

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 1 – Facilities team and selected contractors only during the period 14 July to 31 August in respect of the preparation of the building for safe phased return of staff from September. Further assessment will be required and published for Examinations trial (August) and office reopening (September).
Date	13 July 2020
Revision Number	1
Risk assessment owner	Declan Wall
Review frequency	Weekly and 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
Existing hazards relating to workplace and tasks	Staff, contractors	Re-establish normal 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.	Ensure good record keeping is re-established if this stopped during the lockdown.	Declan Wall
Lone working		Follow the new College policy on lone working issued by HR/Facilities in April 2020.	Continue this process where staff & contractors must sign in and out of the building and not use lift if lone working.	

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SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>A working practices group has been set up to look at the practicalities and policies we need to have in place before we open on 1 September.</p> <p>All staff returning to the office will receive our risk assessment by email outlining the arrangements we have put in place. A copy of this will also be put on our website</p> <p>Staff have received clear communication on the process for reporting if they have symptoms or been diagnosed with Covid 19 to both their line manager and HR</p>	<p>The proposals for this group have been agreed and will be incorporated into new process, policy and risk assessments.</p> <p>Ensure ongoing consultation with staff as arrangements change and ensure the process for raising and concerns or ideas is clear.</p> <p>Display Covid-19 secure poster when arrangements are in place.</p> <p>Display arrangements and risk assessment at suitable locations including the RCR website.</p>	Declan Wall / Working group
SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Travel /Commuting to workplace</p> <p>Employees are only permitted to return to the office where their work cannot be continued from home.</p> <p>Public transport should be avoided wherever possible and staff encouraged driving, walking or cycling.</p> <p>Working hours have been staggered to avoid use of public transport during peak times.</p>	<p>Weekly review to identify roles which are approved for return by Senior Management and adhere to Government advice.</p> <p>Extra showers will be in place by September for staff to use</p> <p>Hours between facilities staff and contractors to be agreed in advance so we can avoid the peak times for travelling</p>	

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SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Entry and exit to the building</p> <p>Contractors will be provided with a staggered time of entry to reduce congestion.</p> <p>Staff and contractors to wash hands on entry to the building and then apply hand sanitiser.</p> <p>Contractors announce themselves verbally to the facilities staff who will record their arrival.</p> <p>Lift use restricted to one person at a time and sanitiser located by touch pad.</p>	<p>Routine checks to ensure supply of sanitiser.</p> <p>Apply signage and spacing guides to aid staff and contractors with distancing.</p> <p>Consider Perspex screen for receptionist if 1m +distancing is not possible.</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Storage of personal belonging</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>	Declan Wall

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SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Work area distancing</p> <p>Work areas set out so no need to sit less than 2m apart.</p> <p>Avoidance of shared equipment.</p> <p>One-way systems around buildings, stairs etc. Notice for staff and contractors to say use the lift to go up the building and use the stairs to come down</p> <p>Social distancing instructions displayed</p>	Brief contractors on social distance instructions and work ethics.	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Ventilation</p> <p>Building largely uses air handling that brings fresh air into the building. The air is filtered through a BMS system and clean air is sent through the office, meeting room and common areas. Each floor is controlled separately.</p>	<p>Facilities staff to set the controls for each floor.</p> <p>Air condition in Comms room only. This room is limited to authorised personal only.</p>	Declan Wall

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SARS-CoV-2 virus	Facilities staff, contractors 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.</p> <p>Increased supply of paper towels and soap in toilet facilities.</p> <p>Hand washing guidance placed in toilet facilities</p> <p>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. Initially the contractors will be limited to the ground floor area where the work is being carried out.</p> <p>Following a confirmed or suspect case of Covid-19 the building will be closed and a complete clean of the building will take place using the correct cleaning supplies following government guidance</p> <p>As more contractors come into the building to carry out planned maintenance services a cleaner will be on site on a daily basis to clean the areas that were used and check towel and soap in toilet facilities and kitchenettes</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors 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>Staff requested to ensure the 2 metre rule be maintained wherever possible. This means no conversations in narrow corridors and avoids passing if possible. One employee must retreat or turn away to allow passing if required.</p>	Outline expectations in induction with contractors on the first day.	Declan Wall

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SARS-CoV-2 virus	Facilities staff and contractors 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.</p> <p>Staff advised to wash or sanitise hands before and after eating.</p>	<p>Contractors to use the Members area for their breaks.</p> <p>Facilities staff to use the Kitchen on the lower ground floor to make tea/coffee</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Fire and emergencies</p> <p>Facilities staff 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. Advise Hotel manager of work taking place in the college. This is due to the work taking place where their fire emergency escape route takes them through the college.</p>	<p>A sign in book will be kept at reception and managed by a facilities person on duty.</p> <p>The facilities person on duty to update the hotel manager on a regular basis on progress.</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors 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 19 cases.</p> <p>Staff requested to report concerns or breaches of controls to Facilities.</p>	<p>Face Masks to be provided for First aiders to deal with any accidents or incidents</p>	Declan Wall

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SARS-CoV-2 virus	Facilities staff and contractors contracting the COVID-19 disease	<p>Contractors</p> <p>Covid 19 risk assessments and safe system of work obtained from contractors.</p>	<p>Share RCR risk assessments and Covid 19 arrangements with contractors.</p> <p>Set out expectations and use of facilities to contractors.</p> <p>Plan so that contractor arrival times do not coincide with staff.</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff, contractors 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>Shared items are removed from meeting rooms – pens etc.</p> <p>Contractors will only be using meeting rooms to carry out planned services attached to these rooms. i.e. fan coil service, window cleaning</p>	<p>Ensure booking and planning process both limits numbers and allows suitable time for cleaning in between usage</p>	Declan Wall
SARS-CoV-2 virus	Facilities staff and contractors 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>Facilities team will manage this and take to the relevant floor.</p>	Declan Wall

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SARS-CoV-2 virus	Facilities staff, contractors contracting the COVID-19 disease	<p>Travel</p> <p>Facilities staff to avoid peak hours travel where possible</p> <p>Work related travel is currently on hold.</p>	-	Declan Wall
SARS-CoV-2 virus	Facilities staff, contractors spreading the COVID-19 disease	<p>Contact tracing</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>	Ensure contractors advise RCR management of an infection case if arising from their contractor team or immediate family.	Declan Wall

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Facilities and Building Services Manager