

SAFE WORKING PROCEDURES – OFFICE ENVIRONMENT

In light of the uncertainty we all face with the outbreak of the Coronavirus, our priority is to make sure that ourselves, other workers and the community are kept as safe and healthy as possible.

After completing a risk assessment, we have identified several changes that need to be made to the office environment which are outlined in this policy.

This policy applies to all employees or contractors attending the RVT office.

FITNESS FOR WORK / SELF ISOLATION

- You should only report to work if you are fit and healthy. If you are displaying any symptoms of Covid-19 in particular a fever, cough or loss of taste or smell, or if anyone in your household is displaying symptoms, you should report yourself absent from work by following the absence reporting procedure. You will then need to follow the Government guidance regarding quarantine periods.
- If you have been instructed by the Govt track and trace programme to self-isolate at home for 14 days, where possible the Company will aim to facilitate home working, if home working is not possible you will be eligible for SSP.
- If you intend to travel abroad and if on your return Government guidelines require to self-isolate your absence may be unpaid. Please check with your Manager before booking an overseas trip. Special consideration will be given to those that had booked trips prior to the virus and have not been able to cancel holidays.
- If you experience any of the Covid-19 symptoms while at work, you should report your absence to your Manager and use a safe method of transport to go home/ or to seek medical help if needed.
- All absence should be recorded firstly to the Line Manager and also using the form on Cezanne. Clear reasons need to be given for each period of absence. Note: The Company has a duty to track any covid-19 related absence.

TRAVEL TO AND FROM WORK

- Wherever possible you should travel to site alone using your own transport.
- Where it is necessary to share a vehicle, this should be for a maximum of 2 people. The passenger should be seated in the back of the vehicle to the passenger side. Windows should be open for ventilation.

Before you travel to a client site. You should always check the following:

- Office Parking arrangements for cars and bicycles
- Other means of transport to avoid public transport e.g. cycling as per Government guidelines.

WORK SCHEDULING & OFFICE CAPACITY

- You may be asked to stagger your start and finish times to reduce congestion and contact at all times. **Your Manager will advise you if this applies to you.**
 - Taking into account the ability to maintain safe distancing in the office, the maximum capacity in the office will be limited. You should therefore only attend the office when
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scheduled to do so, to attend key meetings ensuring safe distancing is maintained, where the work that you are required to carry out cannot be done from home, or when you have otherwise been instructed by your Line Manager

BUILDING ACCESS

- Access to Office is via normal routes, whilst waiting to enter please keep a minimum of 2m distance from the person waiting in front of you.
- You must go to the toilet facility and wash your hands for 20 seconds with soap and water.
- At the end of your work-day you are required to wash your hands prior to leaving the office.
- Do not cross with others when using the stairs
- A one-way system has been implemented to move around the office, this is to prevent employees crossing on the stairs and corridors.
- While walking around the office keep withing the 2m rule.

DESK PLAN / SEATING ARRANGEMENTS / OFFICE EQUIPMENT

- All seating arrangements are now organised to ensure that a 2-metre distance is kept between workstations.
- Only use your allocated desk. Do not use 'empty' desks for sitting or for putting belongings.
- Hot desking is not permitted.
- You should not share office equipment such as pens. Please keep equipment for your own use such as pens, stapler etc.
- Alcohol hand sanitiser should be used before and after using the photocopier or other shared equipment
- Personal belongings on desks should be kept to a minimum this is to ensure proper cleaning can take place each day.

HAND WASHING AND HYGIENE MEASURES

- Always follow the Government guidelines when washing your hands
- Masks and gloves are available for everyone that requires them or would like to use them.
- Hand gel dispensers have been placed around the office. These are to be used in addition to but **not** in place of proper handwashing
- Anti-bac spray is provided on each desk bank. This should be used to wipe your workstation at the start and end of each day.
- After using the bathroom facilities please wipe all used surfaces with the anti-bac spray using a paper towel and dispose in the bin.
- To maintain standards of hygiene additional cleaning of bathroom facilities will take place each day.

KITHCEN & EATING ARRANGEMENTS

- Safe distancing should always be adhered to when using the kitchen area. This would
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generally mean no more than 2 people can use the area at any one time. Please check before entering the area that distance can be maintained.

- Employees are requested to bring their own lunch with them to work. We will keep this under review and reinstate lunch delivery when it is safe to do so.
- Fruit will no longer be provided. We will be kept under review and will reinstate when safe to do so.
- Teams should not share snacks in the office. But can consider using individually wrapped products.
- Please keep your own utensils and mugs. You will need to wash these yourself. You should place all other crockery in the dishwasher.
- When using the hot water tap or water dispenser, to avoid the spread of germs please ensure to keep a safe distance from the tap with whatever you are using to fill up with water.

MEETING ATTENDANCE

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings via Microsoft Teams or other similar IT solutions.
- The ground floor board room will be in use with a maximum capacity of 6 people. Chairs should be spaced according to the 2-metre rule.
- The quiet room, the sky room and the porthole can be used for single use, for example to take video calls. Please wipe all surfaces touched after use.

DELIVERIES AND VISITORS

- Delivery drivers must unload all parcels at the main entrance and call for someone to collect.
- To minimise people & unnecessary goods coming into the office environment **no private parcels will be accepted by reception**
- Visitors to the office should be kept to a minimum. Many Companies will be following the same rules and reducing contact. Always consider if a meeting can be held via phone or video.

If you have any questions or suggestions, please contact the management team for support. If you see any breach of these measures or feel that additional measures are needed please report this to your Manager.

Keep Well – Keep Safe

RISK ASSESSMENT to PREVENT THE SPREAD OF CORONAVIRUS (COVID-19)

Hazard	Persons Affected	Primary Control Measures	Initial Risk Rating (IRR)			Additional Control Measures	RESIDUAL Risk Rating (RR)			Recommendations
			L	S	RR		L	S	RR	
Social Distancing - General	Staff & Visitors to Premises	a) Wherever possible staff will observe the 2m distance guidance b) Signage in key areas around the building c) Keep areas well ventilated d) Staff will be permitted to wear masks if they wish to. These will be disposed of off the premises	2	4	8					Signage put up on walls around the office in key locations
Social Distancing - Specific Areas	Staff & Visitors to Premises									
Kitchen/Communal Areas	Staff & Visitors to Premises	a) social distancing will be observed and a limit to the number of staff in this area to 2 b) control of cutlery usage - staff will wash/load into dishwasher their own cutlery/crockery c) Communal seating to be spreadout to a distance of 2m d) strict kitchen usage rota to be observed - food preparation to be kept to a minimum. Lunches to eaton at desk e) Strict cleaning regime in place	2	4	8					Can lunches be distributed to peoples desks?
Staircases and hallways	Staff & Visitors to Premises	a) Stairusers should take care not to cross on the staircase b) Rails to be cleaned as part of cleaning regime	2	4	8					
Main mens toilet facilities	Staff & Visitors to Premises	a) Cleaning Check sheet control	2	4	8					Engaged sign' on door
Entrance/Exit doorways	Staff & Visitors to Premises	a) Porch and entrance areas to become (1 person) areas b) Handwash station to be located at the main entrance and 2nd entrance c) Ops staff to use front entrance (fire esc)	2	4	8					Floor markings required
Desking/Railway Carriages	Staff & Visitors to Premises	a) Persplex screens to be erected separating desks . b) Where screens are not available staff should not sit directly opposite each other. (so on a bank of 4 use the 2 diagonal desks locations) c) Desk surface, objects on desk, computer etc should be cleaned daily with anti-bac wipes. d) Railway carriages are only suitable for 1 person working e) TL's to administrate 'shifts' to ensure that main office space is not overloaded	3	4	9	Team leaders to be responsible to ensure that desks are cleaned every day by desk users	2	4	8	

<p>Insufficient First Aiders/Fire Marshalls</p>	<p>Staff & Visitors to Premises</p>	<p>a) it will be the responsibility of the 'Day' Manager to ensure that a First Aider/Fire Marshall is onsite 100% of the time during core working hours</p>	<p>2</p>	<p>2</p>	<p>4</p>					
<p>Cleaning (Premises Cleaning)</p>	<p>Staff & Visitors to Premises</p>	<p>a) Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, work surfaces, stairwells, reception area using appropriate cleaning products and methods. c) Cleaning check tick sheet in all key areas</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Implement rigorous check programme on an hourly basis to ensure the existing control measures for the rigorous cleaning is being undertaken. Ensure that all premises cleaning protocols are being followed. Premises to be given a 'professional deep clean' every 3-6 months</p>	<p>2</p>	<p>4</p>	<p>8</p>	
<p>Wearing of RPE / PPE (Personal Protective Equipment)</p>	<p>Staff & Visitors to Premises</p>	<p>a) Wearing of Gloves: Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. b) RPE: Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed: Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>All staff to be provided with appropriate PPE that is required for them to conduct their duties safely. This PPE is to be provided to ALL Staff completely FREE OF CHARGE.</p>	<p>2</p>	<p>4</p>	<p>8</p>	
<p>Identification of COVID-19 - Symptoms</p>	<p>Staff & Visitors to Premises</p>	<p>a) If anyone becomes unwell with a new continuous cough, high temperature or loss of Smell or Taste in the workplace they will be sent home and advised to follow the stay at home guidance. b) Management will maintain regular contact with staff members during this time to ensure the well-being and Mental Health is being monitored. c) 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 or any other relevant bodies 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. https://www.publichealth.hscni.net/.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. ALL Employees / Staff to be made aware of the requirements to comply with the Governments TTP (Track & Trace Programme) to ensure that the spread of COVID-19 is managed appropriately when Social Distancing measures are relaxed.</p>	<p>2</p>	<p>4</p>	<p>8</p>	

<p>Mental Health and Stress Awareness</p>	<p>Staff & Visitors to Premises</p>	<p>a) Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Management is support of staff welfare and well-being will direct and make staff aware of these links. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>2</p>	<p>4</p>	<p>8</p>	
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