

## LTS 183 Risk Assessments Form

<b>Name of Assessor:</b>	Colin Arkley	<b>Date:</b>	19.05.2020 (original version)
<b>Work Area to be Assessed:</b>	Offices (Howdon)	<b>Time:</b>	09.00am
<b>Task Being Assessed:</b>	Covid-19	<b>Revision:</b>	Revision 5 (15.04.2021)

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 prior to attending a course.	2	4	8	<p>Staff will complete the health form on a weekly basis Will complete the health form on a weekly basis.</p> <p>Thermometers will be used to check staff and learner temperatures.</p> <p>As part of the National Workplace Testing programme Lateral Flow Device (LFD) test kits have been ordered. Lateral Flow Device (LFD) test kits are a new technology which enable rapid display of Covid-19 test results in 30 minutes and do not</p>	2	3	6	<p>Tracey Butler</p> <p>Lomax staff</p> <p>Tracey Butler &amp; Sharon Lomax</p>	<p>Weekly</p> <p>Daily</p> <p>Weekly</p>

## LTS 183 Risk Assessments Form

					require a lab to process. The LFD swabs can be self-administered via nasal and throat swabs but must be processed by a trained staff member. The tests will be available once staff training has been completed.			
Social Distancing	Office staff and visitors	Contracting the infection	<p>Ensuring that staff remains at least 2m apart at all times. This includes:</p> <ul style="list-style-type: none"> <li>• Offices</li> <li>• Canteen</li> <li>• Reception</li> <li>• Corridors</li> </ul> <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>	2   4   8	One way system in the office, entering at the reception and exiting through fire escape.	2   3   6	Managers	Ongoing
Social Distancing (Cont)	Office staff and visitors	Contracting the infection	<p>Reduce contact with as many members of staff as possible, work in small teams to reduce contact.</p>	2   4   8		2   3   6	Managers	Ongoing
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>	2   4   8			Managers	Ongoing

## LTS 183 Risk Assessments Form

			<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>						
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
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</p>	2	4	8		All staff	Ongoing

## LTS 183 Risk Assessments Form

			areas during working hours.					
Accidents, Security and Other Incidents	Office staff and visitors	Contracting the infection	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.  Any first aider should pay particular attention to sanitation measures immediately afterwards including washing hands.	2 4 8	All staff aware of this procedure.	2 3 6	Managers & first aiders	If and when an incident occurs
Managing Customers, Visitors and Contractors to site	Office staff and visitors	Contracting the infection	All visitors will be encouraged to visit remotely i.e. Zoom or phone conversation.  Any visitor will have the social distancing rules explained to them by their host. Providing clear guidance related to hygiene on arrival.  Visitor entry and exit routes should be reviewed to minimise contact with other staff.  The number of visitors will be limited at any one time and specific time windows.  Visitor records will be maintained.	2 4 8	Remote visits taking place. i.e. IIP and awarding body verification visits	2 3 6	Member of staff welcoming visitor	Prior to visit & upon arriving on site
Cleaning the Workplace	Office staff and visitors	Contracting the infection	Frequently open windows and doors to encourage ventilation, where possible.  Frequent cleaning of work areas and equipment between usage.  Frequent cleaning of object/surfaces that are touched regularly, such as door	2 4 8	Areas cleaned regular intervals.  Desks, keyboards and phones cleaned		All staff and cleaning staff	Daily

## LTS 183 Risk Assessments Form

			handles, keyboards etc.  Cleaning the workspaces and removing waste and belongings from the work area at the end of the day.  Limiting the use of high-touch items and equipment i.e. photocopier or printers.		on a regular basis.  Bins emptied daily.			
Hygiene – Hand Washing, Sanitation Facilities and Toilets	Office staff and visitors	Contracting the infection	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.  The provision of hand sanitisers in multiple locations.  Clear guidance for the cleaning of toilets to ensure they are kept clean and social distancing is achieved.  Increased cleaning of busy areas.  Increased waste facilities i.e. bins and more frequent collection.	2   4   8	All poster in place and staff aware of procedures.  All in place.  Restricted numbers in canteen. Bins cleaned weekly.	2   3   6	Managers	Ongoing
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.	2   4   8			Managers	Ongoing

## LTS 183 Risk Assessments Form

			Enhanced cleaning if in regular use.					
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 visors must be used when the 2 metre distance cannot be maintained. Face coverings are mandatory within workshop areas and when moving around site.  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.	2 4 8	All PPE available and in place.  Face coverings and visors available to all staff. All staff have visors issued to them.	2 3 6	All staff	Ongoing
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

## LTS 183 Risk Assessments Form

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	<p>Hire vehicles or private vehicles used.</p> <p>Hotels checked prior to staff attending.</p>	2 3 6	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	Regular updates taking place.	2 3 6	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 for those who need additional support.	2 3 6	Managers	Ongoing
Mental Health (Cont)	Office staff and visitors	Contracting the infection		2 4 8		2 3 6	Mangers	Ongoing


## LTS 183 Risk Assessments Form

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 3 6	All staff	Ongoing
Symptoms of Covid-1	Office staff and visitors	Contracting the infection	<p>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</p>			2 3 6	All staff	Ongoing



## LTS 183 Risk Assessments Form

(Cont)			available in the local area.					
--------	--	--	------------------------------	--	--	--	--	--

<b>Review Date:</b>	15.04.2021	<b>Signature:</b>	
---------------------	------------	-------------------	---

<b>Assessment Location:</b>	Howdon
-----------------------------	--------

Issued: 24/04/2018

Revised: 24/04/2018

LTS 183 (Revision 1)