

Allies and Morrison

Studios and Workshop

Covid-19 Arrangements & procedures

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Covid-19 Arrangements & procedures v.3

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 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 working 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 table below gives an overview of our assessment of risks for our studios and details the safety measures in place for Steps 1-4 of our return to studio working:

Step 1: Workshop and management support;

Step 2: Meetings and studio visits

Step 3: People who are finding it difficult to work from home.

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

This risk assessment should be understood with workplace risks previously presented in our annual Studio and Workshops Risk Assessments, Workshop Practice Procedures, both dated 30 July 2020, and with our Health and Safety Policy.

We will be 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

STAYING COVID-19 SECURE IN 2020

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
- ✓ **Mask 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: 2 September 2020



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

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Contents

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 to inform and set out procedures and protocols for safe working in all our studios, our workshop and for working remotely in two sections:

- Studios & Model Workshop Arrangements & Procedures
- Supplementary Information and guidance

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.
- Online stretch yoga class available to all
- Socially distanced picnics and other team events (not permitted post 14.09.2020 due to government advice).

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.

1. FIT TO WORK

Hazards	Protocol
1.1 Check well to work	<p>Check temperature daily when considering attending studios, site or any work activity. Call NHS 111 if unsure. Contact HR team to discuss or advise if not well for travel to work or work. Do not leave home before these steps are taken. If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will be refused entry to our buildings. If anyone has had symptoms consistent with COVID-19 - a high temperature, new and persistent cough or anosmia - however mild in the last 14 days, they will be refused entry to our buildings. If anyone has been exposed to others with symptoms of COVID-19, in the last fourteen days, they will be refused entry to our buildings. 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</p>
1.2 Unwell at work	<p>Be aware of your health at work. Notify your team leader or one of our First Aiders if you feel unwell and follow their instructions.</p>
1.3 Vulnerable and Shielded staff	<p>Our HR team will discuss all individual cases with each shielded staff member seeking medical advice as required.</p>
1.4 Vulnerable and Shielded family members	<p>Follow Doctor and Government advice. Advise our HR team. Do not attend studios unless advised.</p>
1.5 COVID-19 case confirmed	<p>Should there be any instance of a confirmed case of COVID-19 with someone who has been in our studios or model workshop then we will close down the area concerned and ensure a deep clean can be completed imminently before it is re-opened. If there is a COVID-19 outbreak the single point of contact (SPOC) who will lead on contacting local Public Health teams will be Lorraine Dixon, HR Director, so that staff confidentiality can be maintained as required. Anyone who has symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Anyone who has tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where someone has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed.</p>

2. TRAVEL TO WORK

	Hazards	Protocol
2.1	Shared bike usage	Recommend all staff wear disposable gloves and that these are disposed before entering studios in public waste bins. Recommend all staff wear face covering. Recommend all staff watch guidance on city cycling https://tfl.gov.uk/travel-information/safety/road-safety-advice or similar and wear safety gear including a helmet. Remind staff to effect social distancing when riding a bike or at stop points.
2.2	Bikes & motorbikes	Recommend all staff wear face covering. Recommend all staff watch guidance on city cycling https://tfl.gov.uk/travel-information/safety/road-safety-advice 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	Trains	Recommend all staff wear face covering, in transit. Follow all advice from train operators. Make use of flexible working hours if this supports travel at earlier or later times to reduce contact with other people.
2.5	Underground	Recommend all staff wear face covering and follow TFL advice. Make use of flexible working hours if this supports travel at earlier or later times to reduce contact with other people.
2.6	Bus	Recommend all staff wear face covering and follow all bus operator advice. Make use of flexible working hours if this supports travel at earlier or later times to reduce contact with other people.
2.7	Car Travel	Not advised due to environmental impact but may be considered on an individual basis. No parking available at studios.

3. STUDIOS AND MODEL WORKSHOP

Hazards	Protocol
3.1 All areas	<p>Advice signage, at least in accordance with Government guidance, provided at entrance and elsewhere as required.</p> <p>Signage to make procedures clear to all.</p> <p>One person only in any lift at any time.</p> <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 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.</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 anti-bacterial material before starting work, during work and before leaving at the end of the day.</p> <p>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

Hazards	Protocol
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.
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	At the London Southwark studios, all 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. 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.
4.5 Fire exit procedure	Maintain social distancing while following fire procedures. Fire Wardens and others are advised to take 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.

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	Hazards	Protocol
4.7	First Aiders present	First aiders to be included for any return to work in model workshop. 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. Record of First Aiders in studios and contact mobile numbers to be with security at Reception or in studio log elsewhere.
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	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: <i>Thank you for accepting the invitation to attend our studios for the xxxx meeting on xxx at xxx.</i> <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> <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: https://www.alliesandmorrison.com/legals Due to COVID-19 advice, at this time we are unable to offer refreshments so please bring your own water bottles, coffee etc.</i> <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. 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> <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.</i>

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Hazards	Protocol
4.12 Hosting a meeting	If you are the Host for a meeting in the studios you should take seriously the responsibility to <ul style="list-style-type: none">• Please greet your guests at reception and take them to the meeting• Advise attendees to maintain social distancing• Be the responsible person keeping an eye on procedures being maintained• It is your responsibility to ensure all attendees are logged and noted as accepted in the Google diary invite• Do not exceed the occupancy in the room booking system
4.13 Reception post and deliveries	We have installed signage to remind all to keep 2.0m distance to the Reception desk. Personal parcels not to be sent to studio. We are considering visors or 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 Workshop 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, cutlery, water carafes, glasses, mugs, plates etc. Area open for use of kettle, fridges, microwave and water taps is to be 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.

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	Hazards	Protocol
4.19	Clean desks and other surfaces	All staff to clear desks so surfaces may be fully cleaned regularly. 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. Use door opening device, offered to all staff to press buttons.
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 anti-bacterial 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	Workshop	Advise all staff not to share equipment. If required, then do not pass hand to hand and wipe equipment to own satisfaction with anti-bacterial spray before use. If close working is required, to be wearing FFP3 dust masks.
4.26	Workshop Spray 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

Hazards	Protocol
5.1 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, with at least three days' notice, as Health and Safety Lead Partner, and include:</p> <ul style="list-style-type: none"> • A clear explanation as to why this visit is necessary and why this cannot be carried out remotely. • A copy of any relevant invitation or correspondence • 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 to self-isolate for medical reasons. • 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. • Confirmation that they have not been exposed to others with symptoms in the last 14 days. <p><i>If the visit is deemed necessary and approved in principle, by Jo Bacon, 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. This documentation must be submitted to Peter Waxman, Health and Safety consultant, for him to confirm that all the necessary paperwork is in place for the visit to take place. Jo Bacon will then sign off the visit.</i></p>
5.2 Visiting places	<p>On behalf of the practice if you need to visit places, villages, streets and town centres please write to Jo Bacon, as Health and Safety Lead Partner, and include:</p> <ul style="list-style-type: none"> • A clear explanation as to why this visit is necessary and why this cannot be carried out remotely. • A copy of any relevant invitation or correspondence • 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 to self-isolate for medical reasons. • 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. • Confirmation that they have not been exposed to others with symptoms in the last 14 days. <p><i>If 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.</i></p>

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Hazards	Protocol
5.3 Visiting cafes and shops while at work	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.
5.4 Visits to Construction sites, empty buildings or empty sites	For site visits and attendance procedures: COVID-19 safe system of working please see the Allies and Morrison procedure to follow here: X:\AAM-WORKGROUP DATA\AAM_Health and safety_ASSESSMENTS & INSPECTIONS\Risk Assessments_Site

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

Hazards	Protocol
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 & 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>
7.3 Working at workstations and with Display Screen Equipment (DSE)	<p>New staff are informed and inducted regarding Workstations and DSE and undertake Workstation DSE assessments.</p> <p>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.</p>

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7.4	Manual Handling	<p>The need for manual handling is eliminated as far as is reasonably practicable.</p> <p>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.</p> <p>Trained contractors are used for non-standard tasks such as moving large, heavy or numerous items between floors or within our premises.</p>
7.5	Fire or any other Emergency	<p>Fire prevention is practiced by maintaining premises and plant, good housekeeping, use and storage of any flammable substances in our workshop and good work procedures particularly required in the workshop.</p> <p>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.</p>
7.6	Electrical System & Equipment	<p>Fixed Wiring Electrical Inspection and Portable Appliance Testing is undertaken annually with both being maintained as necessary.</p>
7.7	Storage	<p>High storage avoided, particularly for any heavy items, where possible.</p> <p>Appropriate access equipment and steps are provided and used for reaching high storage.</p> <p>All items stacked should be stored securely and the overloading of storage avoided.</p> <p>Good housekeeping should be maintained in all locations.</p>
7.8	Use of Work Equipment	<p>As noted in current Health & Safety Policy CP8. Training is given to all members of staff on the equipment they are required to use.</p>
7.9	Basement Store 89 Southwark St	<p>A limited number of staff access this area and are briefed on the low ceiling height and familiar with this.</p>
7.10	Access to Plant Areas	<p>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</p>

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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 workshop. 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:

HSE- Working Safely during COVID-19 in Offices and Contact Centres
Guidance for Employers, Employees and the Self-Employed - Dated 10 September 2020:
www.gov.uk/coronavirus

COVID-19 related advice:

HSE Government/NHS Guidance on Washing of Hands
www.NHS.uk/coronavirus

Any Material published that any staff member would like to bring to our attention:
www.gov.uk/coronavirus