

## Case House Office additional controls supplement for Key Workers RA

**Site Address:** Case House

**The following additional risk control measures are required to further reduce the risk to key workers visiting or working in Case House. These measures are to be taken with or in addition to those risks specified in the Key Worker and Job Role Risk Assessments.**

**Assessor & Date:** Kevin McHugh May 2020

**Review date:** Weekly

### Controls

#### 1 Lone working

PA employees who need to access or work in Case House outside of the hours of 09:00-17:00 Monday through Friday (normal office hours) must notify Facilities. Employees working in Case House outside of normal working hours must notify their line manager or designated alternate when they start and finish lone working in Case House.

#### 2 Measures to reduce risks frequent touch points

- Lobby doors and kitchenette doors will be propped open during normal working hours. In the event of a fire alarm employees should shut doors as they exit the building. All doors should be shut at the end of the working day.
- Anti-bacterial treated hands free door openers have been installed on toilet doors.
- Disposable hand towels are provided in toilets and kitchens which should be used to shut off taps after washing hands and to open doors if necessary and disposed of in the bins provided.
- Disposable towels or anti-bacterial wipes should be used when using shared equipment. For example when pushing lift call buttons, operating the printers, handling kettles, opening and closing the microwave and refrigerator , etc.
- Anti-bacterial wipes should be used to wipe down work stations at the beginning and end of each shift.
- Drinking water dispensers will not be in service. Facilities will provide bottled water.
- Tea, coffee, milk and sugar will not be provided. The hygiene of the containers to provide these cannot be reasonably ensured. Employees wanting tea or coffee should bring their own.
- The shower/shower room has been taken out of service until further notice.

#### 3 Hand washing

- Employees to be reminded on a regular basis to wash their hands for 20 seconds as described in the Key Worker RA. Hand sanitiser has been made available throughout the building for use in addition to, but not instead of, frequent hand washing.
- A toilet on the ground floor and one on the first floor have been designated as hand washing stations only. A designated hand washing station

	<p>has been installed off the lift lobby on the second floor. Employees should use the designated hand wash stations when entering and leaving Case House.</p> <ul style="list-style-type: none"> <li>• Employees should wash their hands before and after using the kitchenette/coffee and tea making facilities</li> </ul>
4	<p><b>Social distancing</b></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. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 2 metre rule now in force across all banks of desks and clearly marked with signage. Management checks to ensure this is adhered to.</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <ul style="list-style-type: none"> <li>• Toilets not designated as hand washing stations will have an occupied/vacant indicator fixed to doors for use by employees. Toilets should be used by only one employee at a time.</li> <li>• Employees should stagger meal and tea breaks such that only one person is using the kitchenette facilities at any one time.</li> <li>• Tables and chairs in the breakout areas have been arranged to facilitate social distancing. Table and chairs in the areas should not be moved/rearranged.</li> <li>• Workstations have been designate for use to facilitate social distancing. Employees should use only the designated work stations.</li> <li>• Stairs should be used when possible. Lifts should be used by only one person at time.</li> <li>• Mobile key workers, such as NC's or Buildings Services Operatives, visiting Case House for short duration access to a PC, printing, scanning, etc. should use the facilities on the ground floor behind Reception and when using a PC use one of the interview rooms which is indicated as 'in use'</li> <li>• Passing other employees within 2 meters should be minimised when moving around Case House. A one way system will be encouraged in the CCC area, but it would be impracticable to set up one way circulation routes throughout the rest of the building. When passing within 2 meters is unavoidable, employees should pass with as much distance as is available, turn their heads away from each other and pass as quickly as practical. Employees are reminded to not congregate or in engage in conversation in lobbies, corridors ad circulating spaces.</li> </ul>
5	<p><b>Cleaning</b></p>
	<ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as keyboards, phones, photocopiers etc. using appropriate cleaning products and methods. Cleaning contractor will deep clean areas as previously instructed by facilities. Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ul>

- Cleaning of cups and dishes will be the responsibility of the individuals using them. Employees should bring their own from home and take it back home with them at the end of the day. The cleaners will not be washing up and cups and dishes left in the kitchenette or breakout areas will be disposed of.
- Facilities should be notified if use of a meeting room is required. When meetings rooms are used, employees are expected to leave them clean. Anti-bacterial wipes should be used to wipe down tables and chairs used before and after use.

<b>6</b>	<b>Personal Protective Equipment (PPE)</b>
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	<i>PPE is not required for general access and working in Case House.</i>
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