

ADDICUS CORONAVIRUS RISK MITIGATION PLAN AND ACTIONS – AXIUM CENTRE

Version 1.1a – anonymised for public use

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Norms and Standards

- You must let us know immediately if you suspect you may be experiencing symptoms of coronavirus and must remove yourself from the premises immediately.
 - Everyone has a responsibility to protect their co-workers by following guidance or suggesting areas where we can improve our processes
 - You should wash or sanitise your hands at least once per hour.
 - When you use the towel system in the bathroom you should rotate it so that a clean and dry area is presented to the next person.
 - Paper towels will also be provided.
 - When exiting the bathroom, use a cleansing wipe to clean any surfaces you may have touched and a wipe to open the door. Dispose of the wipe in the bin outside and leave the door open for the next user.
 - Do not use the kitchen for handwashing. If you cannot access the bathroom use hand steriliser instead.
 - Don't move about when others are, especially near pinch-points (e.g. around the bathroom, printer or kitchen)
 - Wipe your space and work-tools every day
 - Wash your own cups, crockery, glasses and cutlery before you go home
 - If you feel low, talk about it.
 - Make sure you read the CIEHF infographic about working from home
 - Only one person in the kitchen at a time
 - Take breaks at least every hour, walk outside to get fresh air if you can
 - Try to bring lunch and snacks with you to avoid visiting shops and stores at lunchtime
 - Leave your coats etc in the car, don't place bags on surfaces – just the floor.
 - Wipe kettle handle/lid, water tap and water softener handle after use
 - Use the **DROP ZONES** (kitchen counter and desk by main entrance) for passing items from one to another – these ensure we can keep a safe distance from one another
 - Minimise any printing to reduce movements in the building and handling of paper.
 - All visitors who may stay in excess of 5 minutes will be required to log their visit with reception to help with contact tracing if there is a coronavirus occurrence.
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- If you *knowingly enter the workplace without permission* whilst experiencing symptoms of coronavirus, or have been told to isolate, or have been diagnosed with coronavirus, this action will be treated as a GROSS MISCONDUCT offence and may lead to your immediate dismissal.

HAZARD:

Getting or spreading coronavirus by not washing hands or not washing them adequately

APPLIES TO:

Workers
Clients
Contractors
Visitors

CONTROLS

All staff and visitors are directed to follow guidance on cleaning, hygiene and use of hand sanitiser. To facilitate this:

ACTIONS

- We have provided information to staff about when and where they need to wash their hands
- We have provided water, soap and drying facilities in the bathroom
- We have provided information on how to wash hands properly and displayed posters within the workplace
- We have assessed that the number and location of the wash station(s) is adequate for the number of staff and visitors
- We have provided hand sanitiser at each workstation and at various other locations for the occasions when people can't wash their hands; we have also provided information about how and when to use hand sanitiser
- We have put signs up to remind people to wash their hands
- We have put in place monitoring and supervision to make sure people are following controls.
- Staff are to indicate at the earliest opportunity if hand cleaning and sanitising products need replenishment.
- You should make sure you are checking your skin for dryness, irritation and cracking and report issues if there is a problem
- All workstations are equipped with hand sanitiser; please don't use other staff member's bottles or remove them.
- Please do not use the kitchen sink for handwashing
- If you use the communal waste bins outside you **MUST** wash your hands immediately afterwards, trying to avoid touching any handle or surface on the way. If this is unavoidable, then you need to cleanse that handle or surface as soon as you can.

HAZARD:

Getting or spreading coronavirus in common use high traffic areas such as walkways, rest rooms, toilet facilities, entry/exit points and other communal areas

APPLIES TO:

Workers
Clients
Contractors
Visitors

CONTROLS

We have conducted assessments to identify high traffic areas to increase distancing or manage potentially problematic areas, such as

- areas where people will congregate
- areas where there are pinch points (meaning people can't meet the social distancing rules)
- areas and equipment where people will touch the same surfaces, such as the kitchen, or printer/stationary areas
- areas and surfaces that are frequently touched but are difficult to clean
- communal areas where air movement may be less than in other work areas

ACTIONS

- We have put in place monitoring and supervision to make sure people are following controls.
- We are limiting the number of people within the building to a **maximum of 8** at any time; client **meetings will be restricted to 1:1** only but remain strongly discouraged. This helps ensure that social distancing rules can be met
- We will engage with returning staff to stagger breaks.
- We have reorganised facilities in communal areas such as the reception waiting area to help with social distancing
- Where possible we put in place physical barriers to reduce contact between staff-staff and staff-visitors.
- We will continue to utilise online meeting facilities to reduce the number of people visiting and moving around
- We have a clearly demarked corridor for the principle pedestrian traffic route to manage the flow of people moving around the workplace and to allow social distancing rules to be met
- We will endeavour to leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation
- Personal items should not be left on worksurfaces. Everyone has personal space within which to keep personal belongings so that they aren't left in the open
- We have removed items and cleared communal surfaces, such some kitchen appliances, and from tables to make cleaning easier
- We provide hand sanitiser in accessible places near to where people will have contact with high traffic communal areas, eg kitchen side
- We have put signs up to remind people to wash and sanitise hands and not touch their faces
- We have examined our cleaning regimes to make sure high traffic communal areas are kept clean and are now cleansed at the end of every day.

- We are not mandating the use of masks by staff within this environment; using these is a personal decision unless official advice is amended otherwise. Visitors, however, will be encouraged to wear masks whilst on the premises.
- To maintain social distancing we ask to staff to refrain from moving around when a colleague is already at motion

HAZARD:

Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations

APPLIES TO:

Workers
Clients
Contractors
Visitors

CONTROLS

We have sought to identify surfaces that are frequently touched and by many people (often common areas), door handles, shared equipment etc and specify the frequency and level of cleaning and by whom. "Near-miss" reporting should be made. Equally suggestions to enhance these actions should be made.

ACTIONS

- We have developed a cleaning plan and schedule for common areas and surfaces. We are taking additional steps over and above our regular cleaning routines.
- We are encouraging people to reduce the amount they move around the site. This will reduce the potential spread of any contamination through touched surfaces
- Hot-desking is not permitted
- You are encouraged to wipe your personal worksurface, keyboard, mouse, telephone, seat arms and backs and any other personal touchpoints with wipes provided prior to the start of each day.
- Shared work or kitchen equipment (such as the printers or kettle) is to be cleaned before and after use, by each user, using wipes provided. This includes handles, buttons, touchscreens etc
- We have looked at how we can minimise contact between people and also contact with surfaces that may get unwittingly contaminated.
 - Commonly used stationary is now kept on shelves rather than in drawers
 - We are leaving open doors provided that they are not fire doors
 - You should leave coats and other non-essential personal items in your car; bags should be placed on the floor or directly into your personal space
 - You must keep surfaces clear to make them easier to clean and reduce the likelihood of contaminating objects
 - We will empty bins more often
 - We have put in place arrangements to deep-clean if someone develops symptoms of coronavirus in work
 - You must wash your hands immediately on arrival or after opening post
 - We are not encouraging the use of gloves within this environment except where handling or touching a potentially contaminated surface or object
 - If you wish to bring your own tea-towel or hand towel, this should always be kept in a sealed bag within your own personal space, withdrawn only when necessary, and NEVER placed on any common surface. These items should NEVER be shared and ALWAYS renewed every day.
 - You should not make tea/coffee or draw water for other staff members or visitors.
 - You should wash your own cup/glass/plates etc at the end of your work day

HAZARD:

Mental health and wellbeing affected through isolation or anxiety about coronavirus

APPLIES TO:

Workers

CONTROLS

We seek to identify and support individuals who may need additional support for wellness and mental health issues.

ACTIONS

- We will continue to have regular keep in touch online meetings/calls with people working at home to reduce feelings of isolation and encourage staff to have online chats and meetings amongst themselves
- We encourage individuals to talk openly with partners and/or co-workers about the possibility that they may be affected
- We will involve workers in completing risk assessments so they can help identify potential problems and identify solutions, and recognise that the situation is fluid and hazards and mitigations may change over time.
- Keep workers updated on what is happening so they feel involved and reassured
- Remind all staff about the issue of fatigue and make sure they take regular breaks, are encouraged to take leave, and to constrain work to within agreed working hours to ensure they aren't working long hours
- Where a member of staff is identified with personal stress or anxiety issues, we will encourage referral to an occupational health specialist to discover supportive strategies.

HAZARD:

Contracting or spreading the virus by not social distancing

APPLIES TO:

Workers
Clients
Contractors
Visitors

CONTROLS

We have Identified places where, under normal circumstances, workers would not be able to maintain social distancing rules and put in place ways to people apart in line with social distancing rules in the first instance, identified where it isn't possible to meet social distancing rules and identify other physical measures to separate people in the second instance, and where neither is possible, to protect from possible exposure to the virus.

ACTIONS

These may include:

- Using marker tape on the floor to visually limit access and provide visual cues to staff and visitors
- Holding meetings virtually rather than face-to-face
- Staggering start/end times
- Limiting the number of people on site at one time
- Rearrange work areas to allow people to meet social distancing rules
- Implementing 'drop zones' for passing materials staff-staff and client-staff
- Installing physical screens between/across desks
- Enhancing our cleaning regimes
- Encouraging an increase in hand washing
- Placing workers back-to-back or side-by side rather than face-to-face when working
- Displaying signs to remind people to socially distance
- Provide some non-medical masks and disposable gloves for where distancing and physical separation is not possible, or where contamination may occur.

HAZARD:

Musculoskeletal disorders as a result of using display equipment at home for a long period of time

APPLIES TO:

Workers

CONTROLS

We protect workers at home using display equipment and ensure they follow guidance to minimise posture and muscular issues.

ACTIONS

- We have concluded that there is no increased risk for staff working at home temporarily but if this arrangement becomes long term the risks will be re-assessed
- For all people working at home using display screen equipment (DSE) we have provided information on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly – this information will be supplemented as and when necessary.

HAZARD:

Poor workplace ventilation leading to risks of coronavirus spreading

APPLIES TO:

Workers

Clients

Contractors

CONTROLS

We need to ensure adequate ventilation within the building to minimise the risk of any virus present spreading.

ACTIONS

- We have concluded that the building is generally well-ventilated through a combination of open windows, open doors and air conditioning systems drawing air from outside.
- Fresh air is the preferred way of ventilating our workplace so will encourage opening of windows and doors (that are not fire doors)
- If additional ventilation is needed we can provide mechanical ventilation in the form of desk fans and floor fans.
- Air conditioning will be run 1-2 times per week if not in general use

HAZARD:

Increased risk of infection and complications for vulnerable workers and those they may be sheltering with

APPLIES TO:

Workers

CONTROLS

We need to identify those in the work force (or who are sheltering with someone) who fall into one of the following categories in order to support them and protect other members of staff:

- Clinically extremely vulnerable
- People self-isolating
- People with symptoms of coronavirus

ACTIONS

- You **MUST** notify a Partner as soon as you (or the person you shelter with) feel you may fall into one of these categories. They will treat this information in confidence. Such changes may include items such as starting course of chemotherapy, pregnancy, exhibiting symptoms of the virus, etc
- The Partner will agree with you on what steps to take from that point but you should not return to the premises until agreed.
- If you *knowingly enter the workplace without permission* whilst experiencing symptoms of coronavirus, or have been told to isolate, or have been diagnosed with coronavirus, this action will be treated as a GROSS MISCONDUCT offence and may lead to your immediate dismissal.