



Oil & Gas
Authority

Result of COVID-19 Risk Assessment for 21 Bloomsbury Street

Version: 1 (July 2020)



Introduction

On 11 May 2020 the UK government published [guidance](#) to help employers, employees and the self-employed understand how to work safely during the COVID-19 pandemic. The guidance instructs all employers to carry out a COVID-19 risk assessment and consult with the health and safety representative selected by a recognised trade union, or, if there isn't one, a representative chosen by workers.

This document sets out the results of the COVID-19 site risk assessment for the OGA's office in London at 21 Bloomsbury Street. It highlights the measures in place to ensure any OGA staff, visitors or contractors that need to work in the office can do so safely.

1. Thinking about and managing risk

The risk assessment reflects the '[Working Safely during COVID-19 in offices and contact centres](#)' guidance and the Health and Safety Executive (HSE) risk assessment good practice guidelines. It was completed in consultation with OGA's Trade Union representatives, alongside the COVID-19 risk assessment undertaken by the facilities management contractor, Bellrock, which provides services to the OGA, and the landlord of 21 Bloomsbury Street, to ensure all appropriate control measures are in place.

The risk assessment will be reviewed and updated as necessary, particularly as guidance on controlling the spread of COVID-19 changes.

1.1. Identified hazards and risks

The hazard identified for this risk assessment is coronavirus.

The following risks associated with this hazard have been identified through the risk assessment. These risks are applicable to OGA staff, visitors and contractors.

- Risk of contracting and passing on COVID-19 infection
- Risk of infection from shared office premises
- Risk of infection from using shared workspaces and workstations
- Risk of infection during travel to and from work, and to external sites
- Risk of infection to high risk (including clinically vulnerable and clinically extremely vulnerable individuals) groups
- Risk of infection due to a confirmed or suspected case of Covid-19 in the workplace
- Risk of impact on mental health and wellbeing



2. Who should go to work

We are following UK government guidance, which remains that people who can work from home should continue to do so. From 1 August, government guidance will change and advise that “employers should decide, in consultation with their workers, whether it is viable for them to continue working from home.”

As per our all staff email from 21 July, we are making arrangements to provide a safe office environment and colleagues who wish to work in the office can do so once our arrangements for a partial reopening will be completed in early August. Due to the footprint of the office we cannot offer a full office return under the current social distancing guidance and can only make approximately 33% of the workstations available.

From 29 June, staff who cannot work from home have been able to use meeting rooms as workstations (one person only). This is in exceptional circumstances only and requires prior approval from a Director.

We will consider individual circumstances, e.g. health conditions and disability, and assess the safe return to work with individuals who are in the clinically vulnerable/extremely vulnerable, new/expectant mother categories or who identify themselves as BAME to ensure we protect all our staff and make reasonable adjustments as needed.

All staff are encouraged to speak to their line manager or HR if they have any concerns around going back to the office whether they relate to the above categories or not.

The OGA supports the mental health and wellbeing of all our staff. Managers are encouraged to check in regularly with their teams and all staff are advised to contact HR to discuss any anxieties or other wellbeing concerns which they may have.

The OGA has a trained Mental Health First Aider within the HR team and will be training more once we are able to do so again. All staff have 24/7 access to an employee assistance programme to discuss issues or concerns.

3. Social distancing at work

This section addresses the following identified risks:

- Risk of infection from shared office premises
- Risk of infection from using workspaces and workstations
- Risk of infection during travel to and from work, and to external sites

Measures have been put in place to ensure that social distancing can be maintained wherever possible.

We have completed a workspace analysis and identified desks that staff can use to ensure social distancing. The footprint of the office in Bloomsbury Street means that we cannot offer a full office return under the current social distancing guidance and only approximately 33% of desks can be available.



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All workstations are 2m apart and staff must book a desk in advance through Outlook. All usable workstations are numbered, clearly marked and avoid face-to-face working.

Signs and floor markings reminding individuals of the required social distancing standards have been installed throughout the office and building.

Where social distancing is not possible, other control measures have been put in place including screens at reception and limiting capacity in lifts, bathrooms and showers.

Anyone coming to the office will be expected to follow the latest guidance on [Safer travel for passengers](#) and only use public transport when necessary.

Most meetings can take place virtually, and no in-person external meetings will be allowed in the office for the first few weeks after partial reopening and will be restricted thereafter. Where internal face-to-face meetings are essential, numbers will be limited to ensure 2 metres distance between participants and one-way systems are in place in the meeting rooms. The maximum occupancy for each meeting room will be clearly signposted and surplus chairs have been removed.

Some furniture in the kitchen has been removed to allow social distancing and floor markings indicate safe waiting areas. Furniture that cannot be used is clearly marked, e.g. some soft seats.

All the normal building security and emergency evacuation procedures remain in place. In the case of an emergency, staff are not expected to stay 2 metres apart. Staff who have personal emergency evacuation plans (PEEPs) will have the necessary support to evacuate if they are in the office.

Should an individual become unwell with symptoms of COVID-19 whilst in the office it should be reported immediately to a first aider or HR or their line manager if no first aider is onsite. The individual should travel home immediately if they are able to do so. If they cannot travel alone safely, they should isolate themselves within the office immediately until they are able to do so or ask for assistance.

Once home, they should follow the government's [Test & Trace](#) guidance to self-isolate and arrange to be tested.

All OGA first aid kits are equipped with personal protective equipment (gloves and face masks) for use by the first aider and the person receiving care. First aiders are reminded of the need to pay attention to hygiene measures.

4. Managing visitors and contractors

This section addresses the following identified risk:

- Risk of contracting and passing on COVID-19 infection

Most meetings can be carried out virtually and no external visitors will be allowed in the office during the first few weeks after partial reopening. Visitors to the office will be allowed



by exception in strictly limited numbers thereafter and only by prior arrangement to manage reduced meeting room capacity and ensure social distancing.

Where there is an essential need for visitors, staff must follow the OGA's guidance and procedure when hosting visitors and seek approval from their Director prior to the meeting.

Visitors will be received by the host on the ground floor and all meetings must take place in meeting rooms, with social distancing in place. All visitors will receive a guidance document ahead of their arrival setting out the arrangements within the building and the OGA office and our expectations of individuals, which they will need to confirm they have read and understood.

Screens have been installed at reception, where visitors (and staff) are received and registered, to ensure the safety and protection of everyone.

Any contractor staff working in the building will be made aware of our operating protocols.

5. Cleaning the workplace

This section addresses the following identified risks:

- Risk of infection from shared office premises
- Risk of infection from using shared workspaces and workstations
- Risk of infection due to a confirmed or suspected case of Covid-19 in the workplace

Before wider reoccupation of the office, all building systems have been checked, deep cleaning has taken place and hand sanitiser has been provided throughout the office and building.

Signage has been installed to remind staff of personal hygiene standards, including good handwashing technique and the need to increase handwashing frequency. Hand sanitiser and alcoholic wipes have been made available throughout the office and in the meeting rooms and staff are encouraged to wipe down high-touch areas regularly, including before and after use.

Cleaning frequency, especially of high-touch areas including kitchen (fridge, microwave, taps, TV remotes), door handles and printers will be increased and communal areas including toilets and showers will be regularly cleaned throughout the day. The office will be cleaned thoroughly every evening.

After a suspected or confirmed case of COVID-19, cleaning will take place in line with [Public Health England](#) guidance.

6. Personal Protective Equipment (PPE) and face coverings

This section addresses the following identified risk:

- Risk of contracting and passing on COVID-19 infection



The risks of COVID-19 in the OGA are managed through social distancing, good hygiene and enhanced cleaning.

In line with the [Working safely during Coronavirus](#) guidance the OGA does not encourage the use of PPE beyond that which individuals would normally use for their work, with the exception of first aiders.

The wearing of face coverings is optional and is not required in the building; however, we recognise some individuals may prefer to wear one and we will support them in doing so. Bins have been provided in the office for individuals to safely dispose of any disposable face coverings (washable face coverings are encouraged).

7. Workforce management

This section addresses the following identified risks:

- Risk of infection from shared office premises
- Risk of infection from using shared workspaces and workstations
- Risk of infection during travel to and from work

Staff attending the office must book a desk before coming to the office. All staff in the office must keep movement within the building to a minimum to reduce contact.

Staff who work in the office are made aware that the OGA may pass their contact details on to the NHS Test & Trace system if someone who has attended the office has tested positive for coronavirus.

Work-related travel has been minimised as much as possible. Where work-related travel is essential, staff must seek approval from their Director and complete a travel risk assessment before carrying out their journey.

OGA staff will be given guidance on the safety arrangements they need to follow to protect themselves and others whilst travelling.

If there is an unavoidable need for an overnight stay, accommodation is booked through the OGA travel management system, where it is centrally logged and only accommodation that is COVID-secure and meets social distancing guidelines is used.

Staff will receive regular updates through a variety of channels including emails, intranet, FAQs, posters and signs.