

Department	The Royal College of Radiologists – 63 Lincoln’s Inn Fields, London
Operation, area or task covered by assessment	The risk of exposure and spread of COVID-19 Phase 6 – All users of the building from 15 November 2021
Date	15 November 2021
Revision Number	8
Risk assessment owner	Kevin Maunsell
Review frequency	When Government advice changes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	Person responsible
Existing hazards relating to workplace and tasks	Staff, Officers, and visitors contracting the COVID-19 disease	<i>All facilities maintenance/compliance tasks and controls for the offices including legionella management, waste collection, maintenance, electrical safety, inspections etc. in line with existing legislation and current guidance for these considering lower occupancy of the building are now in place and all services are up to date</i>		Kevin Maunsell
Lone Working		<i>A sign in book is in place on reception and all staff, Officers and visitors must sign in and out of the building</i> <i>Follow the College policy on <u>lone working</u> issued by HR/Facilities in April 2020</i>		Facilities/HR

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	Person responsible
COVID-19 Virus	Staff, Officers and visitors contracting the COVID-19 Virus	<p><i>All staff returning to the office will be able to view on the shared drive and the website the arrangements we have put in place</i></p> <p><i>Briefing material will be available to all staff, examiners and Officers. Staff are provided with reference material from the government and actions the College has taken in order to make an informed decision about the timing of their return to 63 LIF</i></p> <p><i>Staff have received clear communication on the process for reporting if they have symptoms or been diagnosed with COVID-19 to inform both their line manager and HR</i></p> <p><i>Those that show symptoms or test positive are required to follow the guidelines <u>response to COVID-19 and symptoms</u> document for more information and advised not to enter the building. Anyone considered clinically vulnerable should comply with government guidance. Any COVID-19 diagnoses associated with the office will be recorded and investigated as incidents, this risk assessment reviewed and any changes made as necessary to be sure that the workplace was not likely to have been the source of transmission. We provide lateral flow test kits for occasional use of the building</i></p>		Kevin Maunsell

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	Person responsible
COVID-19 Virus	<p>Staff becoming unwell due to poor seating position when working at home of from stress and uncertainty</p> <p>Staff mental health from extended remote working</p> <p>Staff, Officers and visitors contracting the COVID-19 disease</p>	<p><i>Stay at home if you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Many common illnesses, like the flu or the common cold, are spread from one person to another</i></p> <p><i>From 29 November 2021, Staff and visitors should not come into the building unless they have tested negative for COVID in the week.</i></p> <p><i>We conduct an online DSE assessment regularly and follow up results with staff. This is currently up to date but will be ongoing for new staff</i></p> <p>Mental Health and Wellbeing <i>The College has appointed two Mental health first aiders</i></p> <p>Travel /Commuting to workplace <i>Users of the building are encouraged to consider the risks associated with tube, bus and rail and to consider using other means of travel avoiding unnecessary public transport</i></p> <p><i>Additional showers are now in place for the use of building users to encourage cycling, walking or running. Staff to wipe down/sanitise shower after usage</i></p> <p>Entry and exit to the building <i>Building users and contractors must wash hands on entry to the building and then apply hand sanitiser before using lift. Routine checks to ensure supply of sanitiser. Face coverings should be worn if there are more than two persons in the same working space</i></p>		Kevin Maunsell/EDBR

		<p><i>All staff, visitors and contractors must sign in on arrival and sign out on leaving. Contractors and visitors must provide contact details</i></p> <p><i>Signage and spacing guides to aid staff and contractors with distancing have been installed</i></p>		
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COVID-19 Virus	Staff, Officers and visitors contracting the COVID-19 disease	<p><i>Lift use restricted to two persons at a time and sanitiser located by touch pad. Signage on the floor in the lift will state how to stand apart</i></p> <p><i>Perspex screens have been installed at reception to protect reception staff and users.</i></p> <p>Storage of personal belongings <i>Belongings will be stored separately to avoid cross contamination between staff. Extra coat stands are provided in office areas</i></p> <p><i>Request that staff limit what they bring to the office as the minimum required to work</i></p> <p>Work/building area distancing <i>Briefings provided for all staff on social distance instructions and work ethics</i></p> <p><i>Work and meeting areas set out so staff, Officers and visitors are placed no less than 1m apart (further where possible). Perspex screens set up between desks are optional and available if requested.</i></p> <p><i>Deep cleaning of desks daily. No sharing of pc and telephone equipment on any one day</i></p> <p><i>Electronic means of communication and meetings are provided to support staff</i></p>		Kevin Maunsell

		<i>All staff should wear gloves provided by RCR if they need to give support to another member of staff, Officer or visitor with IS equipment</i>		
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is required?	Person responsible
COVID-19 Virus	Staff, Officers and visitors contracting the COVID-19 disease	<p>Ventilation <i>Building largely uses air handling that brings fresh air into the building. External air is filtered through an air handling system to chill or heat and clean air is sent through the office, meeting room and common areas. Each floor is controlled separately</i></p> <p><i>Air Conditioning in the Comms room only. This room is limited to authorised personal only</i></p> <p><i>Maintenance and Filter change of air handling systems is under contract. The services are up to date and filters have been changed</i></p> <p>Hygiene and cleaning <i>Staff and contractors will be instructed to increase hand washing/sanitising to include before and after using shared facilities, before and after eating, entering the building and when there has been a likelihood of touch contamination</i></p> <p><i>Provision of anti-viral wipes for staff to sanitise items such as telephones, keyboards etc. if required. Increased supply of paper towels and soap in toilet facilities</i></p> <p><i>Hand washing guidance placed in toilet facilities</i></p> <p><i>Cleaning to take place the morning before the facility is opened and then daily cleaning of all areas that were used. Continual checking of towels and soap in toilet facilities and kitchenettes</i></p>		Kevin Maunsell

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COVID-19 Virus	Staff, Officers and visitors contracting the COVID-19 disease	<p>Breaks and refreshments <i>The dishwasher must be used to clean glasses, crockery and cutlery</i></p> <p>Fire and emergencies <i>The process on hearing the alarm will be to evacuate as normal. The sign in book will be used to check all staff are out of the building safely</i></p> <p>First aid, accidents and incidents <i>The existing near miss, accident and incident reporting and investigation procedure will be used for COVID-19 cases</i></p> <p><i>Face masks and gloves to be provided for first aiders to deal with any accidents or incidents</i></p> <p><i>Staff requested to report concerns or breaches of controls to Facilities</i></p> <p><i>First aiders will be required to familiarise themselves with the updated protocol for providing first aid during COVID-19</i></p> <p>Contractors <i>COVID-19 risk assessments and safe system of work obtained from contractors. Share RCR risk assessments and COVID-19 arrangements with contractors</i></p> <p><i>Set out expectations and use of facilities to contractors. Plan so that contractor and visitor arrival times do not coincide with staff</i></p>		Kevin Maunsell

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COVID-19 Virus	Staff, Officers and visitors contracting the COVID-19 disease	<p>Meeting rooms <i>Meetings to be arranged via remote tele/video conferencing where possible</i></p> <p><i>Ensure booking and planning process both limits numbers and allows suitable time for cleaning in between usage. Provide individual headphones/microphones for staff to facilitate video/teleconferencing at desks</i></p> <p><i>In order to allow for distancing in meeting rooms it is suggested that maximum numbers are reduced to half where practicable</i></p> <p><i>Shared items have been removed from meeting rooms – pens etc.</i></p>		Kevin Maunsell