



Risk assessment for : Lumsdon Wood Partnership








Risk assessment name	Managing COVID-19 In The Workplace (Social Distancing)	Assessment type	 General
Assessor name	Darrin Marshall	Affected site(s)	Lumsdon Wood Partnership (DH3 3HJ)
Assessment date	01/06/2020	Review period	Monthly
Approved by	Darrin Marshall	Review date	01/07/2020
Approved date	01/06/2020	Reference	42490





Workspace(s)	Description
 Office	<p>The assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 Virus.</p> <p>It details how these social distancing measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.</p> <p>Ongoing and up to date guidance can be found: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)







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 <p>Canteen Facilities - Difficulties in exercising social distancing due to shared use of canteen facilities.</p>	<p>All staff</p> <p>How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Access To Kitchen Restricted The number of people permitted into kitchen restricted to ensure social distancing can be maintained whilst accessing facilities and equipment.</p> </div> <div style="width: 45%;">  <p>Employees Advised To Bring In Own Food Where Possible. To reduce the need to access equipment and facilities or local shops, employees will be encouraged where possible to bring in own food.</p> </div> </div> <div style="margin-top: 20px;">  <p>Good Cleaning Standards Maintained. Regular cleaning of all canteen equipment and surfaces carried out using the appropriate disinfectant in line with COSHH assessment and correct PPE.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>





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		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Kitchen Arranged So That People Can Socially Distance. Seating spaced out- so people can sit apart.</p> <p>Markers or signs on the floor and wall to indicate where people can wait to use the facilities to maintain distance.</p> </div> <div style="width: 48%;"> <p> Monitoring Carried Out Monitoring of the cleaning carried out and recorded where appropriate.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;"> <p> Staggered Break Times Implemented to Separate People. Breaks staggered to reduce numbers of people accessing the canteen at any one time so that social distancing can be maintained.</p> </div> <div style="width: 48%;"> <p> Use Of Signs To Remind Employees Signs, posters, markings on the floor and wall to remind staff of the need to maintain social distancing.</p> </div> </div>	




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 <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings) - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>
 <p>Contractors / Visitors / Drivers Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	 <p>All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>






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		<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Deliveries Not To Be Handed Directly Deliveries to be placed in a designated location whilst deliverer and receiver maintain 2m distance.</p> </div> <div style="width: 50%;">  <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> </div> <div style="width: 50%;">  <p>Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing. There will be use of effective queue management outside the premises where necessary,</p> </div> </div>	



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		<p> Regular Cleaning Including Increased Cleaning Of Touch Points. Touch points cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	



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 <p>Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	 <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>  <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>  <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p>	<p>3 x 7</p>  <p>21</p> <p>Medium</p>






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		<p> Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p>	

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		<p> PPE Issued, Worn & Disposed Of Correctly. Disposable or washing-up gloves and aprons to be worn for cleaning.</p> <p>Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal through the normal collection.</p> <p>If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p>If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and aprons and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Contact the Local Public Health Team for further guidance if you have confirmed case in your workplace.</p> <p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p>	




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		 <p>Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	
 <p>People Attending The Workplace - Where individuals are coming together of groups of more than two at any one time for work purposes at any of our premises.</p>	<p>All staff, Contractors Visitors</p> <p>How? This may increase the potential spread of the virus.</p>	 <p>Break Times Staggered. Break times staggered throughout the day to reduce the number of people gathering in break areas.</p>  <p>Canteen/ Rest Areas Controlled Access Canteen and rest areas to be controlled so that social distancing can be adhered to.</p> <p>In some situations, it may be required to close these facilities if the risk cannot be controlled.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>



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		<div data-bbox="1028 331 1120 422"> </div> <p>Car Park Controls Where required car park spaces will be cordoned off so that when people park their vehicles it allows for social distancing.</p> <div data-bbox="1028 783 1120 874"> </div> <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> <div data-bbox="1028 1129 1120 1220"> </div> <p>Put signage in place to inform people of social distancing Following the two-meter guidance, handwashing, use of gloves and PPE where applicable, covering of nose when sneezing etc.</p> <div data-bbox="1480 331 1572 422"> </div> <p>Effective Work Planning - Staff and Layout For those staff who are required in the work premises and cannot work from home - the layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p> <div data-bbox="1480 783 1572 874"> </div> <p>Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>	







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		<p> Regular Cleaning Regime In Place Regular cleaning of work areas to take place.</p> <p>Increased frequency of cleaning of regularly touched surfaces to be carried out.</p> <p>Deep cleans to be carried on a regular basis where required where risk assessment identifies it as a necessity.</p> <p>The appropriate disinfectant used in line with COSHH assessment.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p> Staff Awareness Staff communicated with on a regular basis on the hazards and controls in the workplace.</p> <p>Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</p> <p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces.</p>	






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		<p> Work Activities And Risk Assessments Reviewed. Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused.</p> <p>Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities.</p> <p>These will be reviewed as things change.</p> <p> Work From Home Wherever Possible Where possible employees will work from home.</p>	





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 <p>Shared Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas.</p>	<p>All staff, Contractors Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> No Non-Essential Visitors Permitted. Only essential visitors to be permitted to site.</p> <p>Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p> <p> Numbers Of People In Common areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p> Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> <p> Regular Cleaning Of Common Areas. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

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		 <p>Use Of Stairs Rather Than Lifts. Stairs should be used rather than lifts to prevent people from being in close proximity.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p>	
 <p>Shared Use Of Tool And Equipment - Shared use of equipment may increase the risk of transmission of the virus from person to person. This may include tools, office equipment and kitchen utensils and crockery.</p>	<p>All staff, Contractors Visitors</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	 <p>Equipment To Be Cleaned In Between Use Employees to clean any shared plant, tools or equipment before and after use.</p>  <p>Monitoring In Place Pro-active monitoring systems in place to check if staff are adhering to the controls and to see if they are effective and adequate.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

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 <p>Travelling To And From Work. - Sharing of a vehicle to, from or within work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Alternative Travel Arrangements Instead Of Car Sharing. Where usual car share arrangements mean people from different households being in the same vehicle it may be necessary for some to use public transport providing they can maintain social distancing and practise good hygiene before and after their journey.</p> <p>Alternatives may include staff walking and cycling to and from work.</p>  <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>1 x 3</p> <p>3</p> <p>Low</p>
 <p>Working On Customer / Client Sites - All staff to fully comply with the client or contractors own specific site risk assessments</p>	<p>All staff</p>		<p>2 x 5</p> <p>10</p> <p>Medium</p>

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
- 2 Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

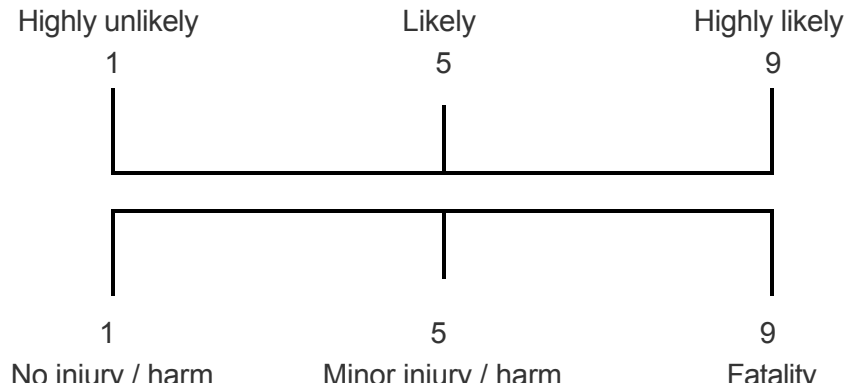
Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Darrin Marshall

Approved by signature: Darrin Marshall