

Pen Court Office additional controls supplement for Key Workers RA

Site Address: Pen Court

The following additional risk control measures are required to further reduce the risk to key workers visiting or working in Pen Court. These measures are to be taken with or in addition to those risks specified in the Key Worker and Job Role Risk Assessments, specified in the DLO's or PA's Risk Assessments

Assessor & Date: Lee Boyle 28th May 2020

Review date: Weekly

Controls

1 Lone working

PA employees who need to access or work in Pen Court outside of the hours of 08:00-17:00 Monday through Friday (normal office hours) must notify a member of the DLO's Management Team if by prior notice. Should emergency access be required out of hours, then OOH escalation should be consulted. Employees working in Pen Court outside of normal working hours must notify their line manager or designated alternate when they start and finish lone working in Pen Court.

2 Measures to reduce risks frequent touch points

- Internal doors will be propped open during normal working hours using the automated door openers only. Windows should be kept open to allow circulation of air. In the event of a fire alarm the automatic door closers should shut doors as they exit the building. All doors & windows should be shut at the end of the working day.
- 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 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.
- The same desk will be utilised by the user each day
- 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 can not be reasonably ensured. Employees wanting tea or coffee should bring their own and only items marked with the person's name will be placed in the fridge

3	<p>Hand washing</p> <ul style="list-style-type: none"> • 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. • The toilet on the top floor is to be used by the scheduling team only. The toilet on the ground floor is to be used by other workers. Employees are reminded to wash their hands on entering the building, prior to leaving the building and at regular intervals in between using the protocol described in section 2. • Employees should wash their hands before and after using the kitchenette/and use of their own coffee and tea making facilities
4	<p>Social distancing</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. Management will make checks to ensure this is adhered to. https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <ul style="list-style-type: none"> • Toilets will have an occupied/vacant indicator fixed to doors for use by employees. Toilets should be used by only one employee at a time. • Employees should stagger meal and tea breaks such that only one person is using the kitchenette facilities at any one time. • Tables and chairs in the breakout area will not be used. Meals and drinks will be taken outside of Pen Court or at the individual's desk. Workstations have been designate for use to facilitate social distancing. Employees should use only the designated work stations. • Mobile key workers, such as Operatives, visiting Pen Court for short duration work will only do so if agreed by their Supervisor. Attendance will only be agreed if the visit is essential such as welfare or to collect PPE • Passing other employees within 2 meters should be minimised when moving around Pen Court. A one way system would be impracticable to set up one way circulation routes throughout 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 and circulating spaces. • Schedulers will utilise the main office space on the first floor. Supervisors and visiting operatives will utilise the ground floor.
5	<p>Cleaning</p> <ul style="list-style-type: none"> • 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. Reminder notices will be placed in each room to ensure that the necessary procedures are being followed.

- 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.
- When meetings rooms are used ensure the room is well ventilated and social distance maintained employees are expected to leave them clean. Anti-bacterial wipes should be used to wipe down tables and chairs used before and after use. Alternatives using IT for meetings must always be considered first

6 Personal Protective Equipment (PPE)

PPE is not required for general access and working in Pen Court. Gloves are provided and can be utilised by workers, if required.