

[COVID-19] / [Risk Assessment Ref No: 001]

For use with Field RAs and others

Description of Activity/Hazard	<p>COVID-19 has rapidly spread to be a pandemic in the UK & Europe, the current assessment is:</p> <ul style="list-style-type: none"> The risk of severe disease associated with COVID-19 for people in the UK is currently considered moderate for the general population and very high for older adults and individuals with chronic underlying conditions. The risk of occurrence of widespread national community transmission of COVID-19 in the UK is moderate if effective Government measures are continued to be followed. In the UK evidence suggests that the curve is beginning to flatten (i.e. demand on UK health services is not Red Hot). To comply with Government measures and to help fight against COVID-19 Ligtas has taken significant steps to protect its workforce and the wider community.
Site	All (UK wide)
Location	Office based and Field Based Duties

Significant Risks	Pre-Control Risk Rating			Post-Control Risk Rating		
	H	M	L	H	M	L
1. COVID-19 <ul style="list-style-type: none"> Infection of employees Ligtas employees infecting others Well-being (not knowing how the pandemic will play out can also affect our economic, physical and mental well-being) 	X					X
	X					X
	X					X

Risk Rating Key

Risk (R) = (L) x (S)	Severity of Injury (S)		
Likelihood of Harm (L)	Minor	Serious	Major
Unlikely			
Possible			
Likely			

Persons at Risk	
Employees	X
Tenants	
Consultant	X
Members of the Public	X

001 RA COVID-19 Issue 3. 05.06.2020– Internal Use Only

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.

Control Measures

(Control measures should be hierarchical in nature as per the *General Principles of Prevention, Schedule 1, MHSW Regulations 1999*)

COVID-19 Symptoms

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home if possible and advised to follow the stay at home guidance (otherwise the person will be isolated, and an ambulance will be called). Call NHS 111. If the case is serious and a person is unable to breathe or is short of breath, they must not hesitate to call 999. If in the workplace (office) a cleaning regime must be implemented focusing on high contact areas.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff has developed COVID-19 and were recently on a premises (e.g. where a member of staff has visited other work place premises such as an office block), the client, their management team will contact the Public Health England (or similar) 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.

After isolation (if they are directly affected or are self-isolating with someone else, then a return to work will be carried out), to determine risk / fitness to return to work. Ligas management will remain in contact with the SMT / HR as necessary.

Management (well-being) (staying at home)

As the matter developed a staff health questionnaire was sent out that ranked Ligas employees in terms of risk (A,B,C). From early on this allowed Ligas to put those most at risk (or those who perform care needs for vulnerable persons) away from the risk of COVID-19 as far as possible by doing what is now known as Furlough Leave.

The Cardiff and Huddersfield offices are closed to all staff and all staff are required to work from home. To facilitate this Ligas acted swiftly to ensure that all the necessary IT resources (soft and hard were in place).

Ligas has kept in regular contact with its staff to ensure there is clear communication about job security and to reinforce Government guidelines and actively supports staying (working from home where possible).

Ligas will support all staff as far as it can through these challenging times. All staff have access to a 24/7 counselling and support helpline via HealthShield (the support also includes post trauma support and active care for those with mental health concerns. There is also a web portal that offers well-being support www.healthshield.co.uk

Through regular communications from (top / bottom), (bottom / top) all staff have been encouraged to maintain as far as is possible a normal working routine e.g. go to bed / get up the same time each day, have a shower, get changed, take breaks / exercise, eat well etc. (STAY WELL).

Working from home

For many persons this will be a big change in their lives. Management will promote mental health & wellbeing awareness to staff during the COVID-19 outbreak and will offer whatever support they can to help (keeping in touch – KIT calls will be carried out on a regular basis.

If persons feel isolated, they are free to contact their line manager or a member of the SMT at any time.

A specific WAH / DSE assessment has been issued and completed by all. These have all been returned to the Technical Director. Any actions identified will be addressed and if matters are not able to be resolved then Furlough Leave will be considered.

Cleaning (regardless of being at home or in the office)

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods is recommended.

Control Measures

001 RA COVID

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.

(Control measures should be hierarchical in nature as per the *General Principles of Prevention, Schedule 1, MHSW Regulations 1999*)

Working on Site (Essential Work – where work cannot be conducted from home)

Whilst the business has promoted remote working activity, is making best use of technology such as Teams to communicate some work must be carried out away from the home location.

Planning of Work

The health and safety requirements for site work must also not be compromised. If an activity cannot be undertaken safely it should not take place.

As part of the scheduling process a COVID-19 questionnaire is sent out to clients. This confirms if it is safe to attend site and if there are any specific site requirements.

To reduce time on site and therefore exposure time consultants will plan / prepare before the site visit (e.g. reviewing PPM / statutory records online).

To help with contact tracing if there is a COVID-19 related issue, Ligtas is keeping a record of movements via AX and communications are stored with Scheduling.

Consultants will sign in and out of site where requested.

Travel

Procedures in place for Drivers to ensure adequate welfare facilities available during their work (many sites visited will have toilets), if visiting services care must be taken to maintain hygiene and social distancing e.g. services such as those run by MOTO have sealed off cubicles and urinals to keep a distance between.

If a full day is booked out on site visits, then the person will take food / drinks with them.

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.

When travelling by public transport:

- **wear a face covering on all public transport (mandatory from 15/06/2020)**
- avoid rush hours and busy times if you can
- cover your cough or sneeze with a tissue, then throw the tissue in the bin
- follow advice on staying away from others
- wash your hands often with soap and water for at least 20 seconds
- if soap and water are not available, use an alcohol-based hand sanitiser
- Furloughing of staff has been smart and has been done in a way that avoids stop overs / excessive travel.

Scheduling staff and line managers are available to support.

No work is to be carried out in the Isle of Man, Isle of White, Jersey, Northern Ireland, RoI or any other location that is not possible to travel to by car. THIS IS KEPT UNDER REVIEW.

IF AN AREA IN THE UK PREVENTS TRAVEL FROM OTHER AREA WORK / TRAVEL WILL BE REVIEWED.

FOR EXAMPLE: (e.g. From a High-Risk Area to a Lower Risk Area). Current UK Government advice will be monitored.

Social / Physical Distancing

Social Distancing - Reducing the number of persons in any work area to comply with the 2-meter gap recommended by Public Health England (or similar). **DO NOT USE LIFTS.**

Physical Distancing – Measures in place to physically prevent you from getting within 2 meters of other persons.

Control Measures

(Control measures should be hierarchical in nature as per the *General Principles of Prevention, Schedule 1,*

001 RA COVID

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.

Continued:

Steps have been taken to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks or putting onto Furlough Leave.

Redesigning how we meet persons on site to ensure social distancing is in place.

Where necessary consultants will work side to side / back to back with others.

Follow any rules restrictions in place in respect of social / physical distancing.

Handwashing

Employees to be reminded on a regular basis to wash their hands for at least 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues should always be carried . If available staff are encouraged to purchase a alcohol based hand sanitizer for use on site / if it is not possible to get to handwashing facilities.

RPE

Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.

IF RPE IS REQUIRED: Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test should normally be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. In these challenging times it may not be possible to source approved RPE, therefore non rated or improvised face coverings may need to be sought / utilised.

NB: Ideally wearers must be clean shaven.

Wearing of Gloves

Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

NB: Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

PPE (general note)

There is a significant demand for PPE worldwide therefore stock is low / there may be a delay in supply. Therefore, PPE is low on the hierarchy of controls (unless you are in a healthcare environment). Ligas is managing this by advising before the use of PPE is considered regular and proper handwashing and physical / social distancing is maintained. **NB:** At this moment in time the UK government does not require the wearing of PPE (RPE) in public in the open air if social distancing is possible.

Due to the current logistical climate consultants have been advised that they may wish to buy their own PPE. All cost is to be claimed back via the expenses system (via Sundries or Workwear categories). Line Managers will provide guidance / support.

Face Coverings (in practice)

This can be anything that covers the nose and mouth. Within office environments at present face coverings are not generally required as social distancing has been planned for / is maintained. If in common areas and instructed to do so persons will adhere to this and wear a face covering as required.

Control Measures

(Control measures should be hierarchical in nature as per the *General Principles of Prevention, Schedule 1, MHSW Regulations 1999*)

001 RA COVID

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.

General Activity RAMs

The controls and arrangements within these still apply.

If it is requested, we supply tailored RAMs for site work contact matthew.kummik@ligtas.co.uk

Please note: During these times avoid putting yourself at increased risk (avoid activity such as **working at height, entering enclosed or any confined spaces** that could put you at an increased risk of injury.

Don't take any chances with your health.

Do take your time / keep your distance/ maintain hygiene / slow down and stay SAFE / stay WELL.

Information, Instruction, Training

Regular SMT communications

KIT from line managers

Advice documents issued as part of weekly communications

Return to work documents have been prepared for those returning from Furlough leave.

Personal Protective Equipment

If advised the following PPE will be worn on site.

Relevant PPE to this Risk Assessment.



Date Originally Issued	21.04.2020
Date Last Reviewed	05.06.2020
Date Last Reviewed	15.10.2020

Please note: This RA will be reviewed if there is a significant change in knowledge or as and when certain restrictions are lifted.

001 RA COVID

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.

Blank Page for Additional Control Measures/Notes:

001 RA COVID

This risk assessment should be reviewed on an annual basis to take account of changes in working practices, equipment, staff etc. The assessment should also be reviewed if there are any significant changes or any reason to believe that it may be invalid.