

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 3 – All users of the building from 26 August 2020.
Date	19 August 2020
Revision Number	3
Risk assessment owner	Declan Wall
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?	Responsible person
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<p>Existing hazards relating to workplace and tasks</p> <p>Lone working</p>	<p>Staff and visitors contracting the COVID-19 disease</p>	<p>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.</p> <p>A sign in book is now in place on reception and all staff, officers and visitors must sign in and out of the building</p> <p>Follow the new College policy on lone working issued by HR/Facilities in April 2020.</p>		<p>Declan Wall</p> <p>Facilities /HR</p>
<p>COVID-19 Virus</p>	<p>Staff becoming unwell due to poor seating position when working at home or from stress and uncertainty.</p>	<p>A New online DSE assessment was set up and launched in June 2020. All Staff were asked to view the assessment and complete an online assessment at the end. All assessments were followed up by the facilities department This is currently up to date but will be ongoing for new staff</p>		<p>Kevin Maunsell</p>

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COVID-19 Virus	Staff and visitors contracting the COVID-19 disease	<p>A working practices group was set up to look at the practicalities and policies we need to have in place before we open on 26 August and the proposals have been agreed by senior management team.</p> <p>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</p> <p>Briefings will take place for all staff and Officers. Staff and Officers must attend a briefing for them to be allowed to attend the office from 01 September to 31 December.</p> <p>Staff are provided with reference material from the government and the actions the College has taken in order to make an informed decision about the timing of their return to 63 LIF</p> <p>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</p> <p>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</p>		Working Group/ Declan Wall

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COVID-19 Virus	Staff mental health from extended remote working	<p>Mental Health and Wellbeing</p> <p>The College has appointed two Mental health first aiders.</p>		H R
COVID-19 Virus	Staff and visitors contracting the COVID-19 disease	<p>Travel /Commuting to workplace</p> <p>Employees will have a choice as to whether they work from home or the office from 1 September to 24 December by agreement with their line manager</p> <p>Opening Hours will be changed to allow staff to access the College outside of peak hours. Times between facilities staff to be agreed in advance so we can avoid the peak occupancy or travelling times. Staff to get access from 7.00am and must depart by 6.30pm</p> <p>Staff are encouraged to consider the risks associated with tube, bus and rail and to consider using other means of travel avoiding unnecessary public transport.</p> <p>Additional showers are now in place for staff to use to encourage cycling, walking or running. Staff to wipe down/sanitise shower after usage</p>		<p>Line Managers</p> <p>Declan Wall</p>

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Entry and exit to the building</p> <p>Office opening hours have been extended to allow staff to stagger entry and exit.</p> <p>Contractors will be provided with a staggered time of entry to reduce congestion.</p> <p>Staff 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.</p> <p>All staff, visitors and contractors must sign in on arrival and sign out on leaving. Contractors and visitors must provide contact details.</p> <p>Signage and spacing guides to aid staff and contractors with distancing have been installed.</p> <p>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. Face coverings can be worn if staff feels comfortable.</p> <p>Perspex screens have been installed on reception to protect reception staff</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Storage of personal belongings</p> <p>Belongings will be stored separately to avoid cross contamination between staff.</p> <p>Request that staff limit what they bring to the office as the minimum required to work.</p> <p>Contractor's will use the Members room as their base for storage and tea breaks</p> <p>Extra Coat Stands are provided for office areas</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p style="text-align: center;">Work area distancing</p> <p>Briefings provided for all staff (compulsory for users of building) on social distance instructions and work ethics Work areas set out so no need to sit less than 2m apart.</p> <p>The office will be closed to staff other than staff involved in the exams during the exam weeks from the 01st to the 16th October to avoid social distancing clashes</p> <p>Perspex screens are set up on selected desks on each floor for planned usage. Additional screens available for other desks as demand increases.</p> <p>No sharing of pc and phone equipment on same day. Daily cleaning takes place on all desks. Deep clean on desks used that day.</p> <p>One-way systems around buildings, stairs etc. Notice to staff and contractors to say use the lift to go up the building and use the stairs to come down</p> <p>If passing on the stairs cannot be avoided users travelling down have the right away and users moving up should stop on landing and face away Social distancing instructions displayed</p> <p>Electronic means of communication and meetings are provided to support staff</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Social distancing measures are in place to allow staff to meet with colleagues face to face</p> <p>Ventilation</p> <p>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.</p> <p>Air Condition in the Comms room only. This room is limited to authorised personal only.</p> <p>Maintenance and Filter change of air handling systems is under contract. The services are up to date and filters have been changed.</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Hygiene and cleaning</p> <p>Staff and contractors will be instructed to increase hand washing/sanitising to include before and after using shared facilities, entering the building and when there has been a likelihood of touch contamination.</p> <p>Provision of anti-viral wipes for staff to sanitise items such as telephones, keyboards etc. if required.</p> <p>Increased supply of paper towels and soap in toilet facilities.</p> <p>Hand washing guidance placed in toilet facilities</p> <p>Usage of kitchens is restricted & usage instruction for kitchenettes is displayed and communicated to prevent cross contamination.</p> <p>Daily check of the building by the facilities staff on duty.</p> <p>Daily cleaning to take place to clean the areas that were used and check towel and soap in toilet facilities and kitchenettes</p>	<p>Following a suspect case of COVID-19 HR to advise the individual that it is their responsibility to have a test and notify HR. They should then co-operate with NHS track and trace and provide contact details as requested and then the College will support with this as required to ensure others self isolate as required. HR to notify the facilities team who will then take the following action. Close the relevant floor where the person was working and advise the cleaning company who will undertake a deep clean of the floor the next morning. After cleaning the facilities team will notify staff that the floor is opened.</p> <p>Please see the response to COVID-19 and symptoms document for more information.</p>	HR / Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Common areas and washrooms</p> <p>Staff and contractors instructed to maintain distancing when using shared areas.</p> <p>All users requested to ensure the 2 metre rule be maintained wherever possible. This means no conversations in narrow corridors and avoiding passing if possible. One employee must retreat or turn away to allow passing if required.</p>	<p>Outline expectations in induction with visitors and contractors on the first day.</p> <p>Provide briefing to all staff before opening and regularly after that.</p>	Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Breaks and refreshments</p> <p>Only one member of staff to use the tea point at any one time and to make their own drink only. Milk capsules to be used, Individual O J bottles.</p> <p>Staff advised to wash or sanitise hands before and after eating.</p> <p>Only disposable crockery and cutlery may be used to negate need to wash up. Containers brought from home may not be washed up.</p> <p>A fridge and microwave is now provided on each office floor.</p> <p>Facilities staff to use the Kitchen on the lower ground floor to make tea/coffee</p> <p>Contractors to use the Members area for their breaks</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Fire and emergencies</p> <p>All staff, Visitors and contractors will be asked to sign in and out of the building so a record is kept of all people that are present at the time of a fire alarm.</p> <p>A sign in book will be kept at reception and managed by a facilities person on duty.</p> <p>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</p>		Declan Wall
COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>First aid, accidents and incidents</p> <p>The existing near miss, accident and incident reporting and investigation procedure will be used for COVID-19cases.</p> <p>Face Masks to be provided for First aiders to deal with any accidents or incidents</p> <p>Staff requested to report concerns or breaches of controls to Facilities</p> <p>First aiders will be required to familiarise themselves with the updated protocol for providing first aid during Covid-19</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Staff, contractors and visitors (examiners)</p> <p>COVID-19 risk assessments and safe system of work obtained from contractors and visitors.</p> <p>Share RCR risk assessments and COVID-19 arrangements with contractors and visitors.</p> <p>Set out expectations and use of facilities to contractors and visitors.</p> <p>Plan so that contractor and visitor arrival times do not coincide with staff.</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Meeting rooms</p> <p>Meetings will continue to be arranged via remote tele/video conferencing where possible.</p> <p>Ensure booking and planning process both limits numbers and allows suitable time for cleaning in between usage</p> <p>Provide individual headphones/microphones for staff to facilitate video/teleconferencing at desks.</p> <p>Shared items are removed from meeting rooms – pens etc.</p> <p>Contractors and visitors will only be using meeting rooms to carry out planned activities in those rooms. I.e. fan coil service or hosting oral exams.</p>		Declan Wall

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Incoming goods</p> <p>All incoming goods or deliveries for staff or contractors will be dropped off at reception</p> <p>Reception Staff will be briefed to control these tasks</p> <p>Facilities team will manage this and take to the relevant floor.</p> <p>Staff are not permitted to have personal deliveries to the Office</p>		Declan Wall / Kevin Maunsell
COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Travel</p> <p>Work related travel is currently on hold.</p>	-	Line Managers

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COVID-19 virus	Staff and visitors contracting the COVID-19 disease	<p>Contact tracing and Liaison with authorities</p> <p>Logs of all visitors and contact details to be kept for 20 days to allow contact tracing in case of infection of any person onsite.</p> <p>Ensure contractors advise RCR management of an infection case if arising from their contractor team or immediate family.</p> <p>Contact PHE in case of more than 1 positive case in the office</p> <p>The EDBR will be the single point of contact with PHE/local authority should there be an outbreak</p>		Declan Wall HR / EDBR

Declan Wall
Facilities and Building Services Manager