

CORONAVIRUS PREMISES-BASED WORKERS RISK ASSESSMENT

Company name	Royal College of Psychiatrists		
Site address	21 Prescott Street, London E1 8BB		
Risk assessment reference	RCPSYCH/COVID21PS	Date	18/5/2020 Rev 5/8/20
		Assessor	Lesley Cawthra
People involved in making this assessment	Lesley Cawthra		
People at risk	Employees, visitors, contractors, College members, members of the public		
Date of next review	5/10/2020		
<p>Hazard (<i>hazard and hazard description</i>): Uninformed workforce - Staff who are not fully aware of the procedures and arrangements we have put in place to work within government policy could compromise our arrangements and jeopardise the health of others.</p>			
<p>Control measures (existing)</p> <ol style="list-style-type: none"> 1. Specific procedures and measures to reduce the risk of spreading coronavirus have been prepared. These are based on Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance. 2. Plans and procedures shared and co-ordinated with tenants 3. Public health warning posters displayed throughout the premises 4. Every member of staff is fully briefed to ensure they are aware of the hazards and risks and understand the rules and procedures in place. 			
Control measures required		Assigned to	Due date
Mandatory requirement for staff to revisit the information prior to requesting to return to the office		All staff	Ongoing
Monitor posters and signs for damage or removal		Head of Facilities	ongoing

Hazard (*hazard and hazard description*): Passenger and goods lifts. The enclosed space within the lift creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

Control measures (existing)

1. Lift signs indicate 1 person per lift, up directional use only apart from pregnant staff or people with accessibility requirements
2. Staff are encouraged to use the rear staircase to go up to the floor where they work.
3. Staff are instructed to use the front staircase to come down from the floor where they work
4. Staff instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle to select the appropriate floor and to wash hands as soon as possible after using a lift.
5. Staff instructed to avoid touching surfaces.
6. Lifts receive increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by their managers.

Further control measures required	Assigned to	Due date
Monitor and report	Head of Facilities	Ongoing

Hazard (*hazard and hazard description*): Food and drink preparation areas. Potential risk or transfer of virus through cross-contamination.

Control measures (existing)

Staff are instructed to:

1. Ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur, they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross-contamination. Wash their own items before the end of the day and leave in pedestal.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these food and drink facilities.
6. Leave the microwave oven in a clean condition and wiped out after use.
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. Daily use of refrigerators, only food for the day to be stored. Unused items to be removed daily by staff. Refrigerators cleared daily.
9. Use the antibacterial wipes provided, on a regular basis to ensure ongoing hygiene. Single use paper tissues are also provided.
10. Use the dishwasher available which it is recommended to be used to thoroughly clean crockery and cutlery.
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Further control measures required	Assigned to	Due date
Refresh information and monitor	Head of Facilities	Ongoing
<p>Hazard (<i>hazard and hazard description</i>): Communal facilities, entrance, toilets, stairs, etc. Risk of cross-contamination from equipment, surfaces, etc that may have been touched or otherwise contaminated by coronavirus and create a risk to health.</p>		
<p>Control measures (existing)</p> <ol style="list-style-type: none"> Daily contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. Supplies of soap and sanitising agents provided and regularly topped-up at all handwashing stations. Handwashing advice posters displayed. Staff instructed to clean their hands after using the toilet facilities, by washing their hands with soap and water for at least 20 seconds. Staff made aware that where welfare facilities are used during the working day, they must have a heightened awareness of touching surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and sanitise hands regularly and do not touch their face until clean. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items. Signs indicating where coats should be stored with indicators where to walk and stand Hygiene signs displayed throughout the building 		
Further control measures required	Assigned to	Due date
Cleaning routine schedules produced and implemented	Head of Facilities /PCS	1 September 2020
<p>Hazard (<i>hazard and hazard description</i>): Waste. Ill health as a result of the transfer of coronavirus and other pathogens through cross-contamination after contact with waste (accidental or otherwise).</p>		
<p>Control measures (existing)</p> <ol style="list-style-type: none"> Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc to prevent cleaning staff being accidentally contaminated. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues. Waste bins are provided within work and kitchen areas. 		

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Coronavirus Risk Assessment

May 2020

Reviewed 5th August 2020

Further control measures required	Assigned to	Due date
monitor	Head of Facilities	Ongoing
Hazard (<i>hazard and hazard description</i>): Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. 2. Staff using conference and meeting rooms instructed to follow Government advice and maintain a 2m separation distance. 3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors. 4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc and to give a polite explanation of this policy if required. 		
Further control measures required	Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Meeting with external visitors. Potential risk or transfer on account of close contact with other persons.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. No non-essential large meetings to take place, provide on- line alternative options where possible 2. Limit numbers attending to enable social distancing guidance to be adhered to. 3. No registration in the building, attendees need to book their place, information and badges issued prior to attendance. Badges must be worn prior to access to building, no badge no entry. No option for last minute attendance. 5. Badges colour coded to allocate the use of facilities in the venue 6. Allocated time of arrival and leaving, break times and movement around the building 7. No hospitality provided 8. Attendees instructed on social distancing procedures and must agree to abide by the rules 		
Further control measures required	Assigned to	Due date
More detailed risk assessment carried out	Head of Facilities	Prior to any events
Amend processes based around updated government guidance	Head of facilities	When required

Hazard (<i>hazard and hazard description</i>): Workstations, IT and telephony equipment. Direct contact with potentially cross-contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Keyboard and mouse units issued daily to staff at booked desks, these to be placed by staff in designated bins when they leave, the equipment will be cleaned and prepared prior to reallocation, daily. 2. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross-contamination. 3. Telephone equipment is cleaned at the end of each working day by the contracted cleaning staff. 4. Staff instructed that they should not use each other's IT equipment, to prevent cross-contamination. 5. Staff are instructed to ensure that workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided. 		
Further control measures required	Assigned to	Due date
Monitor and report issues	Head of Facilities	Ongoing
Hazard (<i>hazard and hazard description</i>): Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc and follow the 2m rule. 2. Physical contact, such as handshakes, hugs, pat on the back, etc is to be avoided. 3. Where a distance of 2m cannot be achieved, it is recommended that a face covering is to be worn that covers the nose and mouth. 4. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. 		
Further control measures required	Assigned to	Due date
Monitor and report issues	Head of Facilities	Ongoing
Update procedures if required	Head of Facilities	Ongoing

Hazard (<i>hazard and hazard description</i>): Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. In accordance with Government policy, staff who are in the vulnerable and high risk categories should not be expected to work on the premises. They are either working from home or are furloughed. 2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on homeworking or furlough in accordance with Government policy are taken on a case-by-case basis. 		
Further control measures required	Assigned to	Due date
To be reviewed if guidance changes	Director of HR	When required
Hazard (<i>hazard and hazard description</i>): Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Cleaning regimes to be significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes. 2. Suitable disinfectant cleaning products are used by the contracted cleaning staff. 3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. 4. Staff are required to report anything contaminated or spilt that requires cleaning. 		
Further control measures required	Assigned to	Due date
5. A colour coded cleaning system is used by cleaning staff, to prevent cross-contamination of surfaces.	PCS	

Hazard (<i>hazard and hazard description</i>): Personal hygiene. Poor personal hygiene standards pose a risk of passing or contracting the infection.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough handwashing and the avoidance of touching eyes, nose or mouth, if their hands are not clean. 2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided. 3. Staff instructed that disposable tissues should be used when coughing and or sneezing. Used tissues to be put into a bin or pocketed and taken home for safe disposal. 		
Further control measures required	Assigned to	Due date
https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/		
Hazard (<i>hazard and hazard description</i>): Legionella (biological hazard). Exposure to legionella bacterium in water droplets could lead to ill health in those people exposed. On return to a working environment after COVID-19 closure, an increased risk of biological waste would be present.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. All water taps and showers have been run off daily throughout the building closure. 2. Water system continued to be flushed throughout the building closure. Water treatment testing continued throughout building closure. 3. Testing of water temperatures in place. 4. If hot or cold water temperatures are identified as being between 20–45 degrees, which is suitable for bacterial growth, specialist advice will be sought. 		
Further control measures required	Assigned to	Due date

Hazard (<i>hazard and hazard description</i>): Travel to work		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Government guidance on safer travel issued to staff 2. Staff expected to have considered the risks to themselves and others before they decide to travel to work 3. Established criteria in place for managers and staff to mutually agree if it is safe for staff to travel to work 4. Working from home to be continued if the risk to individual or others is high 		
Further control measures required	Assigned to	Due date
https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers		