OUR SAFETY MEASURES FOR WELCOMING YOU BACK

Our London headquarters is now open and we are delighted to be able to welcome you back. The safety of our members, visitors and staff is paramount, therefore, following Government advice, we have produced this guide to advise of the changes we have implemented around the building. We will continue to review and update these processes in line with Government guidance and industry best practice.

Whilst we will do everything possible to provide you with a safe environment, we ask that you uphold the highest levels of personal hygiene and respect for others, including regularly washing and sanitising your hands.

Travelling to IMechE headquarters

By foot or public transport: If travelling by public transport and wearing masks, where possible we ask our guests to dispose of any PPE prior to arrival or within the designated bins provided onsite.

By bike: We recognise that there may be an increased number of visitors who may choose to cycle to our venue, so we aim to provide, where possible, a designated cycle storage area on site. Please note that if our storage capacity is exceeded, we may ask visitors to use designated bicycle parking areas outside the building. IMechE is not able to accept liability for any loss or damage to cycles and personal belongings left in the space. Under no circumstances should cycles be left in any other public spaces within our venue.

On arrival

Upon arrival, visitors will be asked to use the hand sanitiser provided and must be signed in by the duty Receptionist. We may also ask you to provide a contact telephone number as well. A safety line has been clearly marked on the floor around the reception desk as well as a screen partition. Members and Visitors will be given single use disposable identification badge which we would ask you to wear at all times while in the building.

Arrivals times

Due to the restricted capacity of our public areas we would ask the if you are attending a meeting or event in the building you arrive as close to the start time as possible and make your way immediately to your destination.

Moving around the building

Due to the layout and configuration of the building it is not possible to fully implement the current physical distancing measures in some areas, however, we have put in place the following measures:

- The capacity of our lifts has been reduced to one person per trip. Please only use the lift if you are unable to walk up the stairs. If you need to use a lift, please
queue bearing in mind the current physical distancing guidelines and do not obstruct others moving around the building.

- Safe distance areas have been clearly marked out around some areas of the building corridors.
- On staircases, where possible, passing places have been clearly marked out. At all times when using any staircase, please keep left and use the passing places if required.
- If you can avoid touching staircase handrails, please do so but do not compromise your safety.
- Where possible, some doors have been propped open to reduce touch points. Unfortunately, most doors within the building are fire doors and therefore should not be propped open under any circumstances.

**Hygiene and cleaning procedures**

In addition to our existing cleaning processes, we have increased cleaning frequency, team size and procedures:

- An additional team will be specifically concentrating on sanitising touch points around the building such as door push / pull plates, lift buttons and staircase handrails throughout the day.
- All our member areas will be fully cleaned and sanitised throughout the day.
- Hand sanitising stations have been placed at our Reception area, main entry points, inside each meeting room and at other key areas of the building. Please feel free to use them but remember than sanitiser is not a substitute for the correct use of soap and water.

**Toilets**

Where toilets have an inner lobby door, this will now be propped open to minimise contact with touch points. Some urinals and sinks will be taken out of use to ensure we comply, where possible, with the social distancing guidance. Our cleaning regime will be increased, and additional checks carried out to ensure that soap dispensers are kept stocked up.

**Emergency evacuation**

In the event of a fire alarm or evacuation drill, all occupants of the building should leave the premises immediately via the normal escape routes. Physical distancing should not take precedence during an evacuation. Fire Wardens will direct you to the muster point and once there please ensure that you distance appropriately, utilising the length of Birdcage Walk if necessary.

**First aid**

While we will still provide a first aid response, any assistance offered will be in line with the current physical distancing guidelines. All first aiders have been supplied with updated first aid advice, including revised advice on CPR and PPE will be made accessible to our first aiders as necessary.

**Smoking**

The Institution Headquarters is a full non-smoking building (which includes E-cigarette’s). Whilst we appreciate that members and Visitors may wish to smoke, the

social distancing measures will also apply to the smoking area at the front of the building. A maximum of 4 people are permitted on the steps at any one time. If the area is at capacity, please consider returning at a later time.

**Risk Assessment**

In line with Government guidance, we have produced a risk assessment relating to Covid 19 which can be found in the next section.
### COVID-19 Risk Assessment - June 2020

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed</th>
<th>Controls Required</th>
<th>Additional Controls</th>
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</table>
| Spread of Covid-19 Coronavirus | • Members / Employees  
• Visitors to the premises  
• Cleaners  
• Contractors  
• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions  
• Anyone else who physically comes into contact in relation to the business | **Hand Washing**  
Hand washing facilities with soap and water in place.  
Stringent hand washing taking place.  
Drying of hands with disposable paper towels.  
Staff encouraged to protect the skin by applying emollient cream regularly  
Gel sanitisers in any area where washing facilities not readily available | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  
Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  
To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  
Posters, leaflets and other materials are available for display. |
| **Cleaning** | Checks will be carried out by building services team to ensure that the necessary procedures are being followed.  
Confirm with cleaning team that antibacterial sprays are in use.  
Installation of sneeze guard at Reception  
Non fire doors to be propped open. Cleaning regime to be increased to all touch points. |
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<tbody>
<tr>
<td>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</td>
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</table>
| **Social Distancing** | Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.  
Sign in procedure for all visitors (non contact) to allow appropriate tracing of individuals movements.  
Use of appropriate signage.  
Management checks to ensure this is adhered to.  
Reduce Capacity of Lifts.  
Implement keep left / right system on stairwells where one way system is not possible and passing zones to be introduced to reflect social distancing. |
| Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended.  
Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  
Redesigning processes to ensure social distancing in place.  
Conference calls to be used instead of face to face meetings.  
Ensuring sufficient rest breaks for staff.  
Social distancing also to be adhered to in staff room and smoking area. |  |
**Wearing of Gloves**
Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

**PPE**
*Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*

**Symptoms of Covid-19**
If anyone becomes unwell with a new continuous cough, a high temperature or loss or change to sense of tastes and smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will meet to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.

Sign in procedures will ensure that the employees workspace and movements around the building can ensure employees desk, and any other contact surface in the individuals work area to be sanitised as soon as possible.
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<th><strong>Mental Health</strong></th>
<th>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</th>
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<td><strong>First Aid</strong></td>
<td>Revised first aid guidance on dealing with Covid 19 to be made available to all First Aiders.</td>
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<td><strong>Fire and Emergency Evacuation</strong></td>
<td>Include revised advice on emergency evacuation procedures with emphasis on the need to social distance at muster point.</td>
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<td><strong>Disabled Access</strong></td>
<td>Revise procedure for escorting visitors with mobility impairments to minimise all close contact, such as lift access and ramp assistance.</td>
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<td>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</td>
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<td>Updated CPR information and general revised first aid guidelines to be sent to all first aiders. First Aid boxes to be updated with a disposable mask and gloves (to follow new CPR guide).</td>
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<td>Procedure will be revised to highlight the importance of immediate evacuation but guideline for muster point updated to reflect 2 meter rule.</td>
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<td>Where close contact cannot be avoided, appropriate PPE is to be issued to employees.</td>
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