

Grenfell Tower Inquiry

Grenfell Tower Inquiry venue COVID-19 Risk Assessment Information October 2020

In June, the Government Property Agency (GPA) conducted a thorough risk assessment of the Inquiry venue at 13 Bishop's Bridge Road enabling the Inquiry to resume hearings in July. To ensure a continuous safe environment at our venue, GPA have reviewed arrangements in light of the most recent public health requirements and confirmed that it remains safe for persons to attend hearings at our venue on a limited attendance basis.

What did the risk assessment include?

- Two site inspections and the submission of detailed risk self-assessment documentation
- The number of people who would be in the building each day, where they would work and take breaks
- Daily activities to be conducted on site
- Movement of people around the building, where they would meet and how they would maintain social distance on site
- Current and additional controls implemented to protect persons from Covid-19 transmission
- Hygiene, sanitisation and the level of enhanced cleaning
- A review of all building maintenance and regulatory compliance including evacuation procedures

What findings were made?

- GPA were content all appropriate measures have been taken and that there were no current issues to prevent the resumption of hearings on a limited attendance basis
- Overall the combination of all the measures taken resulted in a low risk of Covid 19 transmission on site
- It was safe for up to 34 people to be present in the building (an increase of four from July)
- A further risk assessment would be required if usage of the venue changed including any substantial increases in the number of people required onsite

Details of Work Activity to be Undertaken:

Following a consultation with Core Participants, Legal Representatives, Witnesses and the Inquiry's wellbeing support services, the Grenfell Tower Inquiry (GTI) resumed hearings on 6 July at 13 Bishop's Bridge Road (13 BBR), on a limited attendance basis (i.e the minimum number of staff and visitors needed to be physically present to facilitate hearings). Following an August break, hearings continued on a limited attendance basis.. GPA has approved a modification to allow the Inquiry to accommodate two witnesses and those accompanying them in one hearing day when the timetable requires this.

GTI requires capacity for the following people who are needed on site to continue limited attendance hearings:

- Panel -Chairman and Panel Member(s)
- Counsel to the Inquiry (two QCs) plus two juniors
- Solicitor to the Inquiry and support
- Senior Responsible person, Operations staff, and Witness Liaison Officer
- Up to two witnesses (and one support person optional) and their legal representatives
- One NHS clinician for witness support
- Technicians to operate hearing technology, stenography, document retrieval, and live broadcasting of the Inquiry
- Facilities Management staff which includes security and cleaning personnel
- One member of the Press Association

Reason that this activity can only be completed in the office and not remotely *(If the activity can be completed from remotely, it should be):*

Limited Attendance Hearings (LAHs) need to be physically held in the purpose built hearing room. This was considered the best option for hearings to resume following consultation with a wide range of stakeholders. Fully remote or 'virtual' hearings were not considered appropriate for the nature of this Inquiry. The restart of hearings, even on a limited basis, is of vital importance to the ongoing delivery of the Inquiry's objectives.

Attendance will be limited to participants whose physical presence is essential in order for proceedings to take place.

Arrangements are in place for Core Participants and Legal Representatives to participate remotely, including the provision of remote wellbeing and interpreter support services.

Any GTI staff not directly supporting the LAHs will continue to work from home.

What are the hazards?	Who might be harmed	Current Controls	Risk Rating	Additional Controls	Risk Rating	Action
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<p>Spread of COVID-19 Coronavirus</p>	<p>Required attendees to GTI premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to business</p>	<p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap wherever possible,or 1-metre with additional mitigations.</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>Taking steps to enable core participants and legal representatives to participate remotely with appropriate support arrangements and review work schedules including the vast majority of GTI staff continuing to work from home, significantly reduced occupancy on site at 13 BBR throughout limited attendance hearings with start & finish times adjusted as necessary,</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls and telephone conferencing to be used instead of face-to-face meetings where possible.</p> <p>Occupancy of meeting rooms to be limited to a maximum of one third capacity aligned to Public Health England’s guidance. Any rooms not in use will be locked.</p>	<p>M x H</p>	<p><u>Social Distancing</u></p> <p>The building will not be open to the public, with attendance limited to participants whose physical presence is essential in order for proceedings to take place. A list of authorised attendees will be compiled in advance and will be provided to security on a daily basis.</p> <p>GTI staff, required attendees and contractors to be regularly reminded of the importance of social distancing both in the workplace and outside of it and requested to comply with signage onsite.</p> <p>GTI will ensure risks are being assessed in relation to disability, shielding issues and wider wellbeing and managed in accordance with government guidelines for Covid-19.</p>	<p>L x H</p>	<p>GTI have worked closely with GPA and the ISS project team to ensure all necessary controls are in place. All safety measures, including provision of sanitiser, gloves and face masks, to be continuously monitored.</p>
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		<p>Ensuring sufficient rest breaks for required attendees and staff</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19/guidance-for-employers-and-businesses-on-coronavirus-COVID-19</p>			
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		<p><u>Working Safely during the COVID-19 Pandemic – Returning To The Office (RTTO)</u></p> <p>Business, Energy & Industrial Strategy (BEIS) guidance is the lead documentation in Working Safely during the COVID-19 Pandemic</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres</p> <p><u>Risk Assessment</u></p> <p>GTI have produced a risk assessment for Working Safely during the COVID-19 Pandemic (RTTO) and will engage with all relevant parties.</p>		<p><u>Working Safely during the COVID-19 Pandemic – Returning To The Office</u></p> <p>GTI will ensure:</p> <p>The risk assessment is visible and communicated to all employees.</p> <p>Risk assessments are regularly reviewed and updated where necessary.</p> <p>The actions taken as the result of the assessment do not disproportionately impact those with disabilities and consider how to support those with disabilities to comply with social distancing.</p> <p>In line with the 'returning to the office ' Cabinet Office guidelines, line managers have use of the COVID-19 Individual Risk Indicator (CIRI) tool on the Intranet to assess individuals returning to 13 BBR.</p>	LxH	<p>GTI will continue to review the full suite of documentation for staff and other users, including an updated user guide and a video highlighting the key arrangements of the venue for all attendees.</p> <p>All participants attending 13 BBR during September will be asked to complete an individual assessment form in advance and will have their</p>
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		<p><u>Social distancing at work</u></p> <p>Objective: To help people to maintain the recommended 2m social distancing where possible, including while arriving at and departing from work, while in work and when travelling between sites.</p> <ul style="list-style-type: none"> It will not always be possible to keep a distance of 2m. In these circumstances both employers and employees/required attendees must do everything they reasonably can to reduce risk. Examples of how to do this are set out in the sections below. Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, toilets, kitchens and similar settings. These are often the most challenging areas to maintain social distancing. 	<p><u>Social distancing at work</u></p> <p>Clear signage and 2m markers have been installed throughout the building.</p> <p>Specific measures GTI are putting in place during limited attendance hearings to ensure social distancing and manage the movement and flow of people in the building are:</p> <p><u>Entry to the building</u></p> <p>All users to the building will be asked in advance of their fitness to attend (self risk assessment).</p> <p>Tape has been installed outside entrance doors for a 'stop and check'. Staff will present their staff pass and non-staff attendees will need to present photo ID. One person at a time will be allowed in the lobby for entrance or exit and the space will be occupied by a security officer and hand sanitiser station. Users will be asked to confirm circumstances haven't changed since they have completed fitness to attend form. All users will be directed to complete a temperature check on arrival.</p> <p>Required attendees will be directed to their allocated waiting rooms.</p>	<p>LxH</p>	<p>Fitness to attend form completed by all required attendees.</p> <p>Allocated waiting/break rooms for each party (including contractors) to manage social distancing during break times.</p>
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				<p><u>Hearing room</u></p> <p>Users will be directed to wait at the entrance to the room where they will be shown to their allocated seat by a member of the Operational Team. A Hearing Room seating plan will be implemented to ensure social distancing is maintained.</p> <p><u>Public Space</u></p> <p>The public break out area will be inaccessible for use with a corridor created in order for people to access the vending machines. Required attendees are asked to be aware of narrow points in the building and wait to pass others where they can maintain a two-metre distance.</p>		
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		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting of 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.</p> <p>GTI's FM provider, ISS, have in place risk assessments, Infection Control Cleaning Strategy and Cleaning Excellence Processes to manage the following stages of cleaning:</p> <p>Responsive Disinfection/Infection Control Deep Cleaning - The method of cleaning to be established in the event that someone in the building has a connection to a person or persons with a contagious virus or is self-isolating with a suspected infection</p> <p>Responsive/Decontamination Cleaning - The steps that should be taken when a person or persons in the building has been diagnosed with a contagious virus and there is a significant risk of the virus spreading</p>		<p><u>Cleaning</u></p> <p>ISS have employed a hygiene steward who will be responsible for cleaning all high contact points on a two-hour cycle.</p> <p>Additional hand sanitiser and wipes will be distributed throughout the building.</p>	LxH	<p>GTI to continue to promote individual responsibility to maintain cleaning requirements of wiping down appliances before and after to use and to limit contact points where possible.</p>
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		<p><u>Moving around buildings and worksites</u></p> <p>Objective: To maintain social distancing as far as possible while people travel through the workplace.</p> <p>Workplaces and workstations</p> <p>Objective: To maintain social distancing between individuals when they are at their workstations.</p> <ul style="list-style-type: none"> • For people who work in one place, workstations should allow them to maintain social distancing wherever possible. • Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people. • If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk. 		<p><u>Moving around buildings and worksites</u></p> <p>Workplaces and workstations</p> <p>GTI will comply with the maximum occupancy levels agreed with GPA to enable social distancing. Signage will be displayed in each individual room to indicate maximum occupancy. This will be under constant review using government and PHE guidance and the site specific risk relating to potential and confirmed cases of COVID-19 where applicable.</p> <p><i>Desks/workstations</i></p> <p>When staff attend site for limited attendance hearings they will be allocated a desk for that day. Signage will designate which workstations are available and desks not in use will have the keyboard and mouse cleaned and bagged up.</p> <p>The sharing of pens and other objects will be avoided. Where shared equipment is used (e.g printers) ensure there are wipes available [at each bank of desks] and appropriate signage.</p>	LxH	All workstations in use clearly marked on ground and first floor office areas.
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		<p><u>Meetings</u></p> <p>Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>		<p><u>Meetings</u></p> <p>The need for in-person meetings will only occur during limited attendance hearing days - and these would only be short, ad-hoc meetings and restricted to those involved in hearings and bound by the guidance on social distancing being put in place for the hearings process.</p> <p>Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</p> <p>Use any hand sanitisation in meeting rooms.</p> <p>Ensure only necessary participants should attend meetings in person that are already on site and any other participants should dial in and use other remote tools.</p>	<p>LxH</p>	<p>Signage installed on each room to confirm maximum occupancy numbers.</p>
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		<p><u>Common areas</u></p> <p>Objective: To maintain social distancing while using common areas.</p>	<p><u>Common areas</u></p> <p>GTI has allocated separate rooms to individual user groups for use during breaks on hearing days to mitigate the risk of overcrowding in common areas.</p> <p>Whilst GTI is hermetically sealed from other tenants within the building there are some shared spaces, such as the stairwell. WPP (Landlord) will be responsible for cleaning and signage within the stairwell, as well as any shared toilets.</p> <p>All attendees will be asked to bring their own food and refreshments.</p> <p>A perspex screen has been fitted to the reception desk and floor markers placed in the reception area to allow staff to maintain social distancing when meeting visitors.</p> <p>Lockers normally designated for public use can also be assigned to individual attendees as required. Lockers in use will be marked with a coloured magnetic disk so it is visible to include in the cleaning of high contact points.</p>	<p>LxH</p>	<p>Signage installed that detail which user group is in which room.</p>
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		<p><u>Managing customers, visitors and contractors</u></p> <p>Objective: To minimise the number of non-essential visits to 13 BBR.</p>		<p><u>Managing customers, visitors and contractors</u></p> <p>The GTI staff in liaison with ISS will:</p> <p>Ensure Information will be available to all staff and required attendees before attending the site. Where site visits are required, for example inbound supplier deliveries, they will be made where possible before 8am. Site guidance will be explained on or before arrival.</p>	LxH	<p>ISS to manage supplier deliveries</p> <p>GTI to provide list of required attendees, liaising with ISS on expected times they will be within the venue.</p>

		<p><u>Providing and explaining available guidance</u></p> <p>Objective: To make sure people understand what they need to do to maintain safety.</p>		<p><u>Providing and explaining available guidance</u></p> <p>GTI/ISS will take on host responsibilities relating to COVID-19, providing any necessary instructions and guidance.</p> <p>An updated user guide will provide clear instructions on how to work safely within the building during limited attendance.</p> <p>Guidance will be sent to required attendees in advance of their attendance advising them on what to expect.</p>	LxM	<p>GTI to disseminate user guides to all required attendees and place supporting information posters across the venue</p>
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	<p><u>Keeping the workplace clean</u></p> <p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>Hygiene – handwashing, sanitation facilities and toilets</p> <p>Objective: To help everyone keep good hygiene through the working day.</p> <p>Circulation space within WC's is usually relatively narrow making it difficult to remain 2m away from people.</p> <p>Entrance doors to WC's are not glazed, so it is not possible to see if there is anyone in the room before entering.</p> <p>Queues may form while people are waiting to enter the room - ensure social distancing is maintained and signage complied with at all times.</p>	<p><u>Keeping the workplace clean</u></p> <p>GTI/ISS staff will: Ensure they limit or restrict the use of high-touch items and equipment (for example, printers, whiteboards).</p> <p>Signage and cleaning products in place for individuals to clean items (such as vending machines) before and after use.</p> <p>Ensure work areas are cleaned between uses using the provided cleaning products</p> <p>Staff are asked to keep to a clear desk policy, clearing workspaces and removing any waste and belongings from the work area at the end of the working day. Any objects left on desks at the end of the day will be removed by security and placed in quarantine for 72 hours.</p> <p>Hygiene – handwashing, sanitation facilities and toilets</p> <p>Familiarise staff with the following HSE Guidance on Common Areas, including Toilets:</p> <p>https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</p>	<p>LxH</p>	<p>ISS to continually monitor levels of products to ensure sufficient amounts of stock are maintained on site.</p>
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				<p>Comply with signs and posters and build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm.</p> <p>Comply with regular reminders and signage to maintain personal hygiene standards to all staff and required attendees.</p> <p>For toilets in the public areas, a member of security/GTI staff will advise visitors when the toilet is occupied and asked to wait. Floor stickers will indicate where people will need to queue.</p> <p>Office toilets will have occupancy indicators.</p> <p>Occupancy signage will indicate when other toilets are free or in use.</p> <p>Paper towels will be available in all washrooms. Hand dryers will not be in use.</p>		
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				<p>Ensure regular use of hand sanitiser provided in multiple locations in addition to washrooms.</p> <p>Comply strictly with cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Comply with signage on entrance doors with clear social distancing instructions.</p> <p>Comply with floor tape to manage queues.</p>		
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		<p><u>Handling goods, merchandise and other materials</u></p> <p>Objective: To reduce transmission through contact with objects that come into the workplace.</p>		<p><u>Handling goods, merchandise and other materials, and onsite vehicles</u></p> <p>The ISS Facilities staff will:</p> <p>Implement cleaning procedures for goods and merchandise entering the site.</p> <p>Restrict non-business deliveries</p> <p>All efforts will be made to arrange deliveries out of hours, with security staff taking delivery within the entrance lobby to minimise contact with the rest of the building.</p>	LxH	
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		<p><u>Symptoms of COVID-19</u></p> <p>Staff and other required attendees must comply with reporting procedures for suspected and confirmed cases of COVID-19.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they must be sent home and advised to follow the stay-at-home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time. GTI operational staff will maintain contact with non-staff attendees</p> <p>If advised that a member of staff or required attendee has developed COVID-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority 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. https://www.publichealth.hscni.net/</p> <p>Staff must follow the guidance within the case response protocol.</p>		<p><u>Cleaning - Potential Infection and Confirmed case of COVID-19</u></p> <p><u>GTI/ISS Staff - Potential Infection</u></p> <p>Where GTI /ISS are concerned about the possible spread of infection if a member of staff or required attendee is unwell with COVID-19 symptoms, they can request a <i>General Infection Control Clean or Precautionary Clean</i> via their FM Contactor/Landlord. As a precaution any desks used by the member of staff or required attendee affected should not be used until cleaned or for a minimum period of 72 hours, where practicable.</p> <p>All required attendees will be given information by the Inquiry to inform GTI if they develop any symptoms after leaving the inquiry within a 14 day period.</p> <p>Inform the Senior Decision Maker on site (who will manage the required notification process). They will discuss the situation with the GPA Assurance Lead or Workplace Services Health and Safety Manager in Workplace Services who will assess the risk assessment to identify any additional actions required.</p>	LxH	Clear procedures in place between GTI and ISS for the reporting and management of any suspected or confirmed cases.
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				<p><u>Confirmed case of COVID-19</u></p> <p>If an attendee reports they have been confirmed as having contracted COVID-19 individuals should strictly follow the Senior Decision Maker advice on how to manage the situation and required notifications.</p> <p>They will discuss the situation with the GPA Assurance Lead or Workplace Services Health and Safety Manager in Workplace Services who will arrange an immediate risk assessment to identify any additional actions.</p> <p>The risk assessment will typically consider:</p> <p>If the member of staff or required attendee has been in 13 BBR within the last 72 hours, they should isolate any work desk areas that are known to have been used and immediately request a Responsive <i>Disinfection or Infection Control Deep Clean</i> via the FM Contactor/Landlord.</p> <p>If any tracing of locations can be confirmed such as nearby toilets, kitchen areas or printers that may have been used by the individual, an</p>		
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			<p>additional disinfection can be carried out in those areas (as deemed appropriate).</p> <p>Where applicable, carry out contact tracing for the individual with the confirmed case in relation to their recent movements, contacts and travel.</p> <p>Where contact tracing has identified persons who have been potentially exposed to COVID-19 from the confirmed case member of staff, managers should follow the PHE guidance:</p> <p>https://publichealthmatters.blog.gov.uk/2020/02/13/expert-interview-what-is-contact-tracing/</p>		
		<p><u>Accidents, security and other incidents</u></p> <p>Objective: To prioritise safety during incidents.</p>	<p><u>Accidents, security and other incidents</u></p> <p>GTI staff are reminded that in an emergency (for example, an accident, fire or break-in), people do not have to stay 2m apart if it would be unsafe to do so.</p> <p>Staff involved in the provision of assistance to others should pay particular attention to</p>	LxH	Emergency evacuation procedures will be explained to all attendees.

				sanitation measures immediately afterwards including washing hands.		
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Confirmed cases of COVID-19 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

No specific HSE guidance in place regarding COVID-19 prior to the Pandemic. RIDDOR reporting of diseases is available on the HSE website

Confirmed cases of COVID-19 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

LxH

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work this must be reported as an exposure to a biological agent using the case of disease report.

The Inquiry will liaise with the GPA Assurance Lead or Workplace Services Health and Safety Manager in Workplace Services if required.

Guidance is available on the following HSE link:

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Additional Information for Staff, Contractors and Required Attendees

To help reduce the spread of COVID-19 GTI will regularly remind all attendees of the public health advice.

				<p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19</p> <p>Line managers and visitor hosts to ensure that the necessary procedures are being followed for staff and required attendees they are responsible for carrying out regular and rigorous checks.</p>		
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		<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> ● Hand washing facilities with soap and hot water in place. ● Stringent hand washing taking place. ● Paper towels for drying of hands ● See hand-washing guidance. ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Use Gel sanitisers in any area where washing facilities not readily available <p><u>Wearing of Gloves</u></p> <p>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.</p>		<p><u>Hand Washing</u></p> <p>GTI staff, contractors and visitors will be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>It is also important to remind everyone to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands.</p> <p>The hygiene steward will be empowered to challenge any person they believe has not complied with the hand washing guidance.</p>	LxH	
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		<p><u>Contractors and Landlords</u></p> <p>GTI/GPA have established communication forums with Contractors and Landlords that will be used and expanded to manage COVID-19</p>		<p><u>ALL Contractors and Landlords</u></p> <p>GTI/ISS will have regular communication with the Landlord and contractors to ensure they comply with Government advice on COVID-19 to support our staff, clients and visitors.</p> <p>GPA/ISS have put in place an Essential Services guidance defining critical statutory requirements for its Category A, B and C sites where ISS manages FM facilities and sites are occupied at reduced levels or closed for visits other than pre-arranged visits.</p> <p>GTI staff will comply with <u>mandatory requirements</u> for anyone given authority to enter a GPA managed closed site (Category B) by the Workplace Services Building Manager.</p> <p>ISS will be responsible for the ongoing maintenance of the HVAC system, which draws fresh air directly into the building to keep it ventilated.</p>	LxH	<p>ISS to routinely provide GTI with confirmation that all statutory compliance items have been tested.</p>
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		<p><u>Personal Protective Equipment (PPE) and face coverings</u></p> <p>Gov.uk does not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Please refer to the following guidance – section 6.1 – face coverings</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres</p> <p><u>Where PPE/RPE is specified</u></p> <p><i>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</i></p>		<p><u>Personal Protective Equipment (PPE) and face coverings</u></p> <p><u>Refer to Building</u></p> <p>Facemasks in public areas are optional inside the building and a small supply will be available at reception.</p> <p>NHS will, along with GTI guidance, comply with their own Trust’s guidance with regards to PPE.</p> <p>Please refer to the following guidance – section 6.1 – face coverings</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/offices-and-contact-centres</p> <p><u>Face Coverings in Public Places</u></p> <p>Advice on this area is available on the following link:</p>	LxH	
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		<p>Where GPA informs you to use RPE for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean-shaven.</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>		<p>https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings</p>		
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		<p><u>Mental Health</u></p> <p>Mental health & wellbeing awareness during the Coronavirus outbreak</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>		<p><u>Mental Health</u></p> <p>An NHS Clinician is available to support witnesses (before, on evidence day and afterwards)</p> <p>For core participants and other following the proceedings remotely, Hestia will provide a range of services for those following proceedings remotely including:</p> <ul style="list-style-type: none"> ● One-to-one telephone or online support sessions that BSRs will be able to book with a counsellor during the day or at the end of the day's hearings. ● Drop-in zoom group sessions (10am-1pm and 2pm-4pm) where BSRs can join a counsellor in a peer support group to support one another, and to air and talk through any feelings or concerns. <p>Counselling support services from the NHS outreach team will continue to be available for anyone wanting to talk about anything to do with their emotional well being.</p> <p>GTI are operating and will continue to maintain a process to check on staff welfare whether they work from home or are on site during limited attendance hearings.</p>	LxH	<p>Details on the wellbeing support arrangements are provided to core participants and published on the Inquiry website.</p>
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		<p><u>Communications and Training</u></p> <p>Objective: To make sure all GTI staff and attendees understand COVID-19 related safety procedures.</p> <p>Objective: To make sure all attendees are kept up to date with how safety measures are being implemented or updated.</p>		<p><u>Communications and Training</u></p> <p>GTI will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>GTI will engage with workers through existing communication routes and employee representatives to explain and agree to any changes in working arrangements.</p> <p>GTI will develop communication and advice for attendees especially around new procedures for arrival at work (and anything attendees are expected to bring with them to help maintain new safety or hygiene standards) and attendance at hearings.</p> <p>GTI SMT will promote awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>GTI SMT will use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.</p> <p>Where possible, GTI SMT will use visual communications, for example whiteboards or signage, to explain changes to schedules,</p>	LxH	A suite of supporting documentation will be in place explaining the arrangements.
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				<p>breakdowns or materials shortages to reduce the need for face-to-face communications.</p> <p>GTI SMT will communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.</p>	
		<p><u>Fire Safety Management in reduced occupancy sites</u></p> <p>Fire Risk Assessments are in place for GPA sites based on normal operation</p>		<p><u>Fire Safety Management in reduced occupancy sites</u></p> <p>The GTI/ISS staff will:</p> <p>Ensure provision of sufficient numbers of daily fire wardens.</p> <p>Comply with building fire alarm systems and any announcements/instructions.</p> <p>Comply with temporary evacuation procedures; adherence with social distancing as far as is practicable.</p> <p>GTI Line Managers to review all current PEEPs to ensure adequate volunteers on site daily to support, social distance/PPE adequate for evacuee, volunteers and buddies and access/egress suitable</p> <p>Manage staff and required attendees with access issues, mobility impairment and requiring PEEPs</p>	<p>L xH</p> <p>ISS will provide a revised fire evacuation procedure during LAHs.</p> <p>This will be communicated to all attendees.</p> <p>Fire Evacuation points will be clearly signposted across the venue.</p>

		<p><u>First Aid</u></p> <p>Normal first aid cover may not be available during the COVID-19 Pandemic.</p>		<p><u>First Aid</u></p> <p>GTI staff interim measures for First Aid:</p> <p>Notify security staff, who are all trained first aiders to ask for assistance.</p> <p>Contact the emergency services to summon specialist advice and support without further delay.</p>	<p>LxL</p>
