

## Principle 3 checklist

STE

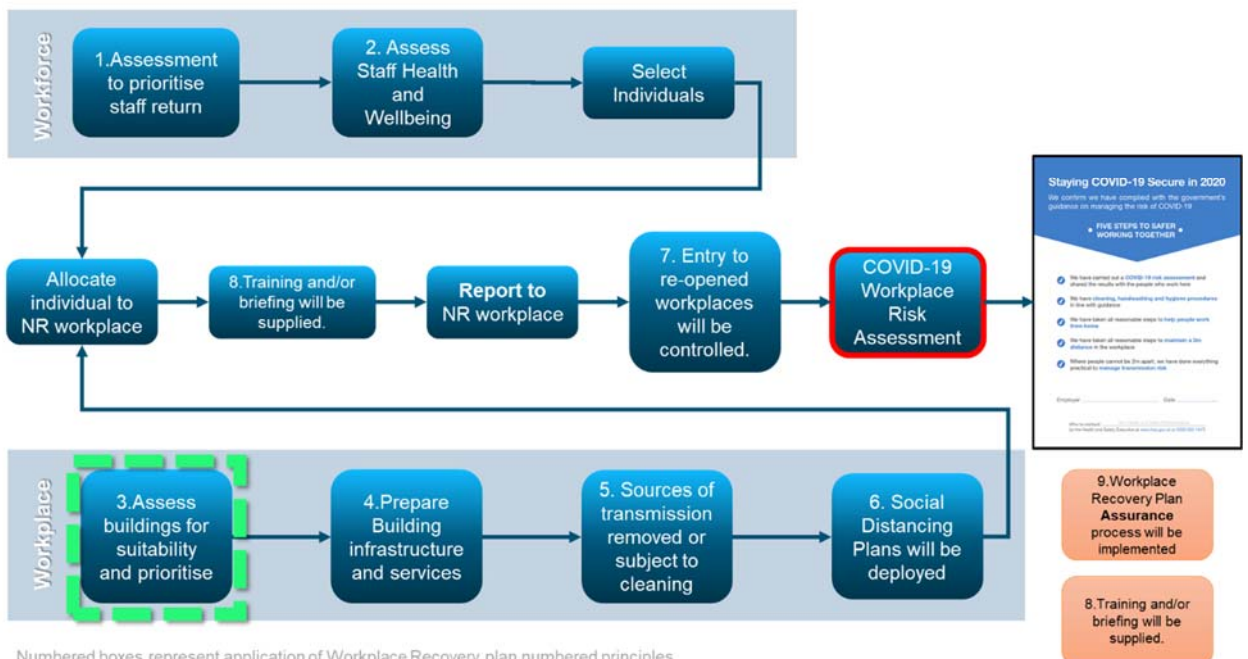
# COVID-19 Workplace Recovery Plan

Business process **Principle 3 Checklist**

**Available buildings should be assessed for suitability and brought back into use in a controlled and prioritised basis**

Issue 1

## STE Technical Authority COVID-19 Workplace Recovery plan

**Application of Principles**

## Principle 3 checklist

## Appendix A.

**Assessment to identify whether a building is suitable and can be directly managed to support social distancing measures.**

***The Network Rail portfolio of buildings include sites that are owned and leased by NR. Buildings are managed in number of different ways. It is important to identify who is responsible for the building asset and service provision to understand the risk of building/s selected***

Building Category	Managed by	Risk	Select Option
A - Corporate Office A	NR/Mitie	Low	✓
B - Operational Estate	NR/Works Delivery	Low	✓
C - Corporate Office – NR Sole occupant	Landlord / NR/ Mitie	Medium	
D Corporate Office - multi-tenanted building	Landlord / NR / Mitie	Medium - High	
E - Serviced Office	Landlord	High	

***Review whether assets are in NR dedicated demise or shared with other occupiers (multi-tenanted buildings)***

Asset	Dedicated & Shared	Risk	Select Option
Toilets / Washrooms	Shared	High/low	High in public toilets Low in staff toilets
Kitchens / Tea Points	Shared	Low	Low in staff areas
Lifts	Dedicated & Shared	High/Low	High in public lifts Low in staff lifts
Stairwells	Dedicated & Shared	High/Low	High in public stairwells and escalators Low in staff stairwells
Main Reception	Dedicated	Medium	Low in staff side High in public side
Breakout areas	Was shared now dedicated by function	Low	low

***Review who is responsible for provision of support services***

Service Provision	Managed by	Risk	Select Option
Security / Reception	NR	Medium	Low in non-public High in public
Building Opening Hours	NR	High	Building open 04:30 – 02:00 daily
Lift provision and maintenance	NR	Low	Multiple lifts to each platform and in staff areas – excellent maintained regime and emergency response standards in place

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Cleaning of Tea Points / Kitchens	Mitie Landlord	Low Medium	Cleaned regularly and at least hourly with Zoono applied every 14 days – staff also briefed on their responsibilities to keep each other safe
Cleaning of Toilets / Washrooms	Mitie Landlord	Medium	Cleaned regularly and at least hourly with Zoono applied every 14 days BOH – LOW FOH - HIGH
Cleaning common areas (reception, lifts, stairwells, corridors, entrances etc)	Mitie Landlord	MEDIUM	Cleaned regularly and at least hourly with Zoono applied every 14 days BOH – LOW FOH - HIGH
Cleaning occupied areas (office/depot demised areas)	NR / Mitie	Low	Cleaned regularly and at least hourly with Zoono applied every 14 days
Waste Management	NR / Mitie	Medium	Excellent waste management protocols in place – deemed medium due to the removal of public waste
Building Maintenance	NR	Medium	Maintained to a good standard by Network Rail Works Delivery risk is medium due to maintenance staff having to work from of house (with control measures to keep them safe)
Pest Control	Mitie	Medium	Good level of pest control management protocols in place – deemed medium due public area pest control

**Business Critical Equipment**

*Determine whether business critical equipment/kit is available on sites and required to deliver ongoing activity*

List Business Critical Equipment	Only available on this site Yes/No
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## Principle 3 checklist

Life Safety Systems – fire alarm – detection, suppression, dry risers, sprinkler systems, fire control systems	Yes
Life safety systems – impulse fans	Yes
Life safety systems	Yes
Escalators/lifts – required for evacuation of the station due to fire strategy	Yes
Control room – all life safety systems and station operational systems are controlled via the control room	Yes
Hinterland – incoming critical supplies (power, water and gas)	

## Operational Front-Line Staff Protected

<i>Review whether workplace is occupied by Front Line Staff</i>	
	Yes/No
Does workplace have front line staff in occupation?	Yes
If yes, can workplace be adequately divided to segregate operational and non-operational staff?	Yes in non-public areas and yes to a certain extent in public areas dependant on the levels of passenger footfall.
If colocation of operational and non-operational staff is unavoidable what control measures will be implemented?	Control measures include: Face coverings provided for staff Sneeze screens where appropriate Distancing guidance markers Reminder posters to clean hands Occupancy levels of toilets Relocation of shared mess rooms Restriction in the amount of seating in public and non-public areas Hand sanitiser stations at all entry and exit points and critical public and non-public areas Portable hand was basins in critical public areas

## Workplace Location

<i>Review the risk of commuting to the workplace</i>	
	Yes
Does the workplace provide a staff car park?	Yes - FOC
Is the workplace on a busy commuter hub	It is a busy commuter hub
Are the multiple commuting options	Yes

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What control measures will be implemented to assist with complying with 2mtr social distancing?	<p>Control measures include:</p> <ul style="list-style-type: none"> <li>Face coverings provided for staff</li> <li>Sneeze screens where appropriate</li> <li>Distancing guidance markers</li> <li>Reminder posters to clean hands</li> <li>Occupancy levels of toilets</li> <li>Relocation of shared mess rooms</li> <li>Restriction in the amount of seating in public and non-public areas</li> <li>Hand sanitiser stations at all entry and exit points and critical public and non-public areas</li> <li>Portable hand was basins in critical public areas</li> </ul>
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**Accessible Workspace Review**

Accessibility	Yes	Risk
Does access to the NR demised area require use of a lift?	Yes	High in public areas Low in non-public areas
Does the main entrance allow for social distancing?	Yes	Public areas - Low at current footfall levels High at current 2m distancing during normal peak footfalls Medium at peak footfall levels if distancing is reduced to 1m – Marc Caplan data from the station capacity team. Non-public areas – low
Are other entrances available to reduce footfall?	Yes	As above
Are stairs available for transit between all floors?	Yes, and lifts and escalators (within the public demise)	Public areas - Low at current footfall levels High at current 2m distancing during normal peak footfalls Medium at peak footfall levels if distancing is reduced to 1m – Marc Caplan data from the station capacity team. Non-public areas – low

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### Assessment justification

Does the assessment prove that the building is low risk to comply with social distancing measures?

The back of house areas are low risk due to the control measures. However, the front of house areas would fall into the medium category due to them being public demises.

What measures will be taken to reduce any medium/high risks identified?

The station has a recovery plan in place which gives guidance on how to manage the crowds in public areas and understands the thresholds provided by the station capacity team which may require intervention from the station teams.

For use by the Covid-19 buildings manager

Date Received	19/06/2020
Actions required	Potential temperature testing of all staff when they book on site
Actions taken	Aside from the action required above it is my belief that the station has done everything possible to reduce the risk to as low as is reasonably practicable to passengers and staff.
Feedback to line manager	