

[COVID-19] / [Risk Assessment Ref No: 002]

For use with Office 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. 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	Axys House Cardiff, Abacus House Huddersfield
Location	Office based

Significant Risks	Pre-Control Risk Rating			Post-Control Risk Rating		
	H	M	L	H	M	L
<p>1. COVID-19</p> <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

Risk Rating Key

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

Persons at Risk

Employees	X
Tenants	
Consultant	X
Members of the Public	X

002 RA COVID-19 Issue 2. 05/01/21– 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, a high temperature or loss or change to their sense of smell or taste 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 breath 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.

Management (well-being) (staying at home)

As the matter developed a staff health questionnaire was sent out that ranked Ligtas employees in terms of risk (A,B,C). From early on this allowed Ligtas 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 Ligtas acted swiftly to ensure that all the necessary IT resources (soft and hard were in place).

Ligtas has kept in regular contact with its staff to ensure there is clear communication about job security and to reinforce the Government guidelines around the 4 rules of physical / social distancing.

- Only go outside for food
- Only go out for health reasons
- If you go out stay 2 meters away from other people
- Wash your hands as soon as you get home

Ligtas 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. Sanitizing wipes / spray and disposable cloths are supplied as necessary for use at work.

Control Measures

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

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) and reducing the time people spend together. **DO NOT USE LIFTS WHERE POSSIBLE.**

Physical Distancing – Measures in place to physically prevent you from getting within 2 meters of other persons to eliminate all forms of physical contact. Do not enter/exit premises at peak times. Only absolute necessary participants attend site for the work.

Steps to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time are under review. Also relocating workers to other tasks.

Redesigning how we meet persons on site to ensure social distancing is in place. Where possible you should not meet or work face on and where appropriate work side to side or back to back.

Ascertaining site rules and arrangements prior to arrival and then following any rules restrictions in place in respect of social / physical distancing. Where it cannot be confirmed that social distancing principles are able to be maintained, site visits should not take place.

Desks which are not useable have been identified by marking with Red and White Tape. Only those desks that are not marked should be used.

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. Alcohol-based hand sanitizer for use is available in the office along with a supply of tissues. Hands should be sanitized regularly.

Face Coverings

Within the office environment face coverings are not generally required as social distancing is maintained.

Training and Information

COVID Secure Awareness is available via the LMS and all staff are required to complete the course.

Information and updates are regularly provided by the Management Team and Line Managers.

Signage

Signs reminding workers of risks and controls are displayed in various places around the workplace.

Visitors

Visitors to the building are required to follow the Alcumus visitor protocols and are by appointment only. Visitors are required to complete a short health questionnaire and are accompanied by their sponsor at all times.

Hot Desks

A number of desks are not useable due to the 2m distancing rules, these are marked with red and white tape. Those who occupy a regular desk should ensure that it is cleaned with disinfectant wipes before and after use each day. Where desks are shared, again they should be disinfected before and after each use. It is the responsibility of the user to ensure that desks are disinfected.

Office working Rules

1. When travelling to the office for work, walk, cycle or travel in your own car where possible. If you use public transport, ensure to minimise infection risk by keeping your distance from other commuters and wearing a face covering.
2. On arrival at the office wash your hands in soap and water for at least 20 seconds or use the hand sterilising gel that is available.
3. Avoid touching your face as much as you can and sterilise your hands frequently during the day.
4. Store your personal belongings under your desk or in your desk drawer. Do not leave them out for other people to touch, this spreads the virus.
5. Keep your workspace clear of clutter.
6. Use the sterilising wipes provided to wipe down your workstation before during and after work.
7. Do not share workstations. Hot desks are provided for those that do not have a permanent workstation and these should be sterilised by wiping down with sterilising cloths before and after each use. This is the responsibility of the user.
8. Social distancing remains a key weapon against the virus spread. Keep your distance from others. You should maintain a 2m (6ft) gap wherever possible.
9. Think before you enter a meeting room, do you need to be there? Can you maintain an acceptable social distance?
10. Do not hug, kiss, shake hands with or otherwise touch your colleagues. This spreads the virus.
11. If you feel unwell Go Home immediately (let your manager know). Symptoms to look out for:
 - a. A raised temperature
 - b. A new persistent cough
 - c. A change to taste or smell sensation
12. Follow the isolating guides from the NHS.

We will be keeping under constant review the number of people in the office so we can ensure that the social distancing rules are complied with. You may be asked to work from home from time to time. During the day you may be asked to take your break at specific times to avoid congestion in break out areas. Ligtas encourage you to bring your own food to work for breaks. If you are unsure of any of these requirements, then please speak to your line manager in the first instance. Safety is our collective responsibility. Follow the Rules Don't Spread the Virus.

Date Originally Issued	03/09/20
Date Last Reviewed	05/01/21

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

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