



COVID-19 Secure Risk Assessment

Lytham office

May 2021



Persons at Risk	Employees, Visitors, Contractors, Vulnerable Workers, Pregnant Workers			
Hazard	Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating	Further Action	Date Completed

1	Exposure to COVID-19 - Contact with infected persons	<ul style="list-style-type: none"> • All employees who can effectively work from home are doing so. • All non-essential visitors, clients, guests or customers are not permitted to visit the location. • Essential employees and visitors to the site are subject to COVID-19 question pre-screening prior to attendance on site. • Thermal imaging temperature check technology has been installed which will pick up anyone with an elevated temperature before they pass through into the office environment, If they have an elevated temperature, they are required to walk around the outside of the building and report this to reception, who will follow the process put in place. They will not be allowed in the office environment unless on a second test their temperature has reduced. • Employees working from site have been invited to take part in a pilot for Lateral Flow Testing. Test kits are provided to those who wish to take part. If the employee tests positive they are told to obtain a PCR test and to self-isolate in line with government guidance. All employees are instructed via our intranet system, to stay at home for a period of 10 days from the onset of symptoms of new continuous cough or high temperature. • All employees are instructed to stay at home for a period of 10 days from the onset of symptoms of new continuous cough or high temperature in a member of their household. • All employees instructed to stay at home for a full 10 days in the event that they develop symptoms of a new continuous cough or high temperature, during the 10 day period of staying at home due to a member of their household being symptomatic – even if this takes the entire period beyond the initial 10 days. • All visitors who have experienced symptoms are prohibited from entering the site and instructed to stay at home for a period of 10 days from the onset of symptoms of new continuous cough or high temperature, or 10 days if a member of their household displays symptoms. • Employees and potential visitors to site will all be briefed on entrance to the site, of the arrangements in place which include posters around the building. • Local infection rates will be monitored to ensure the R rate is to an acceptable level. • Where any persons express that they have symptoms whilst at work, an emergency response plan is in place with ATOS, the building management company, to undertake a deep clean. See Cleaning Protocols Stage 3 for more information. • All information is provided to employees via our intranet system and a 'Working from Ribble House' pack has been created and issued to employees who return to work in the office. 	MEDIUM	<ul style="list-style-type: none"> • Continue to review Government/ Public Health Guidance. • Continue liaison with ATOS to ensure continuity. • Continue to consult with employees. 	June 2020
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2	<p>Exposure to COVID-19 – Contact with or inhalation of aerosols / airborne virus.</p>	<ul style="list-style-type: none"> • All employees who can work from home are doing so. • Numbers of employees in the workplace has been reduced through homeworking. • Employees who begin to return to work from the office, staggered shifts, start and finish times and break times will be considered, as employee numbers increase. Records of shift patterns to be kept. • Social distancing requirements fully implemented, 2m distance maintained between workers by redesign of layouts on desk stations. • Good ventilation of all workspaces ensured. • We have a designated entrance door, separate from other businesses within the building, with cleaning stations, to ensure good hand hygiene is implemented before entering the offices and to reduce the risk of cross contamination across organisations. • Pedestrian traffic flow restricted – staircases are restricted to one person at a time and signs are displayed at potential integration points. • Lift occupancy has been restricted to one person per lift. • Walkways in offices have been marked with 2m distancing spacers and employees are instructed to observe a one person at a time operation when walking through the office. • Communal gathering locations are restricted to the 2m social distance rule and face covering are to be worn when moving around these areas. When employees are sat at a table face coverings can be removed. • In all communal areas of Ribble House (i.e. outside of the E block floorplate) employees are advised to wear a face covering at all times (unless medically exempt). • Breakout points have been redesigned to minimise the number of persons at any one time. • Pool tables and the games area have been taken out of use. • Floor markings displayed throughout the building, clearly highlighting 2m distance requirement. • Signs are on display around office equipment like the printers and photocopiers, to ensure distance maintained by allowing one person to use it at a time. Cleaning stations are also set up in this area. • Desk and workstation layout and occupant capacity modified to ensure 2m distance and limited face to face working. • Meetings held by telephone or online service. Face to Face meetings will be avoided where possible, but meeting rooms have been set out to ensure strict 	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Continue to review Government/ Public Health Guidance. • Continue liaison with ATOS to ensure continuity. • Communicate all information to employees who return to the workplace. • Monitor the arrangements to ensure they are effective and in place. • Continue to consult with employees. 	<p>June 2020</p>
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	2m distancing is maintained. Signs are on display on meeting rooms to advise how many persons are permitted at a time in each room. <ul style="list-style-type: none"> • No gathering of personnel from multiple work areas is permitted. • Welfare facilities within the E-block have been reduced to one person at a time, to ensure cross contamination is minimised. Other welfare facilities are available, but if these are used face covering must be worn. • Atos have a designated cleaning protocol in place (See Cleaning Protocol Docs) to specific cleaning arrangements, timescales and requirements. • All desks have been cleared to ensure that desks can be cleaned down thoroughly throughout the day. • Clear desk policy has been published on the intranet. • A desk self-cleaning procedure has been introduced to ensure that all employees are responsible for cleaning their workstation through the day – detailed in the working from 'Ribble House pack' 				

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3	Exposure to COVID-19 – Physical contact with virus or contaminated materials.	<ul style="list-style-type: none"> • Only essential documents are printed where use of electronic documents is not practicable. • Paper file handling has been reduced by using electronic systems. A paperless system is under review. • Storage cabinets have been provided for paper that is required to be printed. • All employees instructed and regularly reminded to wash hands as often as possible for a minimum of 20 seconds. Wash stations are in place throughout the office floors, including on entrances and communal vending machines. Cleaning materials are available, and employees are instructed to cleaning the vending machines keypads before and after use. • All employees instructed and enabled to wash hands for a minimum of 20 seconds on arriving at, and leaving, the workplace, before and after breaks, before and after eating, before and after using shard equipment and in the event, they cough or sneeze. • Equipment sharing is minimised through introducing safe working procedures and minimising the number of persons using the equipment at any given time, such as photocopiers. Signs are in place to advise employees to clean down equipment before and after use and to use the wash stations to sanitise their hands. • Hot-Desking is prohibited. Workstations have been set out to prevent this. • Employees instructed to avoid touching face, eye, mouth with hands and regularly reminded. • Atos have a designated cleaning protocol in place (See Cleaning Protocol Docs) to specific cleaning arrangements, timescales and requirements. • All desks have been cleared to ensure that desks can be cleaned down thoroughly throughout the day. • Clear desk policy has been published on the intranet. • A desk self-cleaning procedure has been introduced to ensure that all employees are responsible for cleaning their workstation through the day. 	MEDIUM	<ul style="list-style-type: none"> • Review with management to introduce a paperless system for all documentation, in line with COVID-19 and GDPR. • Monitor the arrangements to ensure they are effective and in place. 	June 2020

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4	Interruption of existing emergency, first aid and supervisory procedures following implementation of COVID-19 controls.	<ul style="list-style-type: none"> • First Aid Needs Assessment reviewed, and appointed persons are in place and sufficient throughout the building. • First Aiders provided with advice on administering First Aid and CPR during the pandemic. They have also been provided with spare face coverings, gloves and hand held temperature testers. • Critical roles identified and changes to contact arrangements, emergency contacts, duty holders and procedures notified to all employees. • Roles and responsibilities deputised to ensure suitable cover available in the event of employee absence. • Activities suspended in instances where there is no employee with suitable levels of competence to undertake the work safely. • Existing risk assessments will be reviewed and updated where there are significant changes to specific working arrangements. 	LOW	<ul style="list-style-type: none"> • Ensure key health and safety information is readily available, to ensure continuity in the event of employee absence. Make all relevant employees aware of where to find such information. 	June 2020
5	Property/Premises/Work Equipment – Risks to employees due to lack of maintenance, test and inspection.	<ul style="list-style-type: none"> • Fire system maintenance is complete in accordance with required timescale. ATOS have confirmed that all checks are up to date for fire and premises services. • Routine fire systems checks, and tests, have been carried out as normal. Fire drills have been completed in the last twelve months also. • Emergency Lighting Test & Maintenance has been completed in accordance with required timescales. • Controls, tests, maintenance and sampling of water systems to reduce risk of legionella bacteria have been continued as normal. • Statutory Thorough Examinations and maintenance of lifting and pressure equipment, and gas systems/appliances have been completed as normal. 	LOW	<ul style="list-style-type: none"> • No further actions required. • Send reminders out to employees about the fire evacuation process. 	June 2020
6	Reduced occupancy & modified working procedures – Lone Working	<ul style="list-style-type: none"> • No lone working practices are in place. 	LOW	<ul style="list-style-type: none"> • Ensure lone working arrangements are in place across the organisation and documented. 	June 2020.

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7	Travel to Work – Travel For Work	<ul style="list-style-type: none"> • Non-essential travel has been minimised by allowing employees, where they are able to do so, to work and communicate remotely. • Fleet vehicles are available for employees to use which is cleaned before and after use. Cleaning materials are provided and guidance will be given to employees when they collect the keys. • Employees should avoid using public transport where possible, but when this is undertaken they are reminded that face masks are compulsory and to ensure the latest government guidance is followed. • Employees are advised to avoid car sharing where possible, but when this is undertaken they are instructed to wear face coverings and to sit apart in the back of the car where available. 	MEDIUM	<ul style="list-style-type: none"> • Ensure adequate supplies of cleaning supplies are available in the pool cars. Employees to be instructed to advise when stocks are low. 	June 2020

Links to Further Support & Sector Specific Information		
Naphens Health and Safety Coronavirus Advice Pages	https://www.naphens.co.uk/coronavirus-covid-19-in-the-uk/ https://www.naphens.co.uk/coronavirus-health-safety-latest-2/	
The Health & Safety Executive (HSE) Coronavirus Advice Pages	https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm	
COVID Secure Workplaces – Office	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres	
COVID Secure Workplaces – Factory	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses	
COVID Secure Workplaces - Construction	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work	
COVID Secure Workplaces - Home	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes	
COVID Secure Workplaces – Take Away	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	
COVID Secure Workplaces - Shops	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches	
COVID Secure Workplaces – Vehicles	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles	