

COVID-19 Risk Assessment Romero House

This risk assessment is in response to the current COVID-19 pandemic. COVID-19 is an illness that can affect your lungs and airways. The illness is spread via respiratory droplets and contact with contaminated objects/surfaces.

The actions outlined in this document will help minimise the risk to CAFOD staff, volunteers, visitors and cleaners contracting the illness. This document will break down the controls in all areas and detail the more specific controls needed in other areas.

Assessment carried out by Alastair Lewis & Thomas Jarvis. This version dated 25/08/2020.

Risk Rating


Hazard: **Covid-19 via contact person/objects**

Rating pre controls: **High**

Rating after Controls: **Low**



Hazard	Risk including who may be harmed	Pre control Risk Rating Severity x likelihood	Control Measures In brief for illustration	Post control Risk rating Severity x likelihood
Covid-19 transmitted via persons or transmitted with objects carrying the virus Either while in Romero House or when travelling to work.	Infection leading to illness and or onward transmission Staff Cleaners Contractors (No visitors, meeting guests or volunteers are allowed at this time)	High 4 x 3 = 12	Restrict access. Physical barriers. Markings to ensure social distancing. Washing hands – sanitising stations Regular cleaning	Low 4 x 1 = 4

Mitigation controls

Risk Topics	Controls that are in place at RH or in general	Evidence
<p>Travel to work</p>	<p>Travel by foot, bicycle or own car is considered safe.</p> <p>There have been mandatory face masks on public transport since 15th June.</p> <p>Tube travel - compliance seems very high. Local train travel - compliance seems very high.</p> <p>London bus travel has less compliance and is considered a higher risk.</p> <p>Staff may travel by own transport, tube or local train provided they wear face masks. Travel by bus is not recommended.</p> <p>Everyone must sanitise their hands immediately upon arrival at the office.</p>	
<p>Staff at risk</p>	<p>We will offer personal risk assessments for all staff working in the building.</p> <p>No one is expected to come to the office if they are feeling vulnerable, but they should continue to work from home.</p>	

	<p>Shielding: these people must follow the government guidelines. Shielding has been ended by the UK government at the moment and people are allowed out, but we would not recommend that such vulnerable staff come to the office.</p> <p>Staff sharing a household with someone who is currently shielding are not recommended to come into the office.</p> <p>BAME: this community has been disproportionately affected by the virus. BAME staff may wish to avoid public transport.</p>	
Mental Health	<p>To assist with staff mental health & wellbeing during the pandemic, HR has a range of initiatives.</p> <ul style="list-style-type: none"> • Yammer Health & Wellbeing Group • The Employee Assistance Programme (EAP) is a free and confidential service that can be used to obtain counselling and other information. The phone number is 0800 917 9330. An online service is also offered at Canada Life (Using the username 72221 and the password employeecare). • Health & Wellbeing COW • Mental Health Support Network 	
Inductions	<p>All staff will have an online induction from the FM team before they can work from Romero House. Once they arrive, they will each receive a brief personal induction to reinforce the new procedures.</p>	

All Areas	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none">• If anyone becomes unwell with a new continuous cough a high temperature in the workplace, or a loss or change to sense of smell or taste they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.• Staff who are unwell with normal flu/cold symptoms should work from home. This includes hay fever if it can cause sneezing.• If a user gets a confirmed case of COVID-19 and they were in the building 48 hours prior to being diagnosed Romero House will be closed for 48 hours and all users will be asked to WFH. The entire building will be cleaned. Reception might stay open. <p>Hand washing</p> <ul style="list-style-type: none">• Hand washing facilities with soap and hot water in place• Anti-bacterial hand gel (60% alcohol and higher) is readily available in areas where washing facilities are not available.• Users are reminded to wash their hands for 20 seconds, and we reinforce the importance of proper hand drying.• Users are also reminded to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workspace.• Posters, leaflets, and other materials are available for display.	
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	<p>Cleaning</p> <ul style="list-style-type: none"> Daily cleaning and disinfecting of objects and surfaces that are touched frequently particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. <p>Social Distancing</p> <ul style="list-style-type: none"> We will have 2m at desks and 1m plus in other areas where people are not facing each other. Reducing the number of people in any work area to comply with the 2-metre gap, we will use up to 86 desks. Staff to be reminded daily of the importance of social distancing. Signage has been placed around Romero House. Areas of the workplace have been adapted to comply with social distancing. Work schedules including start & finish times/lunch times must be staggered to help minimise the number of people in primary circulation areas at any one time. Redesigned processes to ensure social distancing is maintained e.g. one way use of stairwells Social distancing must also be adhered to in communal and smoking (outside) areas 	 
<p>Open Plan workspace</p>	<p>Hand washing</p> <ul style="list-style-type: none"> Hygiene stations to be placed at both entrances to the workspace. 	

- Staff are required to use the hand gel upon entering the workspace.

Reducing Contact Points

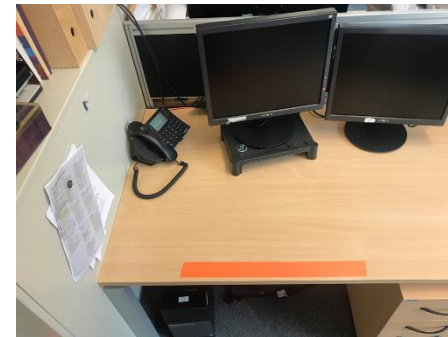
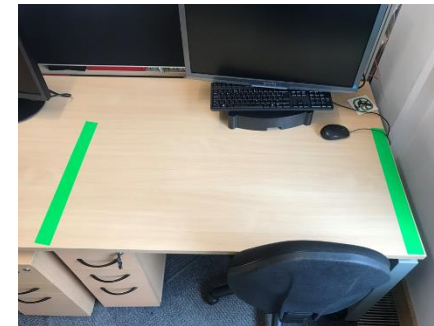
- The doors to the main entrance of the workspace will be held open using a magnetic door closer. This will hold the door open and then upon a fire evacuation these doors will close.

Cleaning



- Thorough daily cleaning of all the active workstations will be carried out.
- Staff will also have access to anti-bacterial surface cleaner (as part of the hygiene station) which can be used where they see fit.
- If sharing equipment, staff should clean it after use.



Social Distancing




- One desk in four will be occupied.
- Users will be spaced out across the open plan area to ensure a 2m gap is maintained. Green tape has been placed on the surface of all active desks. Unusable desks are marked with orange/ hazard tape and deactivated.
- We will adopt 1m+ social distancing when moving around the office.
- Orange floor markings have been placed across the entrance to individual workspaces. This will act as a reminder to not cross into other people's workspaces. The space around the photocopiers has been marked out in a similar way.



<p>Post room & 1MB overflow room</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Anti-bacterial hand gel is available in the room. <p>Cleaning</p> <ul style="list-style-type: none"> • Staff must clean any shared equipment using anti-bacterial spray and wet wipes provided <p>Social Distancing</p> <ul style="list-style-type: none"> • This room will be limited to only two users at a time. <p>Personal protective Equipment</p> <ul style="list-style-type: none"> • staff will be provided with face coverings (& gloves if needed) whilst in the post room. 	
<p>Lifts</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Staff should touch lift buttons with their elbows or objects such as a pen. It is important to minimise the use of touch points. <p>Social distancing</p> <ul style="list-style-type: none"> • One at a time in the lifts. Signage has been placed next to the lifts as a reminder. 	

<p>Stairs</p>	<p>Social distancing</p> <ul style="list-style-type: none"> • One at a time on the stairs in opposite directions. This will avoid users passing each other on the stairs. Necessary signage will be displayed 	<p>One way at a time</p>  <p>The image shows four signs. Top left: A red circle with a diagonal slash over a staircase with two people walking in opposite directions. Top right: A sign with two figures and the text 'MAINTAIN SOCIAL DISTANCING'. Bottom left: A sign with two figures and the text 'MAINTAIN SOCIAL DISTANCING'. Bottom right: A green circle with a checkmark over a staircase with two people walking in the same direction. At the bottom are logos for 'CAF@D' and 'the one beyond reach'.</p>
<p>Mezzanine kitchens</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • 'Wash hands first' procedure in the kitchen areas. Signage has been placed above the sink reminding staff to wash and dry hands thoroughly before preparing beverages. <p>Social distancing</p> <ul style="list-style-type: none"> • Orange floor markings have been placed in the kitchen. This area will be split into two sections only allowing only two users to utilise the kitchen space at any one time. 	 <p>The image shows a kitchen area with white cabinets and a black countertop. On the floor, there are orange lines forming a T-shape, which divides the kitchen into two sections. There is a sink and various kitchen items on the counter.</p>

<p>Reception</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • 'Sanitise on entry' procedure. A Hand washing station at the main and back entrance to the building. Staff will sanitise their hands upon arrival. <p>Cleaning</p> <ul style="list-style-type: none"> • The reception desk area will be cleaned in the same fashion as the desks in the open plan workspace. • Hand washing video and public health advice to be display on reception screen. <p>Social distancing</p> <ul style="list-style-type: none"> • Signage will be placed on the reception sofas discouraging users to sit directly next to each other. <p>Reducing Touch Points</p> <ul style="list-style-type: none"> • The pens used when signing into reception will alternate • A reception screen has been installed. 	 
<p>Meeting rooms</p>	<p>Closed at this time.</p>	

<p>Toilets</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Signage has been displayed outlining the necessary hand washing techniques. <p>Social distancing</p> <ul style="list-style-type: none"> • In the men’s toilets one of the two urinals will be closed off. <p>Reducing Contact Points</p> <ul style="list-style-type: none"> • The doors into the toilets are push doors. These doors can be opened using elbows or feet. Staff should have clean hands when they pull the doors open to exit. 	  
<p>Showers & lockers</p>	<p>Closed at this time.</p>	
<p>Pavilion</p>	<p>Handwashing</p> <ul style="list-style-type: none"> • A Hand washing station will be placed next to the library desk. <p>Social distancing</p> <ul style="list-style-type: none"> • Table occupancy reduced to one user person table. Signage will be displayed. • Staggered lunches to ensure the space does not get too busy during certain periods. 	