

Birmingham Centre Covid secure workplace risk assessment controls

The Controls in place in each department within the centre is subject to a quarterly review by the Head of centre, the Local Health and Safety advisor and the local Estates and facilities manager. The latest review was undertaken on 02/03/2021 and the general controls are captured below

Individual Controls

Colleagues must;

Not report for work if you are showing any symptoms of COVID-19

Main symptoms are;

1. high temperature and/or
2. new and continuous cough and/or
3. loss of sense of smell/taste

Avoid contact with anyone who is displaying symptoms of coronavirus (COVID-19)

Avoid use of public transport If possible.

- if not possible then follow government guidance on using public transport and implement the hands face space general rules

Individuals who identify themselves as being in any of the vulnerable groups have individual risk assessments completed by the HSW team. These are arranged through contacting HR direct.

There are general hygiene and information posters on all staff-facing noticeboards in reception, and in toilet areas.

Hands

Wash hands or sanitize regularly as per government and NHSBT advice.

- Upon entering and prior to leaving a workplace and home.
- before entering and after leaving laboratories and other GMP controlled areas
- Before and after eating or smoking.
- After coughing or sneezing.
- Regularly throughout the day.

Face

All colleagues must wear face coverings when it is not possible to maintain 2 m social distance from each other.

All colleagues must wear face coverings when working together in communal enclosed spaces such as offices, break out rooms and meeting rooms.

All colleagues must wear face coverings when walking around communal areas such as open plan offices

Type II fluid resistant face masks are mandated for use in all GMP areas such as the laboratories and hospital services

Any person unable to wear a mask must contact HR direct to arrange for assessment and recommendations from HS&W

Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin.

Some areas have identified that there is some training that will be required in coming weeks so are procuring face shields specifically for use when training.

Space

Maintain social distancing of 2m from others whenever possible. Where 2m cannot be maintained managers should consider whether an activity needs to continue for the business to operate.

Screens have been put in place in RCI laboratories and also for a training computer in Hospital services.

E&F maintain 2m social distance from reception desk at all times.

All deliveries into and out of reception are received and dispatched within a pre-arranged area with rules in place to maintain social distancing.

All internal deliveries into and out of all departments are received and dispatched within a pre-arranged area with rules in place to maintain social distancing.

Access to workstations in open plan offices has been restricted

Occupancy limits have been put in place for all enclosed rooms such as meeting rooms, break out rooms, offices.

Reconfigure seating in canteens and to enable social distancing, encouraging colleagues to bring their own food and use of outdoor area for breaks

Provision of alternative work areas that allow the individual to work either in isolation or maintain 2m social distancing.

Maximum Occupancy levels in enclosed areas depending on the size of the area.

Set up all workstations to avoid working face to face within 2m

Rearranged work areas to allow more space between individual processes and workstations

individual workstations for the day and cleaning regimes in place when finished

Any large deliveries are put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.

Where possible managers have moved or rearranged equipment to create larger walkways to help with social distancing.

Staggered breaks and finish times.

Adjusted work patterns to facilitate potential for shifts working and staggered start times in Hospital services

Reduced number of meetings in the centre and also reduced the numbers allowed to attend meetings through occupancy limits in meeting rooms to enable good social distancing

Cleaning and Hygiene

- Increased cleaning of all toilets, all hard surfaces and all regular touch points such as door handles in all communal areas and lower use areas such as training rooms and break out rooms.
- Increased housekeeping and cleaning regimes in all Laboratories.
- Increased cleaning of IT and communications equipment in all office areas.
- Where equipment has to be shared there is increased cleaning of said shared equipment.
- Displaying a variety of signs to remind staff about social distancing and good hand washing techniques and encourage them to maintain a COVID19 secure workplace.
- Provision of additional supervision to ensure these measures are always implemented.

All controls are at this time deemed suitable

Additionally to the above the specific controls in place for each department working in the centre are outlined below. Department working in the centre as of 02/03/2021 are

Ground floor

Estates and Facilities and associated contractors (cleaning, porters, Planned preventative maintenance and repair {site engineers})

- Access control system in place requiring individual to use telecom prior to entry into the building.
- Adequate space within the department to allow colleagues to social distance whilst moving around the department.
- Alternate workstations in use have been moved to meet 2 metre requirements.
- Adequate space in department to maintain 2m distance from reception desk negating the requirement for a screen.
- Specific area in reception foyer for parcel drop off at least 2 m away from the reception desk
- Face coverings are worn by colleagues when away from their desk and unable to maintain 2m social distance
- signage and communications in place to help as reminders

Hospital Services

- adequate space within the department allow colleagues to maintain social distance whilst moving around the department.
- Staggered working hours to reduce overall numbers.
- Tape on floor to inform supervisors where to stand to talk to colleagues to comply with social distancing requirements
- workstations have been moved to avoid face to face working and reach 2m social distance.
- Screen in place on training workstation to separate colleagues working in close proximity when training.
- Use of face visor when training
- All colleagues are wearing fluid resistant face masks when working in Hospital services.
- Maximum occupancy is in place within certain areas. e.g. cold rooms and managers office (2).

- Redundant equipment to be removed to maximise space options, although electricians do restrict significant movement of workstations.
- Only one person in the irradiator room at a time
- All colleagues are required to clean terminals before and after use.
- Maximum occupancy in ground floor Hospital Services break room, alternative areas on 1st floor to be used if full
- signage and communications in place to help as reminders

Transport

- Maximum numbers of colleagues allowed in office 2 +1 standing and drivers rest room (4). Signage being displayed to reinforce this.
- Colleagues wear face coverings when in enclosed spaces such as the office and the drivers room
- signage and communications in place to help as reminders

First floor – open plan area

- Reduced number of colleagues are currently working on this floor primarily colleagues who cannot work effectively from home and some who need to come in periodically for administrative purposes or from other areas where workstations are not available
- This means that there are available workstations / breakout rooms available to colleagues from other areas of the building to use if required.
- Alternate workstations have been taken out to avoid face to face workstations and to achieve social distancing guidelines.
- Signage put up on terminals not to be used.
- Table and seating areas at end of corridors set up to accommodate social distance rules to be practiced by users.
- Occupancy limits in place for toilets, break out rooms and meeting rooms. Signage on doors.
- Air conditioning can be switched off in break out rooms and windows can be opened.
- Social distancing maintained by colleagues
- Colleagues wear face coverings when not sitting at their desk

Second Floor

RCI labs

- Occupancy limits in all side rooms
- Colleagues are wearing face masks when working in the Labs
- Signage up to remind colleagues of requirements
- Screens up in areas where workstations are face to face
- Maximum distance between face to face workstations (approximately 1.8m)
- Equipment moved to accommodate 2m social distancing where possible
- Colleagues maintain social distance of 2m wherever possible
- Hand wash facilities inside and outside of the Lab

H&I offices and Labs

- Occupancy limits in all side rooms – Management offices and store rooms
- Colleagues are wearing face masks when working in the Labs
- Signage up to remind colleagues of requirements

- All Laboratory workstations adjusted to maintain 2m social distance
- Equipment moved to accommodate 2m social distancing where possible
- Colleagues maintain social distance of 2m wherever possible
- Hand wash facilities inside and outside of the Labs
- Alternate workstations in the office have been taken out of use to avoid face to face working within 2m and to achieve social distancing guidelines.
- Colleagues wear face masks when not working statically at their desk

SCI

- Occupancy limits in all side rooms – Management offices, offices, toilets, small labs and storeroom
- Colleagues are wearing face masks when working in the Labs
- Colleagues wear face coverings when not at workstations
- Full PPE including body suits worn in clean rooms as normal practice
- Signage up to remind colleagues of requirements.
- All Laboratory workstations adjusted to maintain 2m social distance
- Office workstations adjusted to accommodate socially distanced working and avoid face to face working
- Equipment moved to accommodate 2m social distancing where possible
- New equipment provided (printer scanner photocopier) to reduce traffic through the main office
- Colleagues maintain social distance of 2m wherever possible
- Hand wash facilities inside and outside of the Labs
- Alternate workstations in the office have been taken out of use to avoid face to face working within 2m and to achieve social distancing guidelines.
- Colleagues wear face masks when not working statically at their desk
- Kettle, fridge and microwave use in main office suspended to reduce numbers in the main office.
- Reduction of unnecessary equipment in offices to increase space and ability to be socially distant