



BLUE BOAR HOUSE COVID-19

Risk assessment May 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

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What are the hazards?

The spread of Covid-19 Coronavirus.

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.

Who might be harmed?

- Staff
- Visitors
- Cleaners
- Delivery drivers
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business

Guidance used

- Working safely during COVID-19 in offices and contact centres by gov.uk
- 5 steps to working safely by gov.uk
- Transmission characteristics and principles of infection prevention and control by gov.uk

Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular/frequent basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with the hand dryers.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Have posters, leaflets on display as a constant reminder</p>			

<p><u>Cleaning during the day</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly – Maybe 11am and 2.15pm</p> <ul style="list-style-type: none"> • Door handles and push plates • Auto door push pads • Stair handrails • Passenger lift buttons/Handrail • Reception - sign in area <p>Office staff cleaning before they leave</p> <p>Completely clear their desk work top and disinfect plus chair arm rests and adjusters, plus keyboard, mouse and phone</p> <p><u>Cleaning by professional cleaners</u></p> <p>Upgraded cleaning schedule given to cleaners</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Always spray onto the cloth never direct onto electrical equipment</p> <p>Have cleaning contractor sign off daily that they have completed outlined tasks</p>			
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<p><u>Using BBH Tea Points</u></p> <p>Stringent hand washing must take place prior to use of Tea Points</p> <p>Do not prepare food and drinks for anyone else to reduce the risk of Covid-19 transfer</p> <p>Only one person at a time to use a Tea point</p> <p>Hand towels and tea towels have been removed</p> <p>Dishwasher only to clean/dry dirty pots and cutlery</p> <p><u>Using BBH Kitchens</u></p> <p>Stringent hand washing must take place prior to use of kitchens</p> <p>Do not prepare food and drinks for anyone else to reduce the risk of Covid-19 transfer</p> <p>Only one or two people at a time to food prep at the units</p> <p>Hand towels and tea towels have been removed</p> <p>Dishwasher only to clean dirty pots and cutlery</p>	<p>Minimise the transfer of Covid-19 by thoroughly washing hands before touching any equipment in this area</p> <p>Use only the paper hand towels for drying your hands</p> <p>Only the dishwashers should be used for washing and drying dirty cups, plates, etc.</p> <p>The emptying of the dishwasher must be done whilst wearing disposable gloves</p> <p>Grubbs kitchen – two people can social distance whilst preparing their lunch etc</p> <p>Inter-Varsity kitchen – One person at a time to use this space</p> <p>Prepare your food as much as possible before leaving home to reduce the time you need in a BBH kitchen</p> <p>Dishwashing by hand is not permitted as there is the greater possibility of transferring the virus. Please use the dishwashing machines.</p>			
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<p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Review Work schedules in the following areas:</p> <p>Start & finish work times (shifts)</p> <p>Start and finish break/lunch times</p> <p>Decide if some staff continue to work from home</p> <p>Relocate some staff in BBH and cordon off some workstations</p> <p>Toilets allocated to each organisation</p> <p>Increase eat/canteen areas using redundant room hire space</p> <p>Create one-way systems in corridors</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>UCCF use DJ's & Barclay rooms plus third floor rooms</p> <p>IFES use Map room & Gen Sec office plus ground floor rooms</p> <p>UCCF 2nd & 3rd floor toilets</p> <p>IFES Ground and 1st floors, the ladies toilets have just one cubicle available so one in one out.</p> <p>UCCF – use Grubbs</p> <p>IFES – use Inter-Varsity</p> <p>UCCF – exit open plan office by the finance door always re-enter by the lift/toilet door</p> <p>IFES – exit open plan office by the Map Room door always re-enter by the lift/toilet door</p>			
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<p>Fit Dorgard devices to some doors to minimise the need to handle doors on high use routes.</p> <p>Passenger lift to be used by one person at a time</p> <p>Conference calls/Zoom etc to be used instead of face to face meetings.</p> <p>Suspend visitors to BBH</p> <p>Suspend room hire</p> <p>Passing 2m apart on the stairs is not possible</p> <p><u>Hot Desking</u></p> <p>Hot desking is currently suspended as these desks likely will be used to help social distance regular office workers</p>	<p>Third floor – Grubbs door from the landing/lift</p> <p>UCCF – The door near the lift</p> <p>IFES – The door near the Map room from open office</p> <p>Ground – The door at the base of stairs opposite side door</p> <p>Visitors to BBH are suspended this will be reviewed as the transfer rate reduces</p> <p>Room hire should be reviewed as the transfer rate reduces, starting with Oxford Pastorate and local Staff Workers/Relay Workers</p> <p>The person descending should stand aside to allow anybody climbing the stairs to pass</p>			
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<p>As you move about the building its advisable to have a piece of paper towel at the ready to:</p> <ul style="list-style-type: none">Call the liftPull or push a doorLight SwitchesOperate random pieces of equipmentEtc etc.... <p>After use throw away and get a new piece</p> <p>In toilet rooms use toilet tissue to flush the toilet or turn taps on/off</p> <p>Use the same locker do not share</p> <p><u>Using BBH Basement</u></p> <p>Extra care is required in the basement to distance from each other</p>	<p>Keep the key to the locker once you use it, if you no longer wish to use that locker then you must clean the inside, the door and key. Then leave the key in the lock</p> <p>No option to use a one way system and narrow corridors will require extra care to avoid each other be willing to step aside to let others pass safely.</p> <p>Leave lights on once switched on this will reduce the possibility of transferring the virus through constant use of light switches</p>			
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Wearing of face masks

There should be no circumstance where a face mask is required for work requested in BBH, however we shall provide suitable masks and fitting instruction should the need arise for a specific task

Employers should support their workers in using face coverings safely if they choose to wear one. These would not be the same masks used by Health and Care Workers but rather a homemade type; guidance on how to do this can be found on GOV.UK

This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.
- You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

Signage

Signs should be positioned in key places

Toilets can have the handwash guidance. 2M apart signs should be placed several times in all areas. The passenger lift with reminder of one person at a time.

Desks not in use should be signed as such

<p><u>Delivery drivers</u></p> <p>Procedures in place for allowing delivery drivers to access welfare facilities when supplying the office - Reference</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>A specific area for reception delivery parcels</p> <p><u>Personal deliveries</u></p> <p>Limit personal deliveries to BBH</p> <p><u>Contractors in the building</u></p> <p>Only essential projects allowed Restrict access to the area where they need to work Dedicate a toilet/washroom to the contractor whilst on site Remind contractor of social distancing, show welfare facility location including hand sanitiser</p>	<p>Ensure reception staff know to allow delivery drivers access to toilets etc.</p> <p>Wipe any likely surfaces touched immediately after they leave</p> <p>A clearly marked area shall be marked out for delivery drivers/postmen to leave packages</p> <p>Until the transfer risk lowers considerably, limit personal deliveries to BBH so that we reduce the footfall into reception as much as is practicable</p> <p>Have a sign on the toilet/washroom advising this is temporarily for contractor use only. Sanitise after contractor leaves</p> <p>Have a sign close by the work area advising restricted access contractor working in this area</p>			
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<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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