

RISK ASSESSMENT COVID-19 – LHC OFFICES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Shared surfaces						
Lift buttons, toilets doors, taps, printers, doors, mail	All staff and visitors	Cleaning procedures have been put in place with landlords to clean the entrance, lifts, toilets and corridors. Sanitisers and wipes at certain areas (i.e.: vending machine, kitchen and outside main office door will be available. No requirement to wear masks and gloves in office. Staff may wear when on their lunch break	Ensure a more rigorous cleaning routine. Liaise with cleaning company to ensure cleaning procedures are acceptable. If there is a suspected case of Covid-19 then cleaners need to be informed in order to clean in line with the government guidelines (share guidelines with cleaners) Provision of hands free disinfectant handwash at office main door prior to any entry into the controlled office areas. Signs and floor markings to be put in place so we all follow the same procedure. Sanitise and wash hands after handling post. Signs in meeting rooms to show no sharing of pens. Kiosks will not be used, staff to sign in/out on their mobiles Provide disinfectant that must be used before/after shower, poster displayed reminding the user to do this.	LHC staff leasing with Landlords and Cleaners: Yvette Simm - Uxbridge Angela Banner- SPA Mail Hill - WPA Emily Bull - SWPA Lisa Wood - CPC Nimesh to send instructions on how to sign in on computers	Gloves, masks and disinfectant is already in place. Signs and markings will be in place early June prior to returning back to work. Prior to returning to the office	Completed for Uxbridge and Livingstone 3rd June 2020
Shared areas						
2 metre social distancing in office, corridors, kitchens, stairs, entrances, meeting rooms	All staff and visitors	Communal areas are cleaned daily by cleaning contractors. Ensure a more rigorous cleaning routine of shared areas	Flooring in all areas marked with defined walkways to maintain safe separation distance by putting 2 metre squares so only 1 person to be in each square. Meeting rooms divided into staff and visitor areas with 2 metres separation between both when sat around meeting table.(SPA) To allow for the 2 metre social distancing requirement, the committee meeting room will be set up with desks for staff where the required distancing in the office cannot happen for a maximum of 6 staff (Uxbridge). All presentation equipment, connection cables and media controllers wipe before and after any use by any members of meeting. Signs and floor markings to be put in place and areas that cannot be accessed will be closed off with tape. Rota is being prepared so we have limited staff in at one time in Uxbridge To share government guidelines with cleaners if there is a suspected case of Covid-19. Provision of disinfectant handwash office area. Visitor guidelines to be sent to visitors planning to come to site, a log of visitors to be kept by Office Manager	Yvette/Nim to action for Uxbridge Nim/Hamza desks Angela for SPA other offices do not need to take any action due to limited staff in the office at any time.	Early June so ready for staff returning when guidelines advising safe to do so.	Completed for Uxbridge and Livingstone 3rd June 2020
Single use areas						
Desk, chair, work surface i.e. mail, chair, desk	Individual staff members	Update staff on procedures that will be in place. Update cleaner with cleaning schedule and the importance of following the guidelines.	Provision of antibacterial wipes and cleaning products to be used daily. Staff will be responsible for their own workstations and computer chairs, disinfectant wipes supplied for staff to clean keyboard, phones, desk and arms on chair. Keeping 2metre distance at all times. Staff will be provided a special bin to dispose all cleaning products. Chairs and desks will be labelled in Uxbridge so staff only use their own.	Office Managers/IT All staff	All staff when returned to workplace	Completed for Uxbridge and Livingstone 3rd June 2020

RISK ASSESSMENT COVID-19 – PROJECT SITES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Onsite						
Maintaining social distancing	All present on site. Project meetings typically occur in enclosed site cabins where 2m social distancing cannot be maintained.	No visits currently taking place on construction sites. Following current guidance on maintaining social distancing. When site access is granted, staff will be required to plan ahead to follow any guidance or requirements set by the Client or Contractor.	Site meetings in cabins will not be permissible for some time to come. In order to maintain the Added Value service that the LHC group promotes it will likely be necessary to attend meetings virtually with a follow up visit arranged with the site manager. This makes it easier to view progress in person whilst restricting the number of people on site at one time. TSMs should establish visiting procedures in advance to ensure compliance. Visiting tenants' homes should be prohibited due to the heightened risk for staff and tenants (eg window replacement/ central heating projects). Staff will be required to follow all one way systems in operation whilst on site. Use of technology may be another way to limit visits to site by requesting videos/photo evidence. Alternatively, if a site manager has an iPhone or similar smart device video calling could take place to allow them to walk around the site in real time. This will ensure we record what is going on and reduces the impact.	All staff.	Ongoing	Ongoing
Maintaining hygiene	All staff. Lack of proper facilities to wash your hands whilst travelling externally could lead to the aid of transmission of COVID-19.	Following government guidance on hand cleaning and social distancing. A pack (or allowable charges through expenses) should be issued to staff travelling externally. This includes the options of masks, gloves, antibacterial wipes and hand sanitizer.	Preclude staff at heightened health risks from visiting external clients and sites. When attending site no shared items should be used. EG pens for a signing in book. Site minutes will be required virtually in order to reduce the transmission spread through paper. Limit interaction with all shared objects and surfaces as much as practicable.	All staff visiting sites to purchase a pack of wipes, gloves, mask and sanitiser and claim through expenses. If not available, then liaise with Office Manager who will order for you.	Staff who may need to travel to have this available should they need to travel.	Ongoing
Travel						
Public transport	Staff have a higher chance of contracting the disease when public transport is busy and social distancing can't be maintained.	Practice government guidelines on travel and social distancing. Only use public transport as a last resort and do not travel during peak hours.	Wear and carry PPE. Plan journey ahead and use contactless payment methods.	All staff.	Ongoing	Ongoing
Service Stations	Staff are at risk especially at busy service stations.	Follow guidance of building owner and plan journey ahead. Avoid peak hours.	Wear and carry PPE, bring own food/drink if possible and use contactless to minimise interaction with shared surfaces when purchasing fuel/goods.	All staff.	Ongoing	Ongoing

RISK ASSESSMENT COVID-19 – 3RD PARTY OFFICES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Lift buttons, toilets, taps, printers, doors, mail, brochures, pens, ipads	Staff may transmit disease and become ill as a result of touching surfaces	Follow guidance set by the building owner. Bring personal hand sanitiser. Avoid touching or making contact with unnecessary items.	Ask for guidance ahead of the meeting.	All staff visiting sites to purchase a pack of wipes, gloves, mask and sanitiser and claim through expenses. If not available, then liaise with your Office Manager who will order for you.	Ongoing	Ongoing
Office entrance, waiting area, corridor, lifts, meeting room - space	Staff may be at risk of transmitting disease through close contact	Follow guidance of building owner and ask ahead whether social distancing can be maintained throughout the building including the meeting space.	Be aware of all guidance provided and ensure that you keep your distance	All staff, supervisor to monitor	Ongoing	Ongoing
Public transport	Staff have a higher chance of contracting the disease when public transport is busy and social distancing can't be maintained.	Practice government guidelines on travel and social distancing. Only use public transport as a last resort and do not travel during peak hours.	Wear and carry PPE. Plan journey ahead.	All, supervisor to monitor	Ongoing	Ongoing
Service Stations	Staff are at risk especially at busy service stations.	Follow guidance of building owner and plan journey ahead. Avoid peak hours.	Wear and carry PPE. Avoid busy kiosks and seating areas. Bring own food/drink if possible.	All, supervisor to monitor	Ongoing	Ongoing