**OFFICE OF THE INDUSTRIAL TRIBUNALS AND FAIR EMPLOYMENT TRIBUNAL**

**(OITFET)**

**KILLYMEAL HOUSE**

**COVID-19 RISK ASSESSMENT**

**24 May 2021**

**OITFET COVID-19 Risk Assessment and Action Plan – Office of the Industrial Tribunals and Fair Employment Tribunal**

The purpose of this risk assessment is to safely manage the return to Killymeal House for the purposes of administration and conduct of hearings in the Industrial and Fair Employment Tribunals.

A cautious approach is being implemented to minimise risk and therefore this risk assessment should be read in conjunction with instructions provided on the website, including Presidential guidance, direction and instructions relating to the conduct of proceedings.

**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 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  After use  After use | Continuous  Continuous  Continuous  Competed 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 will remain open throughout the day. | DoF Properties Division |  | Tests carried out on 08.03.21, 13.04.21 and 28.04.21 | Reports received – recommendations followed; clarification sought in regard to internal hearing rooms to confirm safe capacity |
| **Lateral flow testing**  When available, all Staff/Judiciary/Panel members/Public/Visitors will be asked to undertake an optional lateral flow Covid-19 Test before proceeding beyond Reception. | Premises staff | Continuous | From June 2021 onwards (date TBC) | To be monitored by the SPOC |
| **Entering and exiting the building**  Staff/Judiciary/Panel members’ entrance/exit: by the side door entrance **only** (with the exception of reception staff and/or premises officer for opening/closing the building).  Public/visitors entrance/exit: by the main door only.  *To note: the side door is entered by swipe access and therefore there is no touch surface contact. Exit is by a push button which is cleaned throughout the day by cleaning staff.*  *The front door automatically opens negating the need for any touch surface contact. Again exit is by a push button which is cleaned throughout the day by cleaning staff.*  Entry to the building will be one person at a time and another person cannot enter until that person has cleared the reception area;  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 Killymeal House must wear a face covering whilst on the premises. A face covering can be provided by reception staff if the attendee does not have one with them. The face covering 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 and the side door 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. | All  Reception staff  Premises team  Employment Judges/Listing team  Reception staff  Contractor  Reception staff  Visitors  Reception staff  Line managers  SPOC  Premises team | Continuous and ongoing | 12.06.20  Completed | To be monitored by the SPOC  All public areas are covered by CCTV and compliance with social distancing will be monitored. Where there are breaches of this, reception staff will immediately inform the SPOC.  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.  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 face covering  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 throughout the building; advice on maximum capacity of each room within the building 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.  **A one way system** around the hearing floors is in place. Arrow signage has been erected. Entry will be via the waiting areas only. Entry to the hearing rooms will be via the side corridor and only when directed to do so by the hearing clerk. To facilitate social distancing the floor will be taped to indicate appropriate spacing.  **Waiting areas:** chairs are spaced out in 2 metre gaps. Those chairs that cannot be used will be removed from the area or taped off to indicate that they should not be used. A maximum of 13 people will be allowed to use the waiting areas at any one time.  **Consultation rooms:** furniture has been re-arranged in these rooms to ensure 2m social distancing measures are in place. Those chairs that cannot be used have been removed from the area or taped off to indicate that they cannot be used. Furniture should not be moved in the rooms. A maximum of 2 people will be allowed in the consultation rooms at any time.  **Lifts:** Only one person can use the lift at a time unless from the same household.  **Toilets:** all toilet facilities in the building are single use. A sanitising station has been placed in the toilet corridor. 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  All public areas are covered by CCTV and compliance with social distancing will be monitored. Where there are breaches of this, reception staff will immediately inform the SPOC.  Floor to be taped and information posters erected. (completed)  Fire Safety Unit to be consulted. (completed)  Appropriate signage to be erected in and outside lifts. (completed)  Appropriate signage to be erected in and outside of toilets. (completed)  Erect checklists on all toilet doors (completed). This will be checked for compliance by the premises officer on a daily basis. |
| **Judicial entrance to hearing rooms**  **Rooms 1, 4 and 8**  Entry to the room will be in the order in which the Tribunal sit i.e.  Panel member 1  Employment Judge  Panel member 2  Exit from the room will be in the reverse  **Rooms 3, 5 and 10**  Entry to the room will be in the order in which the Tribunal sit i.e.  Panel member 1  Employment Judge  Panel member 2  Exit from the room will be in the reverse  The panel will wear face coverings until they are seated between the plexiglass screens.  NB The panel will now sit in the body of the hearing room |  |  |  | Sanitising product is available in the judicial corridors |
| **Hearing rooms**  All preliminary hearings will take place by electronic means for the foreseeable future to minimise risk to staff, judiciary and the public.  \*NB All in person hearings are currently suspended from taking place in Killymeal House at the present time. Any in person hearings will take place in Adelaide House. When restrictions are lifted the following mitigations will be in place:  Interim relief hearings, full hearings and those cases which, in the opinion of the President, require a hearing in person will be held in Killymeal on a staggered basis.  Plexi-glass has been erected between each person on the bench.    **Signage:** social distancing posters are displayed in prominent locations throughout the building including the hearing rooms. 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 by following the floor markers, and in the following order on the basis of where that person will be sitting (that being the person(s) sitting closest to the bench first etc.):   1. Barristers 2. Solicitors 3. Claimant 4. Respondent 5. Witnesses 6. Interpreters (where required) 7. Public (including press)   In rooms 1, 4 and 8 the maximum capacity is 8.  In rooms 2, 3, 5, 6, 9 and 10 the maximum capacity is 3 and will be used for claimant and respondent parties. Video conferencing facilities will be installed in hearing rooms 1, 2, 3, 4, 5, 6, 8, 9 and 10 to facilitate Remote and Hybrid hearings  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 viewed in another room using remote technology or held as a fully remote hearing.  **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 strategically placed on hearing room floors.  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. | Contractor  Premises team  Hearing clerk  Attendees  Witnesses Hearing clerk  Premises  Premises |  | Completed  Completed  Ongoing  Completed 04.05.21  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  Until further notice the panel and hearing clerk will be the only attendees in these rooms. Members of the press/public who wish to attend must advise the office in advance and will be accommodated in these rooms.  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**  A staff and judicial rota has been introduced to reduce the number of staff and judiciary in the building at any one time. A maximum of 25 staff will be on site at any one time; a maximum of 9 judicial members will be on site at any one time  Perspex screens between staff to be erected.  Only essential staff and judiciary will be in the office on a daily basis and will adhere to the following measures:   * maintain appropriate social distance at all times including break times and when entering/leaving the building; * Relevant signage is displayed throughout the office floors to serve as reminders to actions that need to be taken regularly e.g. handwashing, cleaning equipment etc; * no one may use a desk, tambour unit, tray, stationery or telephone that is not their own; * clean their own workstation on return from a hearing or have been away from their desk and touched a hard surface; * use sanitising agents available across the offices as well as gloves and face coverings; * Wear face coverings at all times when away from their desk; * adhere to a strict “Touch it, Clean it” policy. Any hardware that is touched must be cleaned by that person immediately after use e.g.hot water geyser, microwave, fridge door (this is not an exhaustive list). * Use the kitchen facilities one at a time. A flexible approach to break times will be implemented. * The glass room will no longer be used as a rest room. * The water dispensers will be removed as this is a heavy use contact point. * must use their own cutlery and crockery and must clean it immediately after use and store in their own tambour unit and not in the kitchen. All shared crockery will be removed from all kitchen areas. * Refreshment facilities for panel members will be removed. * Coat racks will be removed – hang coats on the back of their own chairs. * no face to face meetings with external people. * The only face to face meetings that can take place in staff/judicial areas are those that are of a sensitive nature within the office and are restricted to 15 minutes maximum (hearings are exempt from this requirement). The organiser of any such meeting will be responsible for ensuring the cleaning of any surfaces before and after the meeting. * Only one person can access the file stores at one time and should ensure that any hard surfaces are cleaned before leaving. * Staff involved in postal duties will be required to use gloves. * wear gloves when handling files. * Desk fans should not be used unless there is a medical need which should be addressed with the direct line manager for the period of the pandemic. | President Vice-President Section managers  Contractors |  | Continuous  Completed | Guidance detailing all of the safety measures in place; timely updates circulated; reviewed continuously in light of PHA/Executive guidance on social distancing |
| **Correspondence**  All correspondence with OITFET should be submitted electronically if possible.  All post received by other means i.e. via the postal system or personally delivered to OITFET will be quarantined for 72 hours before being dealt with.  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.  Bundle submissions will be submitted 5 working days in advance of a hearing to ensure appropriate quarantining and necessary time to copy documentation for panel members. These papers also need to be quarantined before issue. |  |  |  |  |
| **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 stairwells 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 Killymeal House will operate a roll call system due to the reduced staff numbers and absence of most Fire Wardens.  Each day reception staff will record the names of all staff in the building.  There will NOT be a dispersal system. Staff should assemble outside the Radisson Hotel, 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, first aider and trained user of the Evac chair will be onsite 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 & welfare 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)