**ANNEX B**

**DEPARTMENT FOR THE ECONOMY**

**ADELAIDE HOUSE (OITFET HEARINGS)**

**COVID-19 RISK ASSESSMENT**

**01 APRIL 2021**

**DfE Adelaide House (OITFET) COVID-19 Risk Assessment and Action Plan**

To be read and used in conjunction with DfE C19 –WRA (F) (V2.5) – the DfE Facilities Workplace Risk Assessment and any subsequent amendments.

The purpose of this risk assessment is to safely manage the operation of temporary additional hearing rooms in Adelaide House for the purposes of conducting hearings of Industrial and Fair Employment Tribunals.

**What are the hazards?** – Spread of Covid-19 (Coronavirus)

**Who might be harmed?** – Staff, Judiciary, Visitors, Contractors, Drivers, Vulnerable groups e.g. elderly, pregnant workers, those with underlying health conditions

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| **Controls required** | **By who?** | **By when?** | **Completed** | **Additional controls** |
| **Cleaning**  A deep clean/covid clean (see Appendix 1 for procedure) will be carried out on confirmation of a case of Covid-19 amongst anyone who was present in the building and as advised by PHA.  Housekeeper required to clean objects and surfaces that are touched regularly particularly in areas of high use such as toilets (to be cleaned hourly), door handles, light switches, lift buttons, handrails, photocopiers, trolleys etc. using sanitising products provided. This will also include cleaning of each hearing room immediately after use.  “Touch it, Clean it” policy implemented e.g. before and after use of office equipment such as photocopiers, staff must wipe down the surfaces they have used.  Witnesses will be required to wipe down the witness chair when evidence completed with sanitising wipes provided. Written instructions have been placed on the witness table.  Fabric covered chairs to be replaced by plastic chairs. | Contractor  Contractor  All  Hearing participants  Premises team | As and when required  Daily  As required  After use | Continuous  Continuous  Completed 16.04.21 | Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed |
| **Ventilation**  Heating, Ventilation and Air Conditioning (HVAC) system assessed and confirmed that there is supply and extraction ventilation throughout the building, there is no recirculation and runs in line with industry guidance[[1]](#footnote-1).  Windows in all rooms used will remain open throughout the day. | DoF Properties Division |  | Report received | To be monitored by the SPOC |
| **Lateral flow testing**  When available, all Staff/Judiciary/Panel members/Public/Visitors will be asked to undertake an optional lateral flow Covid-19 Test | Premises staff | Continuous | From May 2021 onwards (date TBC) | To be monitored by the SPOC |
| **Entering and exiting the building**  All access to the building will be managed through Main reception.  *The revolving door is manually propelled and the disabled access door by push panels in and out. Contact points will be cleaned regularly throughout the day by cleaning staff.*  A queuing system will be put into operation at the main entrance, if/when required, and individuals must stay 2 metres apart using the space markings. If necessary, a marshalling system will be deployed;  Staggered start times for hearings will be put in place to reduce footfall in the building at any one time and to reduce potential for queuing to form;  Reception staff will call forward the next person to enter the building by mechanically opening the door/signalling to the person to enter;  A plexiglass shield has been erected at the reception desk;    On entry to the building all visitors will be asked to confirm that they do not have symptoms of coronavirus in line with NHS guidance i.e. persistent cough and/or a fever or a recent loss of smell/taste. If anyone appears to have, or discloses that they have, symptoms consistent with Covid-19, they will be refused entry;  All visitors to Adelaide House must wear a face mask whilst on the premises. A face mask can be provided by reception staff if the attendee does not have one with them. The face mask should be disposed of in the bin provided at reception when leaving the building.  Visitors must sign in to the building as a health and safety precaution. To avoid potential risks reception staff will record the names of attendees.  All staff will be asked by the senior manager of their team to confirm that they do not have symptoms of coronavirus in line with NHS guidance i.e. persistent cough and/or a fever or a recent loss of smell/taste. If anyone appears to have, or discloses that they have, symptoms consistent with Covid-19, they will be sent home and asked to isolate;  Robust reporting and monitoring system in place to record Covid 19 incidents, identify potential risks and to whom; and contact with PHA for guidance and advice.  A sanitising station and “no-touch” bin receptacle will be installed at reception for the disposal of face coverings and gloves. The bin will be emptied by the house-keeper and disposed of in line with PHA guidance.  Seating in reception area will not be used.  Visitors will not be permitted beyond the left corridor of the ground floor. | All  Reception staff  Employment Judges/Listing team  Reception staff  Contractor  Reception Staff  Visitors  Reception staff  Line managers  SPOC  Premises team  Premises team | Continuous and ongoing | Completed  16 03 21 | To be monitored by the SPOC  Compliance with social distancing will be monitored. Where there are breaches of this, reception staff will immediately inform the SPOC.  Space markings in place?  Guidance placed on the website; incorporated into signage placed at the entrance; information leaflet issued with NOH letters.  Guidance placed on the website; incorporated into signage placed at the entrance; information leaflet issued with NOH letters.    Guidance placed on the website; incorporated into signage placed at the entrance; information leaflet issued with NOH letters.  Any member of staff/judiciary may remind a member of the public to wear their mask  Guidance placed on the website; incorporated into signage placed at the entrance; information leaflet issued with NOH letters.  Reception staff to advise premises team when replenishment of stock is required. |
| **Public areas**  **Signage:** social distancing posters are displayed in prominent locations maximum capacity of each room is also displayed and visitors reminded not to move the furniture which has been designated for use.  **Social distancing:** will be regularly assessed in the common use areas and visitors asked to move should they not be adhering to the rules.  Entry to the hearing rooms will be via the left corridor and only when directed to do so by the hearing clerk.  **Lifts:** The public will not have access to the lifts.  **Toilets:** Signage has been placed on each door in regard to good hand hygiene and all users advised to ensure that before flushing the toilet lid should be closed to avoid a cloud of spray in a confined space.  Cleaning staff will thoroughly clean the toilets first thing each morning and on an hourly basis throughout the day and sign a checklist on the outside of the toilet door to indicate that this has been completed. | Premises team |  | Completed | To be updated as and when advice changes  SPOC to be contacted immediately any breach comes to the attention of staff. Compliance with social distancing will be monitored. Where there are breaches of this, reception staff will immediately inform the SPOC.  Information posters erected. Fires Safety Unit to be consulted.  Appropriate signage to be erected in and outside of toilets.  Use tape to mark sinks that may/may not be used.  Erect checklists on all toilet doors. This will be checked for compliance by the premises team on a daily basis. |

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| **Hearing rooms**  Interim relief hearings, full hearings and those cases which, in the opinion of the President, require a hearing in person will be held in Conference Room 1-2 and Room G4 in Adelaide House on a staggered basis.  **Room Capacity**  In the main Conference Room, the maximum capacity is 13, not including the Tribunal Members and the Clerk.  In Room G4, the maximum capacity is 10, not including Tribunal Members and the Clerk.  **Signage:** social distancing posters are displayed in prominent locations. How the room is set up for social distancing is also displayed outside the hearing rooms.  **Social distancing:** entry in to the hearing room will be one at a time, maintaining the appropriate social distance  Where there are greater numbers involved in each hearing, it will be the responsibility of the judge, in consultation with the parties, to decide whether the hearing should be postponed, whether numbers can be reduced or staggered or whether it is appropriate for the hearing to be postponed and re-scheduled using remote technology.  **Seating:** chairs are spaced out in 2 metre gaps. Those chairs that cannot be used have been removed from the area or taped off to indicate that they cannot be used. Where possible, all seating will be numbered/labelled for attendees.  The use of ipads, laptops and other devices are the responsibility of the user. The user must ensure that the device is not shared by other attendees.  Attendees should bring their own Holy Book with them to a hearing. Where this is not possible, attendees should inform the tribunal in advance to allow for appropriate quarantining of the Holy Book to be observed. Holy books and laminated oaths/affirmations will not be handled by anyone other than the hearing clerk.  Sanitising agents will be available.  Water and glasses will be removed from the hearing rooms. Attendees may bring plastic bottles only into the hearing room. No food is allowed in the hearing room. | Premises team  Hearing clerk  Employment judge  Premises  Attendees  Witnesses  Premises  Premises |  | Completed  Completed  16.04.21  Completed  Completed | Guidance will be issued to attendees in advance of the hearing and will be reviewed in line with PHA guidance on social distancing measures  To be completed using tape to mark seats that may/may not be used. Floor marking if necessary.  Attendees to advise office 72 hours before attendance if they wish to use a holy book provided by the office. After use, the holy book will be quarantined for 72 hours |
| **Staff/Judicial areas**  Only essential staff and judiciary will be in the building for the duration of hearings only and will adhere to the following measures:   * maintain appropriate social distance at all times including break times and when entering/leaving the building; * Sanitising agents are available as well as gloves and face masks; * Adhere to a strict “Touch it, Clean it” policy. Any hardware that is touched must be cleaned by that person immediately after use. * Coat racks will be removed – hang coats on the back of their own chairs.   Retiring room facilities for Tribunal members are available on the 1st Floor and may be accessed using the stairs near the entrances to the two hearing rooms. The doors to the stairs will be protected with a swipe access system, and suitable passes provided to Tribunal members. |  |  |  | Guidance detailing all of the safety measures in place; timely updates circulated; reviewed continuously in light of PHA/Executive guidance on social distancing  Swipe access to be installed to stairs and to back corridor. |
| **Correspondence**  Copy documents will not be provided to members of the public and/or their representatives on the day of a hearing nor will papers be accepted. |  |  |  |  |
| **Travel**  Staff, judiciary and members of the public are advised not to travel together in a motor vehicle to and from Killymeal House unless with a member of the same household[[2]](#footnote-2).  Staff, judiciary, and members of the public are advised to adhere to the guidelines published by Translink if travelling to/from work using public transport[[3]](#footnote-3). |  |  |  |  |
| **Emergency evacuation and first aid**  In the event of an emergency evacuation all exits are to be used to leave the building as quickly as possible. Please note that whilst exiting the building in an emergency evacuation the two metre social distancing does not apply.  Until further notice, in the event of an emergency evacuation Adelaide House will operate a roll call system due to the reduced staff numbers and absence of most Fire Wardens. Reception staff will record the names of all in the building.  There will NOT be a dispersal system. Staff and visitors should go to the assembly point at the junction of Adelaide Street and Ormeau Avenue (whilst still observing the two meter social distancing protocol), where their name will be checked off against the list of staff and visitors present in the building.  Any accidents or incidents requiring First Aid should be reported immediately to the Premises Team to deal with in the first instance.  A fire warden and first aider will be on site each day. |  |  |  |  |
| **Face coverings/Gloves**  Provision of face coverings and gloves can be provided on request | Premises Team |  |  |  |
| **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help | All line managers and staff | Ongoing and continuous |  |  |

**APPENDIX 1**

**ARAMARK PROCEDURES FOR DEEP CLEANING FOLLOWING COVID-19 CASE (IF REQUIRED)**

(Note: still in force as of 29 March 2021)

**From:** McAuley, Danny (IE) [<mailto:mcauley-danny@aramark.ie>]   
**Sent:** 18 March 2020 17:29  
**Subject:** COVID-19 Aramark Update

Hi All,

Further to an update from the Public Health Agency, please see below our approach to additional cleaning of effected, or potentially affected areas.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

**Areas with suspected contamination:**

* If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
* using a disposable cloth, first clean hard surfaces with warm soapy water, then:
* disinfect these surfaces with the cleaning products you normally use
* pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
* wherever possible, wear disposable or washing up gloves and aprons for cleaning
* these should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

**Areas with confirmed contamination:**

* if an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
* public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
* all surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
* objects which are visibly contaminated with body fluids
* all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
* Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
* use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

* a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants

or

* if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
* Avoid creating splashes and spray when cleaning

**PPE:**

* the minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has been is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed
* if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose as well as gloves and an apron

Thanks,

Danny

**Danny McAuley** | Aramark | Operations Manager | Workplace Solutions

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1. Updated advice on ventilation and air conditioning during the pandemic [↑](#footnote-ref-1)
2. PHA guidance car share A5 flyer10120.pdf (hscni.net) [↑](#footnote-ref-2)
3. [COVID-19 | Our Latest Guidelines (translink.co.uk)](https://www.translink.co.uk/corporate/media/pressnews/COVID19update) [↑](#footnote-ref-3)