

LTS 183 Risk Assessments Form

Name of Assessor:	Colin Arkley	Date:	19.05.2020
Work Area to be Assessed:	Offices (Howdon)	Time:	09.00am
Task Being Assessed:	Covid-19		

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/Monitoring by whom?	Action/Monitoring by when?
				L	C	R		L	C	R		
Covid-19 Infection	Protecting those staff with protected characteristics	Contracting the infection	All staff to complete the Covid-19 health form.	2	4	8	Staff will complete the health form on a weekly basis Will complete the health form on a weekly basis.	2	4	8	Tracey Butler	Weekly
Social Distancing	Office staff and visitors	Contracting the infection	<p>Ensuring that staff remain at least 2m apart at all times. This includes:</p> <ul style="list-style-type: none"> • Offices • Canteen • Reception • Corridors <p>Reduce the amount of visits other than your office, use the phone.</p> <p>Reduce the need to visit other areas of the site i.e. workshops</p> <p>Only use one area/workstation/phone.</p> <p>Reduce contact with as many members of staff as possible, work in small teams to reduce contact.</p>	2	4	8	One way system in the office, entering at the reception and exiting through fire escape.	2	4	8	Managers	Ongoing

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Workplace and Workstations	Office staff and visitors	Contracting the infection	<p>Work layouts reviewed to allow staff to work further apart.</p> <p>Not working face to face, facing away from each other or side by side.</p> <p>Ensuring occupancy levels in the offices does not mean that the 2m distancing is breached.</p> <p>Avoiding hot desking and communal use of workstations/phones. No shared equipment etc</p> <p>Mark 2m spacing distances corridors etc.</p>	2	4	8			Managers	Ongoing
Meetings	Office staff and visitors	Contracting the infection	<p>Use of remote working tools i.e. Zoom.</p> <p>Only if absolutely necessary hold meetings and maintain 2m distancing.</p> <p>During meetings no sharing of equipment i.e. pens</p> <p>Hand sanitiser provided in meeting rooms.</p> <p>If possible hold meetings outside of buildings.</p>	2	4	8			All staff	Ongoing
Common Areas	Office staff and visitors	Contracting the infection	<p>Staggering break times, only 2 staff member in canteen area at any one time.</p> <p>Use outside areas for breaks.</p>	2	4	8			All staff	Ongoing

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Common Areas (Cont)	Office staff and visitors	Contracting the infection	<p>Close the reception area to all but office staff.</p> <p>Encourage staff to store all personal items and clothing in personal storage areas during working hours.</p>	2	4	8			All staff	Ongoing
Accidents, Security and Other Incidents	Office staff and visitors	Contracting the infection	<p>In an emergency, e.g. accident or fire, people do not have to stay 2m apart if it would be unsafe, & leave by the nearest exit.</p> <p>Any first aider should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	2	4	8			Managers & first aiders	If and when an incident occurs
Managing Customers, Visitors and Contractors to site	Office staff and visitors	Contracting the infection	<p>All visitors will be encouraged to visit remotely i.e. Zoom or phone conversation.</p> <p>Any visitor will have the social distancing rules explained to them by their host. Providing clear guidance related to hygiene on arrival.</p> <p>Visitor entry and exit routes should be reviewed to minimise contact with other staff.</p> <p>The number of visitors will be limited at any one time and specific time windows.</p> <p>Visitor records will be maintained.</p>	2	4	8			Member of staff welcoming visitor	Prior to visit & upon arriving on site

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Cleaning the Workplace	Office staff and visitors	Contracting the infection	<p>Frequently open windows and doors to encourage ventilation, where possible.</p> <p>Frequent cleaning of work areas and equipment between usage.</p> <p>Frequent cleaning of object/surfaces that are touched regularly, such as door handles, keyboards etc.</p> <p>Cleaning the workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limiting the use of high-touch items and equipment i.e. photocopier or printers.</p>	2 4 8			All staff and cleaning staff	Daily
Hygiene – Hand Washing, Sanitation Facilities and Toilets	Office staff and visitors	Contracting the infection	<p>The use of posters maintaining awareness of good hand washing techniques, frequencies, and the need to avoid touching your face and coughing or sneezing into a tissue, and bin the tissue.</p> <p>The provision of hand sanitisers in multiple locations.</p> <p>Clear guidance for the cleaning of toilets to ensure they are kept clean and social distancing is achieved.</p> <p>Increased cleaning of busy areas.</p> <p>Increased waste facilities i.e. bins and more frequent collection.</p>	2 4 8			Managers	Ongoing

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Hygiene – Hand Washing, Sanitation Facilities and Toilets (Cont)	Office staff and visitors	Contracting the infection	Where possible, provide paper towels as an alternative to hand dryers in washing facilities. Showers – If used, clear guidance required for cleaning once used, all personal items to be removed. Enhanced cleaning if in regular use.	2 4 8			Managers	Ongoing
Handling goods delivered to site.	Office staff and visitors	Contracting the infection	Clean the goods on arrival, greater hand washing in place for those members of staff accepting goods. Restricting non-business deliveries, e.g. personal deliveries.	2 4 8			Reception staff	Ongoing
PPE	Office staff and visitors	Contracting the infection	Regular PPE should still be used, e.g. gloves, eye protection. Face covering and gloves are not essential due to the Covid-19 virus, if all of the actions put in place are adhered to. Face coverings – The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible. You can wear face coverings if you decide to.	2 4 8			All staff	Ongoing

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PPE (Cont)	Office staff and visitors	Contracting the infection	Additional information is available for the safe use of face coverings upon request.	2 4 8			All staff	Ongoing
Work Related Travel	Office staff and visitors	Contracting the infection	<p>Non – essential travel will be minimised and remote options considered.</p> <p>If travel is required the number of people travelling will be minimised.</p> <p>Vehicles used will be cleaned on a regular basis.</p> <p>Where staff are required to stay away from their homes, the stay will be recorded and making sure any overnight accommodation meets social distancing guidelines.</p>	2 4 8			Managers & staff	When required
Communications and Training	Office staff and visitors	Contracting the infection	The business will provide, consistent and regular communications to improve understanding and consistency of way of working –staff briefings.	2 4 8			Managers	Monthly
Mental Health	Office staff and visitors	Contracting the infection	Management will promote mental health & wellbeing awareness to staff during the Covid-19 outbreak and will offer whatever support they can to help	2 4 8	Regular communication of mental health information and open door policy	2 4 8	Managers	Ongoing

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Mental Health (Cont)	Office staff and visitors	Contracting the infection		2 4 8	for those who need additional support.	2 4 8	Mangers	Ongoing
Symptoms of Covid-19	Office staff and visitors	Contracting the infection	<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. 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>	2 4 8	<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.</p> <p>Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p>	2 4 8	All staff	Ongoing

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Symptoms of Covid-19	Office staff and visitors	Contracting the infection	Assessor and Training Manager It is expected that ALL Lomax front line customer facing staff will be tested for COVID-19 as soon as testing is available in the local area.			2 4 8	All staff	Ongoing
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Review Date:	19.05.2020	Signature:	
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Assessment Location:	Howdon
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