

What are the hazards?	Who might be harmed	Controls
THIS RISK ASSESSMENT SHOULD BE READ IN CONJUNCTION WITH "Returning to the workplace A step by step guide to coming back to Lancastrian Office Centre"		
The spread of Covid-19	<p>Our Employees Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Delivery Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Regular Hand Washing Hand washing facilities with soap and water in place (kitchen, reception and toilets). Make hand cream available to protect skin from frequent handwashing. Paper handtowels provided for drying. All employees required to wash hands with soap and water on entering the office suite (use sink in reception areas). Signage to remind employees to wash hands regularly with guidance on effective hand washing. Hand sanitiser to be made available in meeting rooms and throughout office suites. Handwashing required after receiving deliveries</p> <p>Frequent cleaning of objects and surfaces. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Landlord has confirmed increased cleaning will take place in communal areas - monitor that this is taking place Wipes, disinfectants and sprays to be made available Employees instructed to wipe down own equipment at beginning and end of the day Employees instructed to wipe down shared equipment before and after use Meeting room surfaces to be wiped down after use Additional lidded bins installed for disposal of tissues</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre rule. Majority of employees to remain working from home. Those working at the office to be seated a minimum of two metres apart. Once more people return to the office booking system to ensure social distancing can be maintained. Repurpose meeting rooms if necessary Meeting rooms and break areas to be marked out to assist with social distancing. All employees to be vigilant to ensure social distancing is being adhered to Virtual meetings to be used instead of face-to-face meetings. When meetings in person are required open windows, only have necessary participants present, meet outside if possible Use outdoor spaces for breaks where possible and stagger lunchtimes or use meeting rooms</p> <p>Travelling to and from work Employees working in the office to only travel via car, foot or bicycle and instructed to avoid public transport. Car sharing is only permitted if employees cannot work from home and there is no other practical option. Government guidance must be followed. Employees wishing to use the shower are required to clean it after use. Staggered arrival times already in place due to flexible hours and current low volume of building occupancy means high volumes arriving is not currently an issue</p> <p>Visitors Visitors to be issued with protocols prior to arrival BS to maintain an overview of visitor numbers and log arrival and departures</p> <p>Deliveries Signage on office door instructing visitors to call a number on arrival to be briefed on hygiene procedures Gloves to be provided. Handwashing after delivery received. Deliveries to be wiped down on receipt or left for 72 hours No personal deliveries to the office going forward Deliveries to be left on floor by delivery driver in order to maintain 2m Order frequently required items in bulk to reduce number of deliveries</p> <p>Contractors to the office To be scheduled outside of working hours where possible Advise of hygiene protocols in advance</p> <p>PPE Role of PPE in providing additional protection is extremely limited</p> <p>Face coverings To be worn as personal preference</p> <p>Reduce touching of same surfaces Hotdesking not to be utilised. If necessary in the future due to office capacity, workstation to be disinfected between users. Own staplers, scissors, tea towels etc Staff to make own drinks Tools to open cupboards Wipes to be included in meeting rooms to wipe down remotes / flipchart pens etc Dishwasher to be unstacked using gloves</p> <p>Ventilation Regular servicing of air-con units Consider if holding face-to-face meetings is necessary, if so consider holding outdoors Windows to be opened weather permitting Internal doors to be propped open but closed at the end of the day</p> <p>Symptoms of Covid-19 If employee becomes unwell with a new continuous cough or a high temperature or a loss or change to sense of smell or taste, they should be instructed not to attend work, seek a test and follow the stay at home guidance until the result is received. If anyone becomes unwell with a new continuous cough or a high temperature, or a loss or change to sense of smell or taste, in the workplace they will be sent home and advised to follow the stay at home guidance until they are able to obtain a test. The workstation they were using will be disinfected. If confirmed diagnosis refer to specific guidance Line managers will maintain regular contact with staff members during this time. Sick pay scheme has been extended to those with less than 6 months service</p> <p>Vulnerable groups Remain working from home until guidance changes</p>
Health, Fire and Accident Risks	<p>Lone Workers</p> <p>Employees</p>	<p>Ensure at least one other person is working on the same floor. If not, need to check in via phone on a regular basis.</p> <p>Fire marshals to have hand sanitiser available (touching stair handrails)</p> <p>Fire marshals to remind of 2m distance rule when waiting outside</p> <p>Ensure at least one first aider and fire marshal is working</p>
Mental Health	Employees	Wellbeing support is in place including Mental Health First Aid, Employee Assistance Inc. telephone counselling. Managers to check in with staff regularly
Musculoskeletal injuries	<p>Employees working from home</p> <p>Employees working at the office</p>	<p>Issue online DSE training and Assessment to all employees Employees who do not have safe equipment to work from home for a prolonged period to return to the office / purchase necessary equipment Employees working from a different workstation in the office also to complete DSE</p>