




RISK ASSESSMENT FOR RETURN TO OFFICE

Griffin House

AIM

The purpose of this document:

- To mitigate associated risk of covid19 in our office
- Serves as a basis for site specific assessment and action plan

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- *Note – this deck will constantly evolve, as the government release more information, a separate document will cover workspaces specifically, in terms of re-occupation approach*

FACILITIES ASSESSMENT RETURN TO OFFICE

- **Eliminate:** Continue to WFH where possible and effective;
- **Reduce:** Enable social distancing and dilute people density in circulation routes through limited site occupancy;
- **Education:** Promote and enforcement good behavioural practices;
- **Isolate:** Separate sections of offices, access and egress & welfare facilities;
- **Control:** Suitable cleaning of potentially contaminated surfaces / touchpoints asap;
- **Protect:** PPE use where effective, particularly for those circulating through all office areas. Perspex barriers at reception and service / till points;



FACILITIES ASSESSMENT RETURN TO OFFICE

Risk areas in Griffin House to Stakeholders, Contractors and Visitors are as follows :

High

- Building entrances, reception areas and high traffic circulation routes
- Tea points and catering
- Lifts and stairs
- WCs

Medium

- General desking areas
- Open-plan collaborative and break out areas
- Enclosed meeting rooms

Low

- Car parks and external areas
- Singular offices and phone booths



CLEANING AND HYGIENE – ENHANCEMENTS

Following W.H.O and Government guidelines

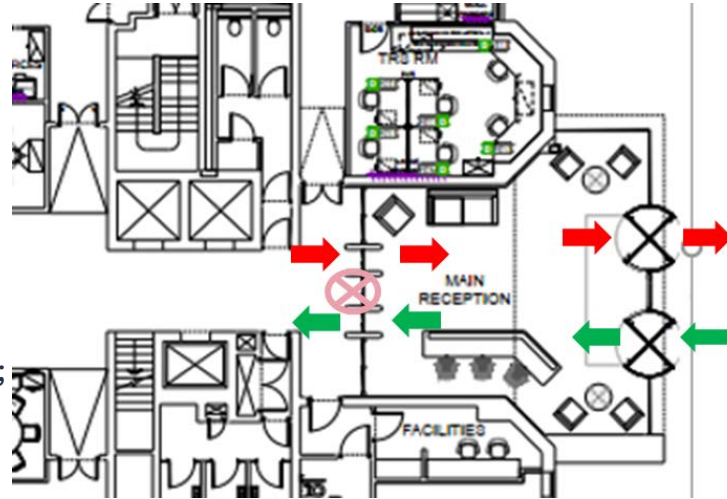
- Introduction of an enhanced level of cleaning focusing on touch point cleaning, desks and janitorial services;
- Provision of a rapid response for any additional cleaning required;
- Products deployed to allow “self-help” cleaning;
- Hand sanitiser stations and dispensers allocated at main access and exits points;
- Compliance of Government guidance:
- Signs and posters on display to build awareness of good handwashing technique;
- Nano-septic strips on touchpoints across the floors – due to its mineral nano-crystal which acts as a catalyst, charged by visible light and acts like a disinfectant, which allows for self clean;
- Implement clear desk policy;
- Pure Hold handles and plates attached on all doors – The Silver Ion coating works continuously 24/7 to combat germs deposited onto the surface by users and helps prevent cross-contamination;
- Virucide decontamination fogging treatment machine – reoccupation from 3 hours after completion of clean;
- Mandatory wearing of a facemask - when walking around the office and away from your desk (whilst at your desk you can remove the mask);



ENTRANCE AND EXIT POINTS

Mitigating measures implemented at High Risk area
Potential risks - Traffic Hotspot

- Implementation of an One Way system across all floors;
- 2 metre floor markers/reminders at potential flow restrictions to ensure distancing is maintained – speedgates, doorways, access control;
- Automated rotary doors are existing;



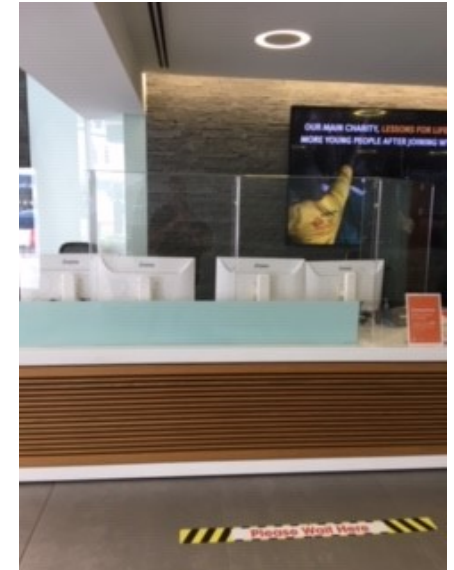
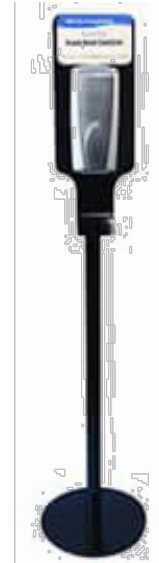
RECEPTION AREA

Mitigating measures implemented at a High Risk area

Potential risks – Clients, Contractors & Visitors, Traffic hotspot, Delivery personnel



- Signage displayed including site protocols and behaviours;
- Declaration form for visitors to be completed (please refer to the latest company policy on visitors);
- Hand sanitizer dispensers located after entry into the Reception Area and just before you exit;
- Perspex barriers installed at Front of House desk;
- Wait here signage in front of Receptionist & Security Stations;
- One way in operation in Reception Area;
- Signage to indicate flow of travel through speed gates;
- Removal of all seating furniture to discourage gatherings;
- Any works that require more than one person will have a specific risk assessment and method statement, with controls measures signed off by Facilities Manager;

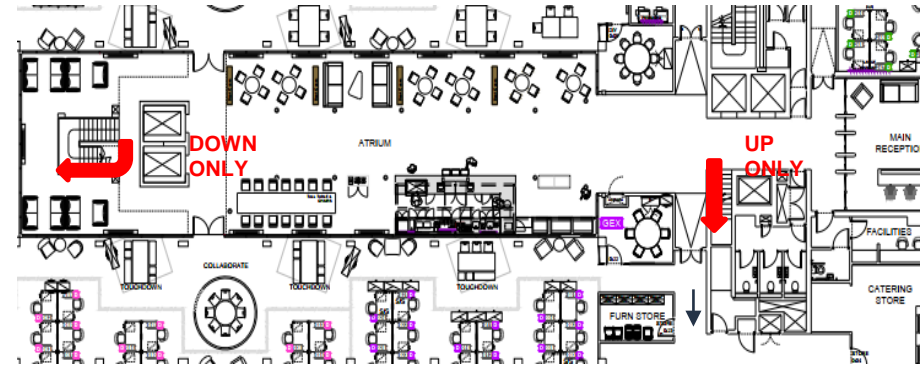


ONE WAY DIRECTION OF FLOW

Mitigating measures implemented for a High Risk area for main Stairs & Lifts

Potential Risk - Traffic Hotspot, Lift Capacity & Contact Points

- One way system / waiting spaces on narrow Stairwells and circulation routes;
- The front stairwell and lifts are to be used as **UP ONLY** to all floors;
- The Atrium stairwell and lifts are to be used as **DOWN ONLY** to all floors;
- The Rear stairwell is to be used as **UP ONLY** to all floors;
- The North West stairwell (outside Dublin meeting room Floor 2) and (by the People Dept on Floor 3) will be **DOWN ONLY**;
- All Stairwells & Lift areas will have appropriate signage;
- Nanospetic strips and Pure hold products used on door handles and lift touch points;



STAIRWELLS & CORRIDORS

Mitigating measures implemented in High Risk Area

Potential Risk - Traffic Hotspot & Contact Points



DOORWAYS

Access to stairwells display a variety of signage;
Use of Pure Hold door handles & plates have been installed to minimise cross contamination on High Frequency Touch Points;



STAIRWELLS

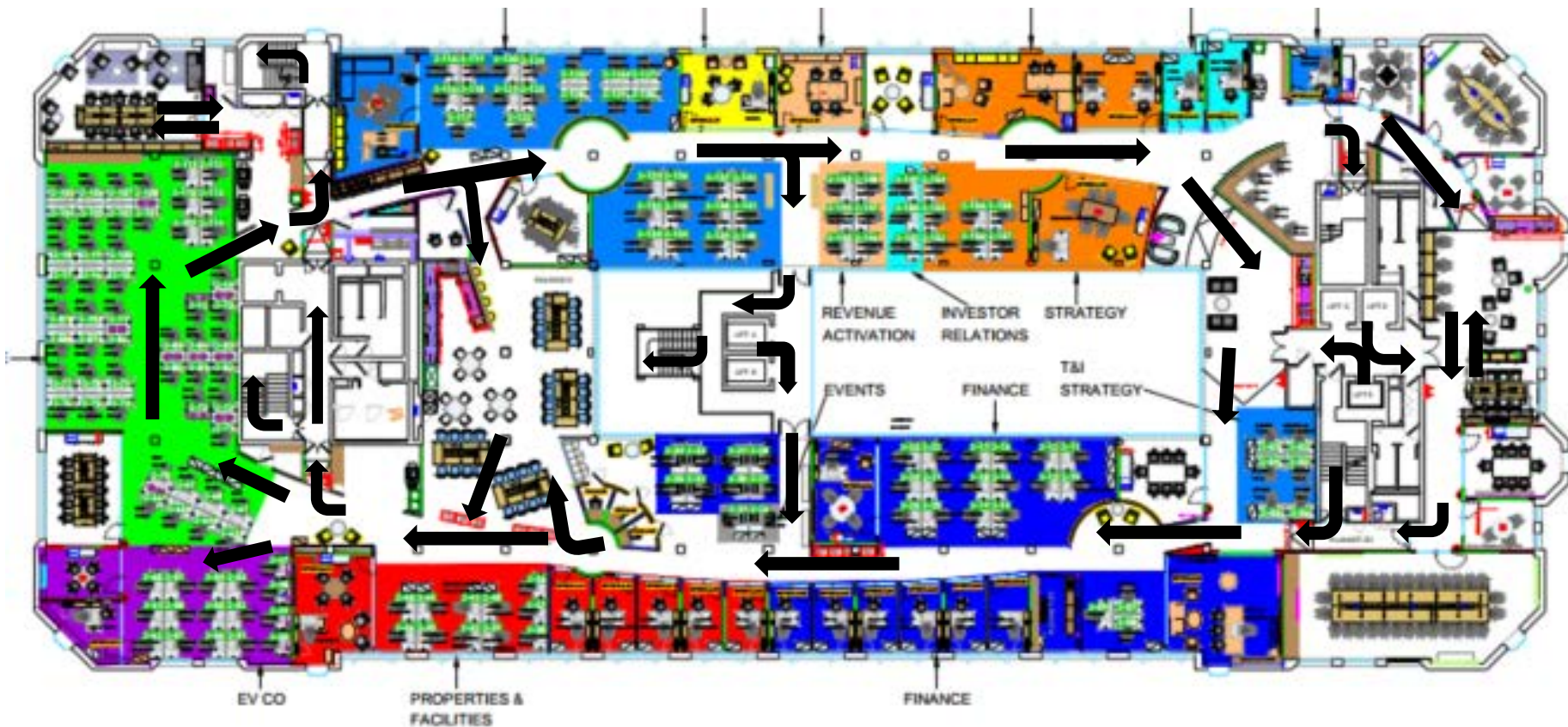
All stairwells have on display the direction of flow of travel in them. Cleaning teams will wipe down stairwell handles throughout the day.



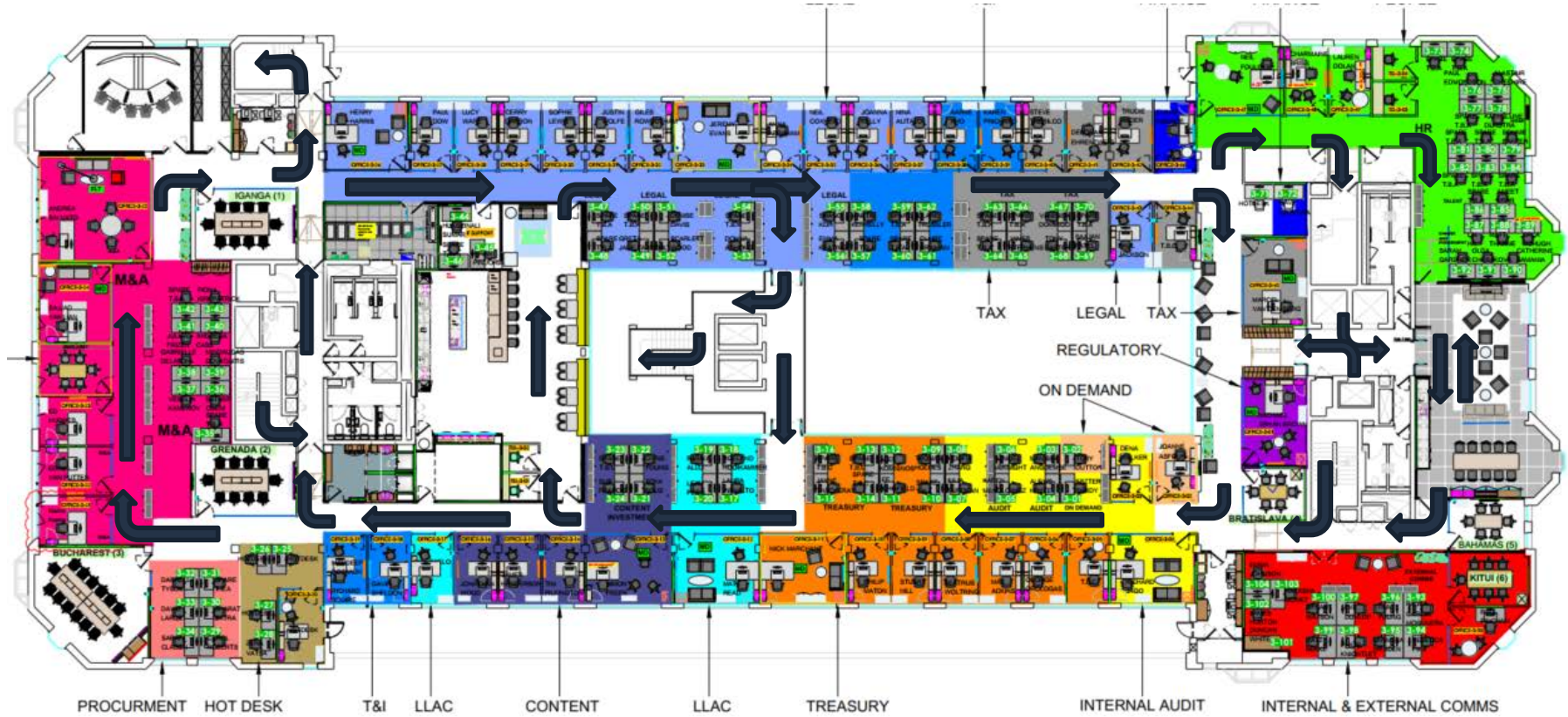
CORRIDORS

We have adopted a one way system of direction of travel throughout the floors. This is clockwise from the front of the office. Directional signage is in place.

FLOOR 2 ONE WAY DIRECTION OF FLOW



FLOOR 3 ONE WAY DIRECTION OF FLOW



KITCHEN AND TEAPOINT AREAS

Mitigating measures implemented in High Risk Area

Potential Risks – communal use of crockery & cutlery, seating areas & traffic hotspot



BREAKOUT AREAS

Measures in place ensure that staff are queuing in accordance to social distancing. Signage to illustrate maximum capacity in this area. There are a reduced seating capacity in these.



AMENITIES

Anti bacterial wipes are available and to be used before and after use. All condiments have been exchanged for the single sachets to minimise cross contamination.



AMENITIES

Nanoseptic strips have been placed on all handles on cupboards, fridges and drawers. Appropriate signage indicating one way flows.

PRINT AREAS & LIFTS

Mitigating measures implemented in High Risk Area

Potential Risk – Contact points



PRINT AREAS

Signage to indicate social distancing



AMENITIES

Anti bacterial wipes are available and to be used before and after use.



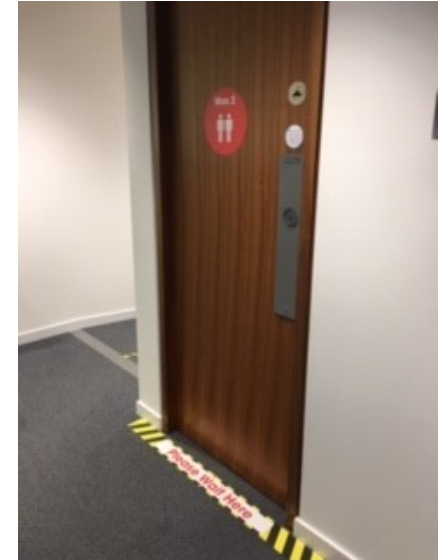
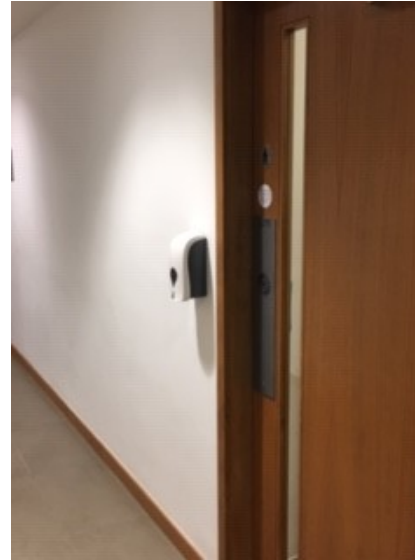
LIFTS

Signage to illustrate maximum occupancy in the lift. Nanospetic strips in place to cover high frequency touch points (HFTP). Direction of travel only signage in place for the lifts.

TOILET AND SHOWER AREAS

Mitigating measures implemented for a High Risk area
Potential Risks – Traffic Hotspot, touch points & capacity concerns

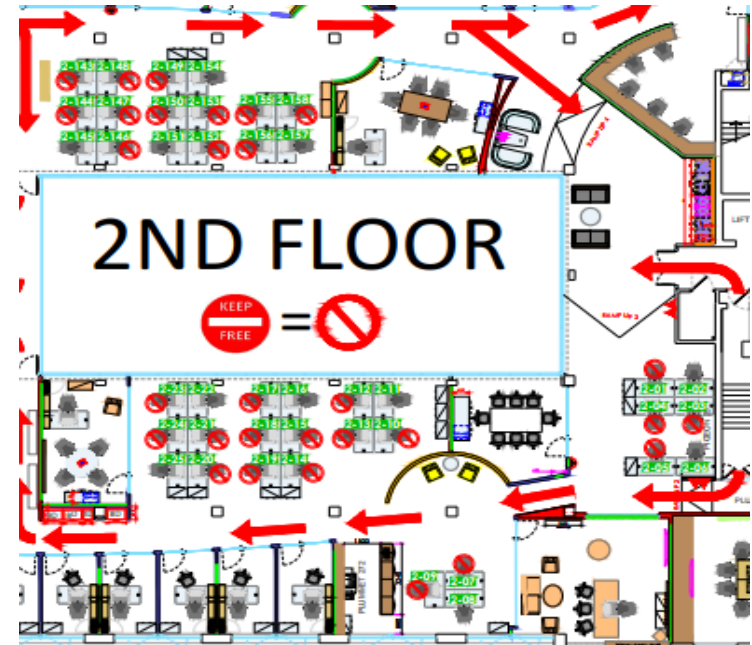
- All Toilet areas have a wall mounted hand sanitizer dispenser located on the wall prior to entry;
- Pure Hold door plates and handles have been place on the entry/ exit doors;
- Appropriate signage has been placed reminding the importance of washing your hands;
- Anti Bacterial soap has been located by every wash basin and sink area;
- More frequent cleaning has been scheduled for both these areas;
- Signage indicating maximum capacity has been placed in both areas;



WORKSTATIONS

Mitigating measures implemented for a Medium Risk area Potential Risks – Desk density, Circulation Routes

- All workstations in the open plan area will be subject to the social distancing, which has led to a reduced quantity of usable workstations;
- All workstations in offices and in phone booths will be maximised;
- Subject to a change in the current physical distancing rule this will be reflected in an increase in available workstations in the open plan area;
- Anti Bacterial wipes will be located in each dept, to enable pre and post wipe of workstation and its equipment;
- Clear desk policy in place, to allow regular cleaning of the whole desk and general use to others;
- One Way systems in place on circulation routes;



WORKSTATIONS

Mitigating measures implemented for a Medium Risk area

Potential Risks – Desk density, Circulation Routes



WORKSTATIONS

Due to the social distancing requirements, only certain workstations are available to be used. Anti bacterial wipes are available to be used before and after use.



MEETING ROOMS

Due to the social distancing requirements, only a Maximum of attendees should occupy a meeting. These should be kept to as brief as possible. Anti bacterial wipes are available to be used before and after use.



OFFICES

Maximisation of singular offices will be a must. These include the use of phone booths, which all have pure hold door handles.

CAR PARKING, EXTERNAL AREA & CAFÉ DALLUCI

Mitigating measures implemented for a Low Risk area

Potential Risks – Gathering of employees, non staggered start times



SMOKERS AREAS

Appropriate signage placed in the Smokers Shelter to indicate Maximum Occupancy;



CAR PARKING

Hand sanitizing stations are located by the Electric Charging Points;
Company Policy to stagger work patterns;
Utilisation of onsite car parking facilities managed by depts; Better utilisation of racking for bicycles, to encourage more staff to use this mode of transport;



CAFÉ DALLUCI

Appropriate barriers and foot steps to ensure social distancing; Perspex barriers installed on counter; 'No cash but Tap' policy in place; limited supply of packaged snacks available; hot beverages served in takeaway cups only; During LOCKDOWN restrictions, the Café will be closed