used. 2 metre social distancing would be impractical in the garage area if students / school children were on site.

Further Action Required:	A copy of the generic Covid risk assessment was not sent to this location. However, staff are carrying out all the controls that would be mentioned in the risk assessment.
Advisor: Neil Hamilton	Date: 22/01/21

**Point to note/advise –**