

COVID-19 Secure Workplace Risk Assessment

General Controls for Tooting Centre

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

Main symptoms include high temperature and/or new and continuous cough and or loss of sense of smell/taste

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

Avoid use of public transport when possible.

If using public transport wear a face covering

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

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

All staff are to wear face coverings in communal areas including corridors. Staff must also wear face coverings in all work areas (accept if working solitary). If in the course of your work you cannot maintain 2 metres social distancing then you must wear a type 2 surgical mask.

If you are exempt from wearing a mask because of a medical condition, the sunflower lanyards are available from Facilities. (The sunflower lanyard is the universal sign for exemption)

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

There are a combination of wall and floor signs in place in all areas of the building reminding employees to maintain the required social distance as per government guidance.

Maintain social distancing as per government guidance from others whenever possible. Where the required distance cannot be maintained managers should consider whether an activity needs to continue for the business to operate.

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 and wash hands immediately after.

Recycling Air conditioning units have been switched off unless in temperature-controlled areas. These are the units that recirculate air within a specific room.

They are usually wall mounted. All main air conditioning units which draw fresh air from outside are low risk of transmitting the virus.

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 kitchenettes, training rooms, break out rooms and the printer room.

Signage on doors of toilets, kitchenette, locker rooms, and break out areas / rooms identifying maximum occupancy at any given time, importance of social distancing and encouraging use of alternative facilities if occupied. Some toilets, particularly urinals taken out of use.

Colleagues discouraged from congregating in toilets / kitchenettes. Preferred layouts will be established to meet social distancing requirements for training rooms.

HS&W and Head of Centre have visited all departments and reviewed positioning of desks / work benches changed to ensure social distancing and 2 metre requirement achieved.

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.

Departmental Managers have also reviewed their areas and implement the below controls:

- Increased housekeeping and cleaning regimes in the workplace.
- Provision of appropriate sanitizing wipes to allow cleaning before and after use of shared equipment such as IT equipment and Lab equipment.
- Increased cleaning of IT and communications equipment.
- Reduce number of staff working in enclosed area depending on the size of the area.
- Avoidance of all face to face working within 2m
- Set up workstations to avoid working face to face
- Avoid sharing workstations and equipment wherever possible
- Where equipment has to be shared there is increased cleaning of said shared equipment and provision of appropriate sanitizing cleaning equipment to do this
- Provision of alternative work areas that allow individuals to work either in isolation or maintain social distance as per government guidance.
- Rearranged work areas to allow more space between individual processes and workstations.
- Where possible managers have moved or rearranged equipment to create larger walkways to help with social distancing.
- All deliveries into and out of departments are received and dispatched within a pre-arranged area with rules in place to maintain social distancing.
- Any large deliveries are put into the vestibule/ collection area by department staff before the receiver is allowed into the area to collect it.

- Adjusted work patterns to facilitate potential for shifts working and staggered start times
- Cohort working and staff rotation.
- Staggered breaks and finish times.
- 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.
- Reduced number of meetings and reduce numbers attending any meetings to enable good social distancing.

The departments currently working on site (June 2020) are the Donor Clinic, Transport, Hospital Services, RCI, H&I and Facilities. Controls are as follows:

- **Donor Centre** – restricted access to Clinic Staff and donors
 - Clinic staff wearing face masks as per requirements due to inability to adhere to social distancing throughout.
 - Donors are required to wear face coverings.
- **Hospital Services** - adequate space within the department to allow colleagues to social distance whilst moving around the department
 - One-way system adopted for going in / out of cold room
 - Restricted numbers of colleagues in tea area / locker room – visual panels enable colleagues to view capacity before entering, and reconfiguration of lockers improves separation of Hospital Services and Clinic colleagues.
 - Restricted amount of chairs in rest room to maintain 2metres social distancing.
 - Maximum number of colleagues in tea room and locker room with signage in place advising of this and need for social distancing.
 - Only one person in the irradiator room at a time.
 - Currently reviewing maximum numbers in cold room, with social distancing key control.
 - Reconfigured workstations for issuing product so that they are side to side and not working face to face within 2 metres of each other. The alternative, if they remain face to face, is that one of the two workstations face to face is taken out of use to meet requirements with alternative workstations near the irradiator used to increase capacity. All other workstations adequately spaced as per guidelines.
 - Maximum of 2 drivers in the department at a time whilst collecting deliveries.
 - Staggered working hours to reduce overall numbers
 - Only one entrance door for telephonist's office but good visual from lab / office to avoid 'crossing paths'. Adequate space within area for occupants to adhere to social distancing.
 - Transit area – Hospital Services colleagues are not allowed in this area when Transport are collecting deliveries. Single point for transport to use

- Session receipt – restrictions in place so only one delivery received at a time which also helps with colleagues working in the area.
- Ensure cleaning equipment is available for PC and handgel available for visiting couriers.
- **Transport** – adequate space within the department to achieve safe working
 - Reduced numbers of management in area working rota system
 - Maximum numbers of colleagues allowed in office (1), breakout room (1) and drivers rest room (3)
- **RCI** – adequate space within the department to achieve safe working
 - Modified working patterns with 2 cohorts
 - Restricted to 1 person in the reporting cell
 - Layout and working practices reviewed to ensure meets 2 metre requirements.
 - Lab Manager's Office - desk repositioned to ensure social distancing requirements are achieved between 2 colleagues who work in there.
- **H&I** – adequate space within the department to achieve safe working
 - All laboratory based colleagues are on site due to workload levels requiring full staffing Office alternate workstations have been taken out of use applying a V configuration to achieve social distancing guidelines.
 - Where colleagues require training to be undertaken in close proximity and are happy to continue, face shields and masks are being used
- **Second Floor Agile Areas** - minimal colleagues are currently working on this floor primarily Facilities and a few Regional Planning colleagues who cannot work effectively from home. This means that there are available workstations / breakout rooms available to colleagues from other areas of the building to use if required.
 - Seating capacity reduced.
 - Alternate workstations have been taken out of use applying a V configuration to achieve social distancing guidelines with signage put up
 - Cleaning stations are in the process of being installed in each of the agile areas to allow colleagues to perform extra localised cleaning if they wish. Until supplied received and set up wipes etc can be requested from Facilities.
- **Communal Areas (Restaurant / Meetings Rooms / Toilets & Circulation)**
 - Maximum of 1 person allowed to travel in each lift (with signage in place)
 - Alcohol hand gel stations available on main staff entry and exit points to the building.
 - Reduced seating available in Reception to achieve social distancing.
 - Maximum occupancy in the restaurant (13) with one-way system and seating has been reconfigured to enable social distancing.
 - Colleagues are encouraged to bring their own food.
 - Additional seating areas provided on 2nd floor near lift and in the agile area without sofas.

- Restrictions on eating at agile desks have been relaxed and colleagues encouraged to use other suitable spaces within the building for breaks e.g. breakout rooms, additional seating areas and outdoor spaces (off site).
- Maximum of 2 persons allowed in the print room and 1 in the kitchenette on the 2nd floor and 1 person in the post room (ground floor).

All controls are at this time deemed suitable. Updated 18/02/2021