

# Allies and Morrison

## Studios and Modelshop

### Covid-19 Arrangements and Procedures

## Allies and Morrison

Covid-19 Arrangements and Procedures v.8

### Introduction

This document has now been updated to reflect updated Government advice and guidance related to Covid-19 for returning safely to work in offices. This document sets out our current arrangements and procedures for our staff, those working or collaborating with us and visitors.

These arrangements are under constant review to ensure that they continually reflect changing circumstances, the current Government advice and HSE guidance.

Allies and Morrison are committed to consulting with all our staff and those who work in our buildings to develop and share a best practice approach to providing a safe place to work without undue risk. The list below notes our anticipated Steps 1-4 for a return to studio working:

Step 1: Modelshop and management support;

Step 2: Meetings and studio visits

Step 3: Only for people who cannot or are finding it difficult to work from home.

Step 4: Regular working by all staff in the studios combined with remote working days.

At present, we remain operating at Step 3. For guidance on COVID-19 alert levels see:

<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>

We are expecting to be moving to Step 4, by or on 21 June 2021, based on the current government roadmap out of lockdown. See:

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

This document should be understood in conjunction with our workplace risks previously presented by our annual Studio and Workshop Risk Assessments, Workshop Practice Procedures, both dated 30 July 2020, and with our Health and Safety Policy. We are constantly monitoring the arrangements to ensure that they continue to meet the standards required to support all our staff and to reflect any changes in Government and HSE guidance.

If you are worried about anything or consider that something requires reviewing, please do contact Jo Bacon, Managing Partner, via [studio@alliesandmorrison.com](mailto:studio@alliesandmorrison.com)

## STAYING COVID-19 SECURE IN 2021

We confirm we have complied with the  
government's guidance on managing the  
risk of COVID-19

### 6 STEPS TO A SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ **Masks should be worn in all communal and circulation areas** unless sure that 2m distance is maintainable
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**



signed on behalf of employer:  
date: 12 March 2021

*Jo Bacon*

employer: Allies and Morrison  
contact: Jo Bacon (Partner)

For and behalf of Allies and Morrison LLP: Joanna Bacon, Managing Partner, Allies and Morrison Health and Safety Representative or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647

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Allies and Morrison want to positively promote the safety measures in place to reassure and reduce anxiety for all. This document has been created to inform all who work with Allies and Morrison and set out procedures and protocols for safe working in all our studios, our Modelshop and for those working remotely in two sections:

- Studios & Modelshop Arrangements & Procedures
- Supplementary Information and guidance (final page)

Promotion of positive wellbeing of all during these challenging times is critical and has included:

- Providing support through resources such as the Employee Assistance Programme, various other tools and guidance on the practice intranet.
- Encouraging team members to keep regular contact, with keeping in touch guidance being put in place.
- Studio briefings, events and lectures for all staff to keep in touch and combat feelings of isolation and loneliness, and help people adapt to new ways of working.
- Creation of additional online learning.
- More flexible working patterns by arrangement
- Online stretch yoga class available to all
- Online lectures and events i.e. Friday evening talks and CityMakers conference
- Consulting with staff on future blended working, studio clear-up and planning of future studio spaces
- Group Representatives receiving feedback from staff and regular meetings with Partners and HR Director to consult on matters of concern.
- Provision of lateral flow test kits for those working in our studios (effective from 09 March 2021)

Before coming to the studios staff must have attended an online briefing with HR and H&S leaders to share these protocols for Covid-19 and detailed recommendations for safe working as well having reviewed these arrangements and procedures along with how to raise any concerns.

Compliance with protocols should reduce personal risks for all

Hazards	Protocol
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**1 FIT TO WORK**

<p>1.1</p>	<p>Check well to work</p>	<p>We all have a responsibility not to jeopardise the health and safety of others.</p> <p>With this in mind we have now arranged access to lateral flow self-tests via the NHS Test and Trace programme. The self-tests are to detect infection in people who do not have any COVID-19 symptoms. While the tests are voluntary, all our staff and others working in our studios (Contractors, Service providers, Tenants etc) are encouraged to make use of the availability of self-tests to benefit our wider studio community. We continue to want to make our studios a place our people feel safe to work.</p> <p>Government advice is that regular testing is an effective way to reduce transmission of COVID-19 and could potentially reduce the need for self-isolation for contacts of positive cases. Each positive case identified can help prevent many additional people becoming infected over time.</p> <p>While tests are voluntary we are asking all our staff to consider opting into the testing programme which requires records to be logged.</p> <p>If you are going to attend the studios you should contact our HR team about the visit and whether this will be a regular or a one-off visit. In consultation with Lorraine Dixon, HR Director, she will advise on the need and programme to send lateral flow tests to your home in preparation for your studio visit.</p> <p>The tests are designed to be used by anyone with no previous experience of testing. We are asking staff to take a nasal and throat swab test twice a week: on Wednesday morning (at home and before leaving for work) and on Sunday evening (at home).</p> <p>We are asking that you do not leave for work until you have carried out your self-test and received a negative result. You will be required to log your result after every test on <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>.</p> <p>Please use our NHS Test and Trace <b>Unique Organisation Number (UON): 50038777</b> so that the results can be assigned to the practice and we have an accurate log of the test results administered by you. You will receive a text message confirming your result.</p> <p>If you get a positive result from these self-tests, it is very important that you do not come to work. You will need to self-</p>
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Hazards	Protocol
	<p>isolate immediately, book a further test via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> to confirm the result and follow the stay at home guidance for households with possible coronavirus infection. When you report your positive result, you will be provided with further information on the next steps to take.</p> <p>If you get a negative result from these self-tests, it may mean that you are infectious but the test has not been able to detect it. Therefore, if you test negative you must continue to follow government guidelines including regular handwashing, social distancing and wearing face coverings, where required.</p> <p>If you get an invalid or void test, you will need to repeat the test and log a negative result before you come to work.</p> <p>Please read the instructions carefully and only take the self-test if you are sure you understand the instructions.</p> <p>Alternatively if either you do not wish to participate in the lateral flow test programme or our HR Director accepts that a single visit does not require you to engage on the programme then you will be asked to check your temperature daily when considering attending our studios, a site or any work activity. Call NHS 111 if unsure. Contact our HR team to discuss or advise if not well for travel to work or work. Do not leave home before these steps are taken.</p> <p>The precautions that must be taken if anyone appears to have, or discloses that they have, symptoms consistent with COVID-19 are all held here:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If you or anyone you have been in contact with receives a positive test, or has symptoms, you must inform and agree any return to studio working with our HR team. Until that agreement you will be refused entry to our studios.</p> <p>It is also not acceptable to work outside your Designated Location if you have travelled abroad to any country requiring quarantine in the last 14 days. We consider that the action of failing to quarantine in accordance with the UK government requirements, when returning from a country not on the travel corridor list, as potentially jeopardising the safety and health of our team and those affected by our work.</p>
1.2	Unwell at work Be aware of your health at work. Notify your team leader, the HR team or one of our First Aiders if you feel unwell and leave the studios immediately, if you are well enough to do so. If not call NHS 111 immediately and take instructions

Hazards	Protocol
	<p>from them. If symptoms are consistent with COVID-19 an individual must call or book online a test through NHS 111 and stay isolated until test results are issued. Advise the HR team of a positive test.</p> <p>Guidance on first aid during the COVID-19 pandemic from the HSE guidance here:  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=linkedin&amp;utm_medium=social&amp;utm_campaign=coronavirus&amp;utm_term=rescue-breath-omission&amp;utm_content=first-aid#non-healthcare">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=linkedin&amp;utm_medium=social&amp;utm_campaign=coronavirus&amp;utm_term=rescue-breath-omission&amp;utm_content=first-aid#non-healthcare</a></p> <p>This has been shared with our trained First Aiders.</p>
1.3 Working safely measures	<p>We will continue to follow the working safely measures, even if our staff, contractors and those providing services in our studios have:</p> <ul style="list-style-type: none"> <li>• received a recent negative test result</li> <li>• had the vaccine (either 1 or 2 doses)</li> </ul>
1.4 Vulnerable and Shielded staff	<p>Our HR team will discuss all individual cases with each shielded staff member seeking medical advice as required.</p>
1.5 Vulnerable and Shielded family	<p>Follow Doctor and Government advice. Advise our HR team. Do not attend studios unless advised.</p>
1.6 Early Outbreak Management	<p>The Single Point of Contact (SPOC), to whom any concerns or positive cases should be reported, who will also lead on contacting local Public Health teams, will be Lorraine Dixon, our HR Director. Her role ensures that staff confidentiality can be maintained as required.</p> <p>If a COVID-19 case is reported, and this person(s) has been in our studios 48 hours before a positive test then we will trace and identify any close contact, meaning within 2.0m for more than 15minutes or having been working together in an enclosed space, with the confirmed case(s). We will establish a full list of possible contacts and we will talk to anyone on this list.</p> <p>Anyone who has been identified as being in close contact with an individual who has tested positive will be sent home, if in the studios, asked to self-isolate for 10 days and request a COVID-19 test from NHS 111.</p>

Hazards	Protocol
	<p>Should there be any instance of a confirmed case of COVID-19 with someone who has been in our studios or Modelshop, within 48 hours of a positive test, then we will close down the area concerned and ensure a deep clean can be completed imminently before the isolated area is re-opened, if possible after 72 hours.</p> <p>In the event that we are seeing more confirmed cases, i.e. five or more positive cases within 14 days, or a member of staff has been admitted to hospital the SPOC will contact the Public Health England (PHE) local Health Protection Team.</p>
1.7 RIDDOR reporting	<p>The UK Health and Safety Executive has issued updated guidance on the requirements for reporting cases of COVID-19 under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The reporting requirements relating to cases of, or deaths from COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.</p> <p>A RIDDOR report should only be made when one of the following circumstances applies:</p> <ul style="list-style-type: none"> <li>• An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence. <i>Note: for the purposes of AAM undertakings in design and construction this scenario is not applicable.</i></li> <li>• A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. <i>Note: In the case of AAM design and construction work outside of healthcare settings, this scenario would not be relevant.</i></li> <li>• A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent. <i>Note: In the case of design and construction work outside of healthcare settings, this scenario would not be relevant.</i></li> </ul>

**2 TRAVEL TO WORK**

2.1 Shared bike usage	<p>Recommend all staff wear disposable gloves and that these are disposed before entering studios in public waste bins.</p> <p>Recommend all staff wear face covering.</p> <p>Recommend all staff watch guidance on city cycling <a href="https://tfl.gov.uk/travel-information/safety/road-safety-advice">https://tfl.gov.uk/travel-information/safety/road-safety-advice</a> or similar and wear safety gear including a helmet.</p> <p>Remind staff to effect social distancing when riding a bike or at stop points.</p>
2.2 Bikes and motorbikes	<p>Recommend all staff wear face covering.</p>

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	Recommend all staff watch guidance on city cycling <a href="https://tfl.gov.uk/travel-information/safety/road-safety-advice">https://tfl.gov.uk/travel-information/safety/road-safety-advice</a> or similar and wear safety gear including a helmet. Remind staff to effect social distancing when riding a bike or at stop points.
2.3 Walking	Recommend all staff wear face covering in transit.
2.4 Public transport	Recommend all staff wear face covering, in transit. Follow all advice from train operators, TFL and bus operators. Make use of flexible working hours if this supports travel at earlier or later times to reduce contact with other people. Try to avoid travelling during peak periods, thought to be 05.45 to 08.15 and 16.00 to 17.30 but which may vary in your travel area.
2.5 Vehicle or car travel for business	Not advised due to environmental impact but may be considered on an individual basis. No parking available at studios. In addition to the practice arrangements and procedures on travel for business use, using own vehicle or car hire, held here X:\AAM-WORKGROUP DATA\AAM_Health and safety\New H&S updates Please note that we should try not to share a vehicle with those outside our household or support bubble. If our team have no option but to share transport they should try to: <ul style="list-style-type: none"><li>• Share with the minimum number of people at any one time.</li><li>• Keep windows open.</li><li>• Travel side by side or behind other people rather than facing them where seating arrangements allow.</li><li>• Maximise distance between people</li><li>• Wear a face covering</li></ul> The vehicle should be known to have been cleaned between journeys

### 3 STUDIOS (inc. Modelshop)

3.1 All areas	Advice signage, at least in accordance with Government guidance, provided at entrance and elsewhere as required. Signage to make procedures clear to all. One person only in any lift at any time.
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Hazards	Protocol
	<p>Everyone to wear masks when using all circulation spaces unless 2.0m distancing is maintainable. Effectively this means wearing a mask in staircases, internal corridor and circulation areas where one-way systems are not in place.</p> <p>All our desk layouts achieve at least 1.0m minimum side by side distancing with mitigation.</p> <p>Be aware of face-to-face conversations require 2.0m distancing unless masks are worn.</p> <p>Maintain meeting rooms to effect 2.0m distancing as prepared.</p> <p>Anyone may bring in their own face covering as a reassurance measure. Disposable masks will be available on reception. All disposable face coverings to be placed in a 'no-touch bin' at the end of use.</p> <p>We are promoting personal responsibility for social distancing through our staff briefings, posters and Hub post advice. Social distancing measures apply to everyone.</p>
3.2 Surfaces	<p>We all have a responsibility to consider any surface that we touch.</p> <p>Take the appropriate action i.e. either wash hands or use hand sanitiser afterwards or clean the surface thoroughly before using or handling the surface concerned.</p> <p>Consider more regular handwashing in any case or use hand sanitiser where this is not practical. Advice is not to touch surfaces unless either confident they have been cleaned to personal satisfaction or to wash hands after contact.</p> <p>Keep your own desk area clean (desk, keyboard, phone, chair handles etc) as much as possible. Desk area and components/equipment etc may be wiped with virucidal/bactericidal disinfectant spray before starting work, during work and before leaving at the end of the day.</p> <p>Virucidal/bactericidal disinfectant spray is provided in all areas for cleaning of any shared surfaces, equipment (i.e. mouse in a meeting room).</p> <p>Disposable latex gloves being made available to all staff wishing to use shared water taps, WC or other areas and wish to wear them. All used gloves to be placed in a 'no-touch bin' at the end of use.</p> <p>Adherence to the British Institute of Cleaning Science (BICS) cleaning standards form the basis on which the cleaning process is conducted by Principle cleaning team.</p>

**4. SPECIFIC AREAS FOR CONSIDERATION**

4.1 Swipe card system on any door.	Avoid touching swipe card unit but use swipe card system as staff records in case of a COVID-19 case when full records will be required.
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4.2 Temporary swipe cards	Disinfect and seal in jiffy bag for 3 no. days before putting back into circulation OR purchase more cards so can only be used by one person
4.3 All doors and gates	Push doors without using hands. If a door surface or handle is touched, then wash or sanitise your hands afterwards.
4.4 Reception	<p>At the London Southwark studios, all Allies and Morrison staff please report on entry, before you start work, to reception, at 85 ground floor, where a note of your attendance, by security or the reception team, <u>must</u> be maintained. Also, please log attendance in your personal diary for good records. This is in addition to any swipe card system operation available in any studio.</p> <p>We are required to maintain good records for the government to assist the Test and Trace service by keeping records of attendance for 21 days. We will provide this data to NHS Test and Trace if needed.</p> <p>A QR code is available at 85 Southwark Street and 93 Southwark Street entrances for anyone wishing to use this as part of their own Test and Trace records. We encourage all guests to use this QR code for records see 4.11.</p>
4.5 Fire exit procedure	Maintain social distancing while following fire procedures. Fire Wardens and others are advised to take a bottle of sanitiser with them if fire alarm sounds so anyone can clean hands after exit. Congregate in agreed location but maintain social distancing.
4.6 Fire Wardens present	In our studios fire wardens will be in attendance in appropriate numbers for any return to work scenarios. Our security team are also trained as fire wardens. Those returning to be advised of responsibilities. Record of Fire Wardens and contact mobile numbers to be at Reception and on display i.e. tea points.
4.7 First Aiders present in studios	First aiders to be included for any return to work in the Modelshop. If fewer than 25 people, in the studios, then our security team to act as first point of contact to request assistance from health or emergency services as required. Those returning to be advised of responsibilities.

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Hazards	Protocol
	Record of First Aiders in studios and contact mobile numbers to be with security at Reception and on display i.e. tea points.
4.8 Mechanical equipment in studios	All equipment to be ready and commissioned and tested to support staff occupation with respect to air and water systems.
4.9 Arrival in studios	Hand sanitising station in reception. Recommend full hand wash on arrival in wc areas. Disposable masks and disposable gloves are available for all.
4.10 Reception	One person at main desk only to maintain social distancing. We have installed signage to remind all to keep 2.0m distance to the reception desk.
4.11 Guest invitations to visit our studios	<p>We are encouraging remote connection and working whenever possible. Any guest will be asked to respond to the following email before coming to our studios:</p> <p><i>Thank you for accepting the invitation to attend our studios for the xxxx meeting on xxx at xxx.</i></p> <p><i>Please be aware that we will not be able to admit you to our studios if, upon arrival, you appear to have or disclose that you have symptoms consistent with COVID-19. We'd therefore ask that you reassure yourself that you are well enough to travel to our studios before departure. We additionally confirm that we are not able to permit entry to our studios to anyone who has had or has been exposed to others with the recognised symptoms consistent with COVID-19 in the last 14 days. We also need to remind all guests that it is not acceptable to work outside your designated location if you have travelled abroad to any country requiring quarantine in the last 14 days</i></p> <p><i>We trust you understand the above measures and look forward to welcoming you to the meeting. In the meantime, please note our arrangements and procedures for COVID-19 working are available on our website:</i> <a href="https://www.alliesandmorrison.com/legals">https://www.alliesandmorrison.com/legals</a></p> <p><i>Due to COVID-19 advice, at this time we are unable to offer refreshments so please bring your own water bottles, coffee etc.</i></p> <p><i>We will issue an invitation via email and would request that you accept this so that we may keep good records to support NHS Test and Trace.</i></p> <p><i>Out of courtesy, we would ask guests to alert us if they have a positive COVID-19 test in the 5 days after a visit to our studios for a meeting.</i></p> <p><i>On arrival you will be asked to register at the 85 Southwark Street reception and confirm that you have read our poster about our 6 steps to safer working. There is a QR code on display for anyone using the NHS Test and Trace App which we encourage guests to scan.</i></p>
4.12 Hosting a meeting	<p>If you are the Host for a meeting in the studios you should take seriously the responsibility to</p> <ul style="list-style-type: none"> <li>• Please greet your guests at reception, ask if they have scanned the QR code and take them to the meeting</li> </ul>

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Hazards	Protocol
	<ul style="list-style-type: none"><li>• Advise attendees to maintain social distancing</li><li>• Be the responsible person keeping an eye on procedures being maintained</li><li>• It is your responsibility to ensure all attendees are logged and noted as accepted in the Google diary invite</li><li>• Do not exceed the occupancy in the room booking system</li></ul>
4.13 Reception post and deliveries	We have installed signage to remind all to keep 2.0m distance to the Reception desk. Personal parcels are not to be sent to studio. We are considering visors or a screen for reception team. Trolley or similar for packages - to minimise handling and to leave untouched for 24 hours unless urgent. Wash hands after handling any post or packages.
4.14 Modelshop deliveries	Through back gate trolley or similar for sheet material and packages to minimise handling. Leave untouched all material and parcels for 24 hours unless urgent. Use face mask if social distancing is not possible when handling material.
4.15 Social spaces and interaction	Restrict social interaction to 2.0m separation. Avoiding preparation of food in shared areas - staff to bring own drinks and food in own containers. Anyone in the studios should be 'self-contained' for their refreshment other than water supply.
4.16 WC's	Latex gloves available for use must be disposed of in no hands bin afterwards.
4.17 Showers	Latex gloves available for use must be disposed of in no hands bin afterwards.
4.18 Tea points and hospitality area	Use by one person at a time with disposable gloves recommended. Position outside tea point with anti-bacterial gel and disposable gloves. We have closed our tea point supplies to avoid use of shared refreshments. If anyone uses the cutlery, water carafes, glasses, mugs, plates etc these should be placed after use in the dishwasher. Tea points are for use of the kettle, fridges, microwave and water taps with protective gloves only. We encourage all to bring own hot drink container and water bottle etc to take home for own cleaning at end of day.
4.19 Clean desks and other surfaces	All staff to clear desks so surfaces may be fully cleaned regularly.

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	Encouraging any concerns with building cleanliness or soap supplies to be referred to Jo Bacon or the management team quickly.
4.20 Use of lifts	Lifts are in use for one person at a time to maintain social distancing.
4.21 Shared equipment i.e. printers, books, staplers	When using shared printers use door opening device, offered to all staff to press buttons, or use gloves or wash hands after use. The machines should only be turned off and on for use and not left on permanently to minimise energy costs. Advise all staff not to share small equipment, books etc. If required, then do not pass hand to hand, wipe equipment to own satisfaction with virucidal/bactericidal disinfectant spray before use and wash hands afterwards.
4.22 Printed material	Advise all staff not to share printed sheet material (drawings, sketches etc).
4.23 Printing	The Southwark studios print room is currently closed. Printing is by arrangement online and instructions should be updated on the studios Hub, intranet, or on display in studio notice boards.
4.24 Meeting rooms	Meeting rooms remain bookable. See diary booking system for numbers allowed. Limit numbers; use video conferencing. Maintain set up of meeting rooms to effect social distancing.
4.25 Modelshop	Advise all staff not to share equipment. If required, then do not pass hand to hand and wipe equipment to own satisfaction with virucidal/bactericidal disinfectant spray before use. If close working is required, to be wearing FFP3 dust masks.
4.26 Modelshop, Spray Shop or Laser Room	One person working in the laser room at any one time. One staff member to be able to collect prints or material.

## 5. VISITS

5.1 All visits	On any visit carry hand sanitiser, wear a mask and scan available QR codes for the NHS Test and Trace programme.
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Hazards	Protocol
5.2 Visits to offices or buildings in use	<p>For visits to occupied offices of a client or consultant, universities or schools (for example) please write to Jo Bacon, as Health and Safety Lead Partner, with at least three days' notice and include:</p> <ul style="list-style-type: none"><li>• A clear explanation as to why this visit is necessary and why this cannot be carried out remotely.</li><li>• A copy of any relevant invitation or correspondence</li><li>• Confirmation that the staff member involved is personally willing and able make the visit.</li><li>• Confirmation that the staff member involved is not classified as an individual who has been advised by their Doctor to self-isolate for medical reasons.</li><li>• Confirmation that the staff member is well and has had no symptoms consistent with COVID-19, a high temperature, new and persistent cough or anosmia - however mild in the last 14 days.</li><li>• Confirmation that they have not been exposed to others with symptoms in the last 14 days.</li></ul> <p><i>If the visit is deemed necessary and approved in principle, by Jo Bacon Health and Safety Designated Partner , you will be asked to seek details of the COVID_19 arrangements and procedures of the occupied building that you are visiting prior to your visit - as well as completing any information that the host company require.</i></p> <p>This documentation must be submitted to Ewan Morrison, CDM Lead, for him to confirm that all the necessary paperwork is in place. Jo Bacon will then sign off the visit.</p>
5.3 Visiting places	<p>On behalf of the practice if you need to visit places, streets and town centres please write to Jo Bacon, as Health and Safety Lead Partner, and include:</p> <ul style="list-style-type: none"><li>• A clear explanation as to why this visit is necessary and why this cannot be carried out remotely.</li><li>• A copy of any relevant invitation or correspondence</li><li>• Confirmation that the staff member involved is personally willing and able make the visit.</li><li>• Confirmation that the staff member involved is not classified as an individual who has been advised by their Doctor to self-isolate for medical reasons.</li><li>• Confirmation that the staff member is well and has had no symptoms consistent with COVID-19, a high temperature, new and persistent cough or anosmia - however mild in the last 14 days.</li><li>• Confirmation that they have not been exposed to others with symptoms in the last 14 days.</li></ul>

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	<p><i>If</i> the visit is deemed necessary and approved in principle, by Jo Bacon, you will be asked to follow all the travel advice in section 2 of this document on your visit.</p>
5.3 Visiting cafes and shops while at work	<p>Please follow government advice on wearing face masks in shops etc. Please maintain social distancing in line with government guidance. Clean with sanitiser any credit cards etc that have been touched by others or been inserted into pay equipment. Wash and or hand sanitise on returning to the studios and before eating take away food.</p>
5.4 Visits to Construction sites, empty buildings or empty sites	<p>For visits to construction sites, empty buildings or empty sites the following procedural stages are to be adhered to for each site visit:</p>
5.4.1 STAGE 1:	<p>Practice request: A written request to visit the site must be sent to Jo Bacon, Health and Safety Designated Partner, and include:</p> <ul style="list-style-type: none"> <li>• A clear explanation as to why a site visit is necessary and why the site inspection duties cannot be carried out remotely.</li> <li>• Confirmation that the staff member involved is personally willing and able to safely visit site.</li> <li>• Confirmation that the staff member involved is not classified as an individual who has been advised by their Doctor to self-isolate for medical reasons.</li> <li>• Confirmation that the staff member is well and has no symptoms consistent with COVID-19.</li> <li>• Confirmation that they had not been exposed to others with symptoms in the last fourteen days.</li> </ul> <p><i>If the site visit is deemed necessary and approved in principle, by Jo Bacon, proceed to STAGE 2:</i></p>
5.4.2 STAGE 2:  Email template:	<p>Principal Contractor: Request for information: <b>Using the template below, email the Principal Contractor requesting their Covid-19 Compliance Arrangements and Procedures for managing professional (i.e. Architects) site visits and inspection duties.</b></p> <p>Re: [Project title and job no] Covid-19 Compliance Arrangements and Procedures Dear xxxx We are currently making arrangements to visit the XXXXXXXX site to fulfil our contractual duties and would be grateful if you could confirm/provide the following:</p> <ol style="list-style-type: none"> <li>1. Is the site currently operational?</li> <li>2. Is the site open to professionals (architectural team) to carry out a site visit and our inspection duties?</li> <li>3. Is the site compliant with the current Construction Leadership Councils 'Construction Sector-Site Operating Procedures'?</li> <li>4. If yes to previous questions, please forward copy of your detailed Covid-19 Compliance Arrangements and Procedures so we may then prepare our own risk assessment and Safe System of Work procedure. We must advise that this process may take us 3-5</li> </ol>

Hazards	Protocol
	<p>working days to conclude.</p> <p>5. Please also provide details of preferred visit times, to improve social distancing (ie avoid peak access and egress hours) and PPE that you will be providing to visitors to site.</p> <p>We look forward to hearing from you.</p> <p>Kind regards Xxxx</p> <p><i>Only upon receipt of a response to the above, share the same with Ewan Morrison and Jo Bacon, and then please proceed to Stage 3:</i></p>
<p>5.4.3 STAGE 3:</p>	<p>AAM Risk Assessment &amp; Safe System of Work:</p> <p>An AAM site visit and inspection Risk Assessment and Safe System of Work procedure is to be prepared by Ewan Morrison with the staff member(s), required to visit site. As part of this discussion the risk assessment is to cover:</p> <ul style="list-style-type: none"> <li>• The Principal Contractor’s Covid-19 Compliance Arrangements and Procedures as well as highlighting any key items or areas A&amp;M staff should be aware of.</li> <li>• Completion of A&amp;M site induction including: <ul style="list-style-type: none"> <li>- Arrangements for travel to site and avoiding site primary access and egress times, to maintain social distancing,</li> <li>- A&amp;M COVID-19 risk assessment briefing</li> <li>- Arrangements for PPE (including gloves, face masks and or visor as required)</li> </ul> </li> </ul> <p>The RA will then be submitted to Jo Bacon, Health and Safety Designated Partner, to sign off on behalf of the partnership.</p> <p>Jo Bacon to issue approval in response within two working days. If she is absent from the studios she will have delegated this authority (To be a Partner i.e. Alex Wraight or Simon Fraser).</p> <p>Note: Stages 1 to 3 to be repeated for each site visit unless agreement has been made to prepare a risk assessment for repeat visits ie weekly or fortnightly. In these special cases Step 1 evidencing that someone is safe and comfortable to make a site visit must still be repeated for each visit.</p> <p><b><u>With an approved risk assessment and safe system of work procedure approved then proceed to Stage 4.</u></b></p>



Hazards	Protocol
5.4.4 STAGE 4:	<p>Site visit: Having arrived on site, should the staff member become aware of non-compliance with the Principal Contractors Compliance Arrangements &amp; Procedures, they should leave site immediately and report the concerns in writing to Ewan Morrison and Jo Bacon.</p> <p>A&amp;M will take non-compliance with agreed protocols and procedures seriously and will report such concerns. All staff should be aware that if our own protocols are not followed there is a risk of a disciplinary procedure. At all times be aware that Coronavirus can be transmitted directly from one person to another through the air or via hands or an object. We recommend hand washing or the use of bacterial sanitizer regularly or if touching surfaces without gloves.</p> <p><i>Then after each site visit please prepare a report:</i></p>
5.4.5 STAGE 5:	<p>Return from site follow-up: Staff member to provide email report of site visit to Ewan Morrison and Jo Bacon, cc'd to Frida Sherrell, to raise any concerns, issues or recommendations to improve our own procedures or that of the Principal Contractor. We will record on the H&amp;S RA schedule that Stage 5 record has been completed. Update the A&amp;M Risk Assessment &amp; Safe System of Work for this site visit if required. All PPE provided by the Practice should be returned to our studios following the site visit and stored in the PPE Returns container located in the basement of 89 Southwark Street where it will appropriately be processed for re-use. It is not recommended that staff take PPE home in-case the PPE has become contaminated. If this is unavoidable, we will need to agree a methodology to suit the circumstances. If PPE is to be provided by the Principal Contractor it should be new and previously unused by others.</p>
5.5 Visits to CSCS test centres	<p>If you are asked to go to a CSCS test centre to get your site attendance card updated please write to Jo Bacon, as Health and Safety Lead Partner, and include:</p> <ul style="list-style-type: none"> <li>• A copy of the relevant correspondence from Frida Sherrell, CSCS card co-ordinator</li> <li>• Confirmation that the staff member has read and understood all the instructions for visiting the chosen test centre on the Pearson website: <a href="https://home.pearsonvue.com/coronavirus-update">https://home.pearsonvue.com/coronavirus-update</a></li> <li>• Confirmation that the staff member involved is personally willing and able make the visit. Confirmation that the staff member involved is not classified as an individual who has been advised by their Doctor</li> </ul>

Hazards	Protocol
	<p>to self-isolate for medical reasons.</p> <ul style="list-style-type: none"> <li>• Confirmation that the staff member is well and has had no symptoms consistent with COVID-19, a high temperature, new and persistent cough or anosmia - however mild in the last 14 days.</li> <li>• Confirmation that they have not been exposed to others with symptoms in the last 14 days.</li> </ul> <p>If the visit is approved in principle, by Jo Bacon, you will be asked to follow all the travel advice in section 2 of this document; to carry hand sanitiser, wear a mask and protective disposable gloves (available from the studios) at the test centre.</p>
5.6	<p>Travel abroad</p> <p>Under current UK COVID-19 restrictions, you must stay at home where necessary. You must not travel, including abroad, unless you have a legally permitted reason to do so. It is illegal to travel abroad for holidays and other leisure purposes.</p> <p>You should check the government COVID-19 foreign travel guidance before you consider a client request to travel. See <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p>Special approval from Jo Bacon Health and Safety Designated Partner who will need to check the 'legal purposes' of such a trip, from government guidance, will be required.</p> <p>If you are legally permitted to travel abroad to your country of destination then a personal risk assessment and travel plan will be required. Some countries have closed borders and may further restrict movement or bring in new rules including testing requirements with little warning.</p> <p>We will need to make sure we have <u>appropriate travel insurance</u> available and this could impact on ability to travel.</p> <p>All our team must comply with quarantining requirements as they apply at the time of their return from overseas.</p> <p>Anyone that holds visa or other exemption status from quarantining requirements who is travelling from a country not on the travel corridor list will be required to submit to COVID-19 testing prior to being permitted to return to the studios. This test must be negative for COVID-19.</p>

**6. NON COMPLIANCE**

6.1 Staff team or guests do not follow guidance	It is in the interests of all to act safely. We must all think about our safety and the safety of others in all that we do at all times. In the first instance please contact Jo Bacon or the management team with any feedback or concerns.
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Hazards	Protocol
	If a staff member needs to raise a concern with their Group Representative or confidentially with the HR team then this will be taken very seriously and any serious non-compliance by our staff team may result in our Disciplinary Procedure being applied.

**7. WORKPLACE HAZARDS – not specific to a Pandemic**

7.1	Slips and trips	<p>The premises are maintained (planned preventative, condition-based and breakdown) using relevant contractors where appropriate e.g. competent persons required by specific regulations.</p> <p>Window cleaning, planting, decoration in addition to maintenance of plant and services (heating and ventilation, lifts, electrical systems etc.) is undertaken by qualified contractors.</p> <p>Monthly recorded inspections are undertaken with issues reported and actioned.</p> <p>Bi-annual recorded Workplace Assessments are undertaken with the Health and Safety Advisor.</p> <p>Staff are inducted and reminded to maintain high standards of housekeeping.</p>
7.2	Inadequate provisions as required by the Workplace (Health, Safety and Welfare) Regulations	<p>These provisions apply to ventilation, temperature control, lighting, cleaning, floor surfaces, room dimensions with regards to sufficient space, workstations (now covered by DSE), falls and falling objects (where Work at Height Regulations also apply), glazing, windows, doors and gates, sanitary conveniences, washing facilities, drinking water, accommodation for clothing, facilities for changing, seating, facilities for rest and the eating of meals.</p> <p>Our Southwark studio premises were designed and built after the Workplace (Health, Safety and Welfare) Regulations were introduced; therefore, all requirements of these Regulations were met along with the Building Regulations and further legislation. For example, sufficient light, space, ventilation provided (studios open plan) and glazing, handrails, stairs etc. all meet relevant standards.</p> <p>Separate workplace assessments have been done for our studios in Cambridge</p> <p>Premises maintenance, Workplace Inspections and Workplace Assessments are undertaken as a Control Measure and in line with 6.1 above.</p>

## Allies and Morrison

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Hazards	Protocol
7.3 Working at workstations and with Display Screen Equipment (DSE)	New staff are informed and inducted regarding Workstations and DSE and undertake Workstation DSE assessments. The Workstation online DSE assessments are planned for review annually or at least on a 2-year basis, unless an issue is identified requiring earlier review.
7.4 Manual Handling	The need for manual handling is eliminated as far as is reasonably practicable. Where manual handling cannot be eliminated, it is reduced as far as is reasonably practicable e.g. by use of trolleys or the lift rather than stairs. Trained contractors are used for non-standard tasks such as moving large, heavy or numerous items between floors or within our premises.
7.5 Fire or any other Emergency	Fire prevention is practiced by maintaining premises and plant, good housekeeping, use and storage of any flammable substances in our Modelshop and good work procedures particularly required in the Modelshop. Emergency procedures are in place including procedures for evacuation, provision of First Aid supplies & First Aid trained staff, trained Fire Wardens and staff induction to the procedures.
7.6 Electrical System and Equipment	Fixed Wiring Electrical Inspection and Portable Appliance Testing is undertaken annually with both being maintained as necessary.
7.7 Storage	High storage avoided, particularly for any heavy items, where possible. Appropriate access equipment and steps are provided and used for reaching high storage. All items stacked should be stored securely and the overloading of storage avoided. Good housekeeping should be maintained in all locations.
7.8 Use of Work Equipment	As noted in current Health & Safety Policy CP8. Training is given to all members of staff on the equipment they are required to use.
7.9 Basement Store 89 Southwark St	A limited number of staff access this area and are briefed on the low ceiling height and familiar with this.
7.10 Access to Plant Areas	Access to basement and roof plant areas is strictly limited to very small number of authorised staff, with key or keycode access, who have been trained in checking, re-setting etc. or the various plant servicing and testing is undertaken as necessary by competent external sub-contractors as indicated on the Planned Maintenance Schedule

## Allies and Morrison

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### Supplementary Information and guidance

We encourage all staff to read about the Health and Safety risks as well as those of COVID-19. We would also like to encourage feedback, to Jo Bacon or your Group Representative, on our procedures and arrangements in our studios and Modelshop. Feedback can be confidential to the HR team as the situation requires.

We need feedback to make improvements in all that we do.

The following useful material is all available online and on our studio intranet, the Hub:

Remote working:

HSE Guidance on Homeworking: <https://www.hse.gov.uk/toolbox/workers/home.htm>

Working in studios or offices:

Working Safely during COVID-19 in Offices and Contact Centres

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

COVID-19 related advice:

[www.NHS.uk/coronavirus](http://www.NHS.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

ISO/PAS 45005: Occupational health and safety management - General guidelines for safe working during the COVID-19 pandemic.

For guidance on COVID-19 alert levels see:

<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>

Download the NHS Test and Trace App here

<https://www.covid19.nhs.uk/help-downloading.html>

Action cards for early outbreak management

<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Commercial-Workplaces-Action-Cards/>

First Aid

[https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm\\_source=linkedin&utm\\_medium=social&utm\\_campaign=coronavirus&utm\\_term=rescue-breath-omission&utm\\_content=first-aid#non-healthcare](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=linkedin&utm_medium=social&utm_campaign=coronavirus&utm_term=rescue-breath-omission&utm_content=first-aid#non-healthcare)