



Farrell House – Covid -19 Risk Assessment Pack

This risk assessment pack details the way in which Livin is managing the risks associated with operating from Farrell House in light of the Coronavirus (also called COVID-19) outbreak, via person to person proximity, and/ or surface contamination for the following groups of people using Farrell House:

- Staff (including Livin Works);
- Contractors.

There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while working at the office.

The virus is expelled from a person who is infected in droplets from the nose or mouth, when the person coughs or exhales. Others can catch the virus from others who are infected in the following ways:

- By breathing in droplets during close proximity to an infected person; or
- By touching surfaces where droplets have fallen; the virus can survive for up to 72 hours out of the body on surfaces.

The control measures as documented within the covid-19 risk assessments have been developed using the government's current guidance to accommodate 2 metres social distancing, reduced contact and increased cleaning of frequently touched surfaces.

In cases where the social distancing guidelines cannot be followed in full in relation to a particular activity, mitigating controls have also been taken to reduce the risk of transmission.

Mitigating controls include:

1. using screens or barriers to separate people from each other;
2. using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

When all relevant mitigation controls as listed have been implemented, and when the government guidance allows and that EMT decide working from home is no longer required for a maximum occupancy of 105 workstations (see covid-19 seating plan).

This risk assessment pack contains 23 assessments. The level of risk from covid-19 has been determined by use of Livin's standard risk assessment matrix; see table 1 below and Livin's risk assessment procedure.



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Each risk assessment records (at the bottom of the assessment) the level of risk for each area of Farrell House of the spread of covid-19 before and after the introduction of Covid controls:

1. **Inherent risk** before the introduction of any covid-19 control measures;
2. **Controlled risk** level assessed post introduction of control measures (highlighted in dark or pale green).

Prior to each phased return and upon changes to government guidance this pack risk assessments will be revised and if applicable, new control measures introduced or controls amended.

New or amended control measures awaiting completion will be highlighted in varying shades of pink to indicate timescale for completion. Once completed, the control measure will be highlighted in pale green.

Table 1

Risk Level				
Likelihood of Occurrence	Potential Worst Consequence			
	<i>Minor Injury</i>	<i>Serious Injury</i>	<i>Major Injury</i>	<i>Fatal</i>
<i>Certain</i>	Low Risk	Medium Risk	Medium Risk	High Risk
<i>Likely</i>	Minimal Risk	Low Risk	Medium Risk	High Risk
<i>Possible</i>	Minimal Risk	Low Risk	Low Risk	Medium Risk
<i>Unlikely</i>	Minimal Risk	Minimal Risk	Low Risk	Medium Risk
<i>Rare</i>	Minimal Risk	Minimal Risk	Low Risk	Low Risk

Risk Assessment Matrix Key





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This risk assessment pack contains 23 risk assessments, these are:

1. [Infected Staff](#)
2. [Vulnerable Staff](#)
3. [Travelling to, into and from the office](#)
4. [Moving through the office](#)
5. [Workstations](#)
6. [Meetings \(Board Room\)](#)
7. [POD](#)
8. [Kitchen](#)
9. [First Aid Arrangements](#)
10. [Washroom and Toilets](#)
11. [Emergency Evacuation](#)
12. [Customers](#)
13. [Business Visitors](#)
14. [Contractors](#)
15. [Contract Cleaners](#)
16. [Frequently Touched and Shared Equipment](#)
17. [Shower Room](#)
18. [Confined Rooms](#)
19. [Stationary Store](#)
20. [Mail and Parcels](#)
21. [Personal Protective Equipment for Remote Workers](#)
22. [Increased 'None Covid Risk](#)
23. [Leaseholders \(Mears Group Plc\)](#)




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<u>Risk Assessment No & Title</u>		1. Infected staff		
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • COVID-19 spreading throughout the workforce 		
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • Preventing infected staff returning to the Office to undertake roles critical for the business 		
Dark Green – control measures introduced prior to shut-down	Pale Green – control measure introduced during return to work phases	Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)	Control Measures to mitigate COVID 19 Airborne transmission of the virus		Control Measures to mitigate COVID 19 Surface transmission of the virus	Risk Assessment Created 16/06/2020 Last updated: 01/07/2020
Covid – 19 Requirement	Maintain 2 metres social distancing	Covid 19- Track and Trace	Cleaning the workplace and Returning to Work	Staff Information for Return to Work Induction
Colleagues who are displaying symptoms (namely high temperature or a new, continuous cough) do not attend work	Office and work activities arranged to ensure any possible 'close contact' with colleagues is eliminated	Staff who report symptoms must order an NHS test to find out if they have coronavirus –	The Workstation of member of staff with suspected covid-19 must be put out of use (signage) and deep cleaned by external contractors (equipment,	The office and work activities have been arranged so to prevent the spread of coronavirus (Covid-19) It is imperative that Staff adhere to the social distancing measures and utilise barriers and personal protective equipment where necessary so that they do not have close contact with others



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			chair and desk) as soon as possible	<p>If Staff experience coronavirus symptoms they must immediately contact their Line Manager by phone and leave the office and go to a suitable location for self-isolation. They should not continue working.</p> <p>Staff should order a test at www.nhs.uk/coronavirus or call 119</p> <p>If the test is positive, staff must complete the remainder of the 7-day self-isolation. Anyone in their household must also complete self-isolation for 14 days from when the member of staff started having symptoms.</p> <p>If the test is negative, staff can return to work after discussions with their Line Manager;</p> <p>If the test is positive staff should be informing the NHS Track & Trace service whether:</p> <p>They have had close contact with anyone other than members of their household especially in the 48 hours before developing symptoms and the time since you developed symptoms. Close contact means:</p> <ul style="list-style-type: none"> • having face-to-face contact with someone (less than 1 metre away) • spending more than 15 minutes within 2 metres of someone • travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane <p>Staff member should also notify their line manager who (Livin Staff within Farrell House) they have been in contact with. Line Managers are required to contact affected staff and arrange for them to return home to self-isolate</p>
	Staff must follow the government's stay at home guidance and not attend work	Staff who test negative for Coronavirus (Covid 19) can return to work when they are medically fit to do so, following discussion with their line manager	Colleagues returning to work following a period of self-isolation due to displaying COVID-19 symptoms or being in contact with someone who has, will be assessed by HR prior to returning and monitored to ensure full recovery, that they are fit to resume normal activities, and that the risk of passing infection to others is avoided.	
	Staff must inform their Line Manager as per sickness procedure	Symptomatic staff who test positive for Coronavirus who have an inconclusive test result, must follow the government's guidelines for self-isolation & inform d their Line Manager	N/A	
	N/A	If colleagues are identified as close contacts, Line Managers will speak to these colleagues directly and ask them to remain / go home and to self-isolate.	N/A	
Inherent Risk High Risk		Assessment last updated by:  Health and Safety Manager		Controlled Risk Low Risk



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<u>Risk Assessment No & Title</u>		2. Vulnerable staff		
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work 		
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> Ensure the safety and wellbeing of vulnerable staff returning to Office for roles critical for business which cannot be performed effectively when home working 		
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases	Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return
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Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically vulnerable individuals, who are at higher risk of severe,	Critical Roles - Clinically Extremely Vulnerable Staff	Critical Roles - Clinically Vulnerable	Critical Roles - None Vulnerable	Staff Information and Instruction
	All clinically extremely vulnerable (shielding) staff should continue with homeworking until phase 4 return	All clinically vulnerable staff (those with protected characteristics) to have individual risk	All non-vulnerable staff (living in shielding households) to have individual risk assessments by	Farrell House and staff activities arranged so that social distancing of 2 mtrs can be maintained at all times by all staff. This will be reviewed for Phase 3.



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<p>have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</p> <p>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk</p>	<p>assessments if their work activities require them to work within 2 mtrs of others</p> <p>HR and Managers to decide whether member of staff can undertake normal role or if staff requires redeployment</p>	<p>Managers and H&S if their work activities require them to work within 2 mtrs of others</p> <p>HR and Managers to decide whether member of staff can undertake normal role or if staff requires redeployment</p>	<p>Covid-19 specific Individual assessments will not be required for phase 1-3 however the Health and Safety Team will amend staff job risk assessments for the inclusion of the covid-19 arrangements</p> <p>There are no staff returning in phases 1-3 with personal emergency evacuation plans which include assistance to help them escape in the event of an emergency evacuation or within an individual medical emergency plan.</p> <p>A further review will be completed before the phase 4 return.</p>		
	<p>HR and Managers to Identify activities which cannot be performed effectively from home and redeploy to other staff</p>	<p>H&S to review (if applicable) returning staff's personal evacuation plan or medical emergency plan</p>		<p>H&S to review (if applicable) returning staff's personal evacuation plan or medical emergency plan</p>	
<p>Inherent Risk</p> <p>High Risk</p>		<p>Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager</p>		<p>Controlled Risk</p> <p>Low Risk</p>	



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<u>Risk Assessment No. & Title</u>		3. Travelling to, into and from the office					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 whilst travelling to and from work • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst arriving on site. 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain 2m social distancing when arriving at and departing from the office 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
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Effective social distancing is a key element in reducing the transmission of COVID-19	Maintain 2 metres social distancing	If 2 metres social distancing cannot be managed	Eliminate contact with Frequently Touched Surfaces and / or equipment	Cleaning, handwashing and hygiene measures where contact is necessary	Continuation of communication (Signage)	Staff Information for Return to Work Induction	



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To maintain 2m social distancing wherever possible, including while arriving at and departing from work and to ensure handwashing upon arrival.	Staff are encouraged to use their own private transport to get to work where possible	If staff need to use public transport to commute they must adhere to government guidance and wear a face covering	Manual Clocking using machines out of use (contactless either via card or desktop)	Antibacterial gel (60%+) available for staff at entrance and exit points	Colleagues to be reminded that upon entering and exit they should cleanse their hands using anti-bacterial gel.	Staff must not car share unless the car share is with a member of their own household or with a person who is part of their support bubble as per government guidance.	
	One-way policy for entry into & out the office using reception and staff doors	N/A	Eliminate hand contact with both reception entrance and staff doors by installing / adjusting to open automatically Outstanding action to replace staff door, additional mitigating action implemented until doors changed	Install contactless hand sanitising gel dispenser within reception and in lobby at rear exit with signage providing guidance on use	Inform colleagues of one-way policy into & out the office	Current guidance states that staff should only car-share with members of their own household or support bubble. Latest guidance on support bubbles states that adults who live alone or with dependant children only can form a support bubble with one other household, all those in a support bubble can spend time together without needing stay 2 meters apart. Staff using public transport must adhere to government guidance e.g., wear face covering	
	Demark 2m (3 steps) distances outside entrance to allow staff to social distance whilst waiting to enter the office	N/A	N/A	N/A	Install contactless hand sanitising gel dispenser outside staff entrance door until automated door can be fitted (under canopy)	Out of use signage on clocking machines	Ensure key points in your vehicles are regularly sanitised; A one-way system into the building has been implemented, and staff must follow the signage;
	Flexible Working Arrangements allowing Staff to arrive and leave office at different times reducing crowding into and out of the office	N/A	N/A	N/A	N/A	N/A	Hands must be sanitised with anti-bac gel on arrival and before leaving; Socially distanced markers are outside the entrance. Staff must wait



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							at markers until they can enter the building, keeping 2 mtrs apart; All clocking machines are out of use, staff should clock in using the desk top app. Staff should move through communal areas as quickly as possible, particularly at entrance and exit.	
Inherent Risk			Assessment last updated by: <i>J. Farr</i> Health and Safety Manager				Controlled Risk	
Medium Risk							Low Risk	



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<u>Risk Assessment No. & Title</u>		4. Moving through the Office				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of Covid-19 transmission from ineffective or poorly planned social distance systems 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing while staff travel through the workplace 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
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<p>To maintain social distancing wherever possible while people travel through the workplace and to reduce contact with frequently touched surfaces ensuring that handwashing</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>
	<p>One-way system within corridors, open plan offices</p>	<p>Barriers provided in certain locations to</p>	<p>Staff will be provided with a Personal hygiene</p>	<p>Provide non-contact anti-bac dispensers at locations where staff</p>	<p>Install directional floor markers that are spaced @ 2 mtrs apart with signage overhead and on</p>	<p>Do not make non-essential trips around the office and only arrange face to face meetings when</p>




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	e.g. director's suite and on front and rear staircases	encourage social distancing.	hand anti-microbial tool to help them reduce contact with high touch items such as lift buttons and doors which cannot be automatically held open	still need to operate corridor or stairs doors so staff can sanitise their hands-on route	walls informing staff of the one-way system and direction of travel	<p>absolutely necessary and with your Director's approval</p> <p>Communicate with colleagues via phone, email or Microsoft Teams</p> <p>For confidential discussions use the board room or POD's, booking via PA to Chief Executive.</p> <p>Meetings within Board Rooms must have Director's approval.</p>
	All colleagues using the lift advised that in order to protect social distancing requirements only one person at a time may use the lift.	Barriers erected by workstations that cannot be socially distanced @ 2 mtrs from walkway (or to separate routes travelled by staff to their workstations)	Fit on all High use / traffic internal corridor doors automatic door holders linked to fire alarm to eliminate frequent touch points	Provide contactless hand sanitiser dispenser at the lift entrance / exit points	Install signage informing staff that the lift has a 1-person limit & apply signage to the lift floor (feet sign) to encourage staff to stand centrally and not touch the lift carriage walls	<p>Regularly sanitise hands when travelling and when using the lift;</p> <p>Staff are encouraged not to gather in communal areas or on travel routes in order to protect social distancing;</p> <p>When travelling within the building, use your personal hygiene door opener for door catches;</p>
	N/A	Where a one-way system cannot be implemented due to space walkways to have refuge points so that staff can step away from oncoming traffic, ensuring that refuge points are socially distance @ 2mtrs from colleagues at workstations and those who are travelling	N/A	N/A	N/A	<p>One person in the lift at any one time, staff must sanitise their hands prior and post using lift;</p> <p>Use the stairs wherever possible.</p>



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Inherent Risk	Assessment last updated by:  Health and Safety Manager	Controlled Risk
Medium Risk		Low Risk



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<u>Risk Assessment No. & Title</u>		5. Workstations & Storage Areas					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst using workstations or storage areas 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing & hygiene at workstations & storage areas. 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
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<p>To maintain social distancing between individuals when they are at their workstations and to ensure handwashing</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information and Instruction</p>	



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<p>Where possible workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people and measures taken to reduce the use of shared equipment</p> <p>The total number of workstations available for use after social distancing / protective measures applied 105</p>	<p>Arrange all Workstations so that staff can maintain social distancing of 2 mtrs away from colleagues and travel routes</p>	<p>Put out of use all workstations and remove seating where social distancing measures of 2 mtrs cannot be applied</p>	<p>Arrange Workstations to eliminate the need for hot desks or shared workstations. If sharing is absolutely necessary provide portable IT work equipment that can be removed after use.</p>	<p>Provide Antibacterial wipes on individual workstations for staff to sanitise key points on the workstations and chairs before, during and after use</p>	<p>Out of use signage adhered to Computer screens AND / OR workstations</p>	<p>Staff must only use their allocated workstations as indicated by the signage;</p> <p>Upon returning to the office staff will be issued with return to work packs (or on desks) containing individual personal protective equipment as listed within this risk assessment, being:</p> <ul style="list-style-type: none"> • Anti-Bac Gel (60%) • Stylus • Portable hygiene hand anti-microbial tool • Disposable Gloves • Antibacterial Wipes • Sealable plastic waste bags for used p.p.e. <p>Personal stocks of office PPE must be managed by individuals. Staff should submit a timely email requesting further PPE, specifying the type and quantity of items, to: Health&Safety@livin.co.uk</p> <p>Staff are personally responsible for cleaning their own workstation, IT equipment, desk and chair using anti-bac wipes prior to, during and after use; Staff should use plastic bags to dispose of wipes, ensuring that they remove bag daily and dispose upon exiting</p>
	<p>All Storage Rooms to be limited to one person at any one time</p>	<p>If a workstation cannot be put out of use but social distancing of 2 mtrs cannot be achieved provide screen(s) to the front / and /or back / and or side to protect staff</p>	<p>Shared Work Stations must be arranged to allow staff to connect their portable equipment easily (e.g. easily accessible power source)</p>	<p>Provide personal Antibacterial gel for workstations (60% +) in return to work packs</p>	<p>Directional floor markers spaced @ 2 mtrs to help staff remain socially distanced from other workstations</p>	
	<p>N/A</p>	<p>N/A</p>	<p>Provide disposable gloves for staff to use when handling paper files and delivering documents to colleagues</p>	<p>Ensure that clear work desk policy continues and that staff continue to clear their workstations after use</p>	<p>1-person limited sign applied to storage room doors and filing cupboards</p>	
	<p>N/A</p>	<p>N/A</p>	<p>Provide personal hygiene hand anti-microbial tool to reduce contact</p>	<p>Provide PPE waste bags for used wipes and gloves bags for staff per workstations</p>	<p>Provide signage and electronic messages to remind staff that on a regular basis to wash their hands for 20 seconds with water and soap, and to</p>	



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			with high touch equipment		reinforce the importance of proper drying.	<p>Staff should use their personal door opener as much as possible to open doors, drawers and store cupboard doors;</p> <p>Only one person can enter the walk-in storage cupboard(s) at any time. If using for a prolonged time staff should ensure door is propped open and that colleagues are aware of movements;</p> <p>Staff must not sit at, or move equipment from, other workstations;</p> <p>You must clear your workstation at the end of your shift and either all take home all possessions & waste or secure within desk drawers</p> <p>Stationary, pens and documents should be locked within desk drawers at the end of the day;</p> <p>Storage cupboard keys should be retained by one member of staff who has been nominated as keyholder and is responsible for opening and locking the cupboard daily;</p> <p>Minimise any trips staff to storage cupboards and remove only what you need for your daily activities;</p> <p>Stay alert when removing files from storage cupboards for staff approaching via one-way system, ask</p>
N/A	N/A	N/A	Ensure all cellular offices have their own waste receptacles for the immediate disposal of PPE		Provide signage and electronic reminders to staff to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.	
N/A	N/A	N/A	Staff to dispose of PPE waste immediately with plastic bags and dispose at exit upon leaving - staff to take home all personal waste		Provide signage or electronic reminders to staff that they must increase their personal cleaning schedule for their keyboard, mouse, desk, chair arms and other touch points	
N/A	N/A	N/A	N/A	N/A	N/A	



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						them to wait until they can pass safely. Use Disposable Gloves provided within return to work packs for opening and removing files from storage cupboards. Staff should, before and after handling keys & document(s), wipe the outer surface with anti-bac wipes
Inherent Risk			Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager			Controlled Risk
High Risk						Low Risk



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<u>Risk Assessment Title</u>		6. Meetings (Board Room)				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst in face to face meetings. 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> To reduce transmission due to face-to-face meetings and maintain social distancing & hygiene in meetings. 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
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<p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>



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	Combine the Board Room and Lime Room and introduce a one-way travel system,	N/A	Remove shared equipment such as pens and Board Room Phone	Antibacterial wipes provided for staff in the Board Room for staff to use to sanitise desk and chairs; or, staff use personal wipes from workstations to sanitise POD's frequent touch points	Install Signage to help staff identify the Entrance and Exit for combined Lime and Board Room (as per one-way system) Demark 2m distances in Lime and Board Room floors to aid social distancing	Staff should conduct meetings virtually as meeting rooms are not in use. Face to face meetings in the board room should be by exception and should only be arranged when absolutely necessary; Meetings must have Director approval and bookings made through Chief Executive's PA
	Arrange seating in Board Room with desks @ 2 mtr social distancing	N/A	Staff to be provided with Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings	Antibacterial gel (60%+) provided within Board Room	Signage stating that PPE (gloves) must be when using Board Rooms shared IT equipment	All meetings must be pre-booked and the number of participants should not exceed the Covid-safe occupancy level The meeting organizer must keep participants and duration to the absolute minimum;
	N/A	N/A	Provide Disposable gloves for use for shared IT equipment and remote controls	Provide additional bins in board room for PPE to be disposed of immediately	Covid-Safe Occupancy Level for Board Room included on electronic room booking form and a notice displayed on Board Room Door	The meeting organizer is responsible prior to the meeting to adjust room stat and blinds. The meeting organiser should sanitise prior and post adjustment the equipment's frequent touch points and wear disposable gloves whilst making the adjustments All meeting participants must follow the one-way system when using Board Room Staff must sanitize their hands with anti-bac gel prior and post meeting; Staff must sanitize using anti-bac wipes their chair, desk and IT equipment on arrival and post meeting;



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						<p>Staff should not move or share desks and should not touch equipment or furniture which they do not intend to use;</p> <p>The use of shared IT equipment must be kept to an absolute minimum and when using staff must sanitise equipment prior and post use with anti-bacterial wipes and wear disposable gloves to operate equipment;</p> <p>Staff must dispose of all PPE waste immediately into the plastic waste bags as provided on desks, Staff should when leaving work for the day dispose of their p.p.e bag in the external bin store</p> <p>Staff should try and use (where possible) their portable hygiene hand anti-microbial to open doors and adjust room thermostats</p>
Inherent Risk			Assessment last updated by:  Health and Safety Manager			Controlled Risk
High Risk						Low Risk



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<u>Risk Assessment Title</u>		7. POD				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst in face to face meetings. 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To reduce transmission due to face-to-face meetings and maintain social distancing & hygiene in meetings. 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>



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	PODS should only be used for short duration non-contact meetings – 1 person at any one time – Business use only	N/A	Remove table and chairs within the POD to reduce contact points	Antibacterial wipes provided for staff to use to sanitise POD's frequent touch points	Covid-Safe Occupancy Level POD's included on electronic room booking form and a notice displayed POD Door	<p>POD's can be booked via staff intranet and should be used only when absolutely necessary as a confidential space,</p> <p>Only one member of staff is permitted to use the POD at any one time Staff should prior and post meeting sanitise using anti-bac wipes the pod's frequent touch points e.g. sliding door</p> <p>Staff should minimise time spent within POD and stand as per signage</p>
	N/A	N/A	Staff to be provided with Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings e.g. POD door	Antibacterial gel (60%+) provided within return to work packs for use in POD	Apply floor signage within POD's to indicate where staff should stand whilst using the POD's and to help mitigate contact with internal walls	
	N/A	N/A	N/A	Provide bins in POD for PPE disposal	N/A	
Inherent Risk High Risk		Assessment last updated by: <i>J. Harris</i> Health and Safety Manager			Controlled Risk Low Risk	



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<u>Risk Assessment No. & Title</u>		8. Kitchens					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues or frequently touched surfaces whilst using kitchens 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing and reduce contact with frequently touched surfaces. 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>		
<p>To maintain social distancing and reduce frequently touched surfaces within common areas.</p> <p>It is the law that drinking water is</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>	




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<p>available to staff therefore this equipment must remain in use</p> <p>The workplace should provide washing facilities, means of heating food or water for hot drinks unless it is deemed unreasonable to do so. Due to the current climate and to prevent the spread of covid-19 these facilities are to be put out of use with staff taking breaks at workstations or outside</p>	One-way system to water dispenser both flow and return for @ 2 mtrs	Canteen area (other than transit route to water dispenser) out of use with barriers / and or signage preventing access to all the kitchen equipment.	Water dispenser available and has contactless operation	Install non-contact anti-bac gel dispenser within kitchen	Staff to be reminded to use anti-bac gel as provided before and post using water dispenser	<p>All kitchen facilities other than the water dispenser are out of use;</p> <p>One member of staff permitted in kitchen at any one time;</p> <p>Staff should not prepare drinks (fetch water) for colleagues or share food;</p> <p>Staff must not wash hands in the kitchen sink but use the anti-bac gel before using water dispenser as there is a risk of scalding</p> <p>When using the water dispenser, staff should not touch the equipment other than the cup they are holding and will use;</p>
	One member of staff permitted within the kitchen at any one time	Remove tables and chairs	Provide disposable cups for water	Provide Anti-Bac Gel (60%+)	Directional floor markers spaced @ 2 mtrs apart and overhead / wall flow signage to inform staff of direction of travel & to help remain socially distanced when using water dispenser	<p>Staff should use a new disposable cup each time when using the water dispenser;</p>
	N/A	N/A	Disposable Gloves provided when refilling cup dispenser	N/A	N/A	<p>Bring in own prepared food and store at individual workstations;</p>
	N/A	N/A	All shared and personal lockers out of use, lock / remove locker door keys	N/A	N/A	<p>Do not bring in food that requires reheating. If the food requires chilling staff should use their own cold storage bags</p>
	N/A	N/A	All food sharing activities stopped from 23 March 2020	N/A	N/A	<p>Take breaks (where possible) outside ensuring they are socially distanced from others by 2mtrs;</p>
N/A	N/A	All Shared cutlery and crockery removed	N/A	N/A	<p>Do not use shared or personal lockers</p> <p>No catering e.g. buffets;</p>	



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Inherent Risk		Controlled Risk
High Risk	Assessment last updated by:  Health and Safety Manager	Minimal Risk



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<u>Risk Assessment No. & Title</u>		9. First Aid Arrangements				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of transmission due to unavoidable contact between two people in a first aid emergency 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing and reduce contact with other people whilst maintaining first aid arrangements. 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>In an emergency, for an accident or fire, people do not have to stay 2m apart if it would be unsafe to do so e.g.</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>



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<p>impedes evacuation.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>The work activities within this office are low risk therefore the number of first aiders at work (FAW) required:</p> <p>1 Appointed 1-24 staff</p> <p>1 EFAW 25-50 staff</p> <p>1 FAW 50-100 staff</p>			and / or equipment				
	One member of staff to enter the first aid room at any one time (when using first aid room alone, the door can be propped open and if required a second member of staff can monitor from a distance of 2mtrs);	For all but minor wounds a FAW will assist a colleague and should firstly put on a face visor, disposable mask, gloves and apron (available within first aid room) – and follow safe working procedure	Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings	The first aid room includes hand washing facilities with hot water, anti-bac soap & paper towels provided, which must be used upon entering by staff	Signage on how to treat minor injuries displayed in first aid room	Minor wounds will need to be self-treated using sundries via the first aid room;	If staff need assistance they should contact a first aider via the first aid phone. Staff must sanitise receiver and keypad prior and after use
	1 Appointed person available with access to first aid facilities and able to call 999 for building occupancy 6	For a major medical emergency staff must dial 999 and ask for an ambulance and for emergency instruction	First Aid Sundries available	Anti-Bac wipes provided to sanitise internal surfaces and door handles	Signage on how to contact First Aiders displayed in first aid room	Only one member of staff is to use this room at any one time (excluding medical emergencies)	When entering the first aid room staff must operate door handle and occupied signage using their personal portable hygiene door opener.
	1 FAW required for 50-100 staff	N/A	Heart Rate Monitor will be held with the defibrillator and used only in an emergency	Install 2 contactless dispenser(s) for anti-bac gel and soap	Signage stating for non-medical emergencies one person permitted in room at any one time	Upon entering staff should immediately wash their hands with soap and water and put on disposable gloves prior to self-treating minor wounds;	
	N/A	N/A	N/A	First Aid Safe Working Procedure – Covid-19 to be implemented by H&S	N/A	Staff must dispose of used PPE immediately into the waste bin provided and clean surfaces e.g. worktop prior to and post use	Revised Covid-19 safe First Aid Safe Procedure is to be agreed and communicated to Livin's First Aiders
Inherent Risk			Assessment last updated by:  Health and Safety Manager			Controlled Risk	
High Risk						Low Risk	



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<u>Risk Assessment No. & Title</u>		10. Washroom & Toilets (including disabled)					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues or frequently touched surfaces whilst using washrooms 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing and reduce contact with frequently touched surfaces when using washrooms / toilets. 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)	Control Measures to mitigate COVID 19 Airborne transmission of the virus		Control Measures to mitigate COVID 19 Surface transmission of the virus		Risk Assessment Created 16/06/2020		Last updated: 01/07/2020
To maintain social distancing and reduce frequently touched surfaces	Maintain 2 metres social distancing	If 2 metres social distancing	Eliminate contact with Frequently	Cleaning, handwashing and hygiene measures	Continuation of communication (Signage)	Staff Information for Return to Work Induction	



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within common areas.		cannot be managed	Touched Surfaces and / or equipment	where contact is necessary		
<p>Number of toilets (T) and washbasins (W) for mixed use (or women only)</p> <p>1-5 T1 W1 6-25 T2 W2 26-50 T3 W3 51-75 T4 W4 76 – 100 T5 W5</p> <p>Toilets (T) & Urinal (U) used by men only:</p> <p>1-15 T1 U1 16-30 T2 U1 31-45 T2 U2 46-60 T3 U2 61-75 T3 U3</p>	<p>2 Washrooms & disabled toilets T4 allocated for use by women</p> <p>2 Washrooms with T2 U2 allocated for Male use</p> <p>Maximum Women within Farrell House with Washroom 1-person covid-19 limit 75</p> <p>Maximum Men within Farrell House with Washroom 1-person covid-19 limit 45</p>	N/A	<p>Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment such as door handles</p>	<p>Provide additional waste bins and plan more frequent rubbish collection to dispose of wipes and paper waste</p>	<p>Directional floor markers spaced @ 2 mtrs apart and overhead / wall flow signage to inform staff of waiting area to help remain socially distanced</p>	<p>Staff should queue at designated point & use one-way systems to travel to the toilets;</p> <p>Staff should use their personal hygiene hand anti-microbial door opener when using locks, handles and operating occupied sign;</p> <p>Before and after use Staff should use anti-bac wipes on door locks, taps and door handles and ensure they wash their hands thoroughly with soap and water before and after use.</p>
	<p>1 person can use each Washroom at any one time, signage installed to prevent others from using at same time</p>	N/A	<p>Provide contactless soap dispensers</p>	<p>Hand drying facilities (paper towels and electrical driers) are provided within the washrooms;</p>	<p>Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p>	
	<p>Mark out wait area for washrooms and install floor markers to enable staff to social distance while waiting</p>	N/A	N/A	<p>Antibacterial wipes for staff to use for key points</p>	<p>Colleagues to be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	



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	N/A	N/A	N/A	Anti-bac soap supplied	Install signage indicating that washroom occupied / vacant	
Inherent Risk			Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager		Additional Controlled Risk	
High Risk					Low Risk	



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<u>Risk Assessment No. & Title</u>		11. Emergency Evacuation				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of transmission due to unavoidable contact between people in an emergency evacuation 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To reduce contact with other people in an emergency evacuation. 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>Covid – 19 Requirement</p> <p>Working Safely during coronavirus – Offices and Contact Centres (last</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>




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update 29/05/2020)						
<p>There is no requirement to social distance if by doing so would create risk to safety</p> <p>The minimum number of trained fire wardens (FW) for the building is:</p> <p>0-35 Staff – 1 FW</p> <p>36 - 71 Staff – 2 FW</p> <p>72-108 Staff – 3 FW</p> <p>109-MAX Staff – 4 FW</p> <p>Max Staff with Customers and Business Visitors 5 - FW</p>	<p>Whilst at the assembly point staff can keep to social distancing measures of 2mtrs</p> <p>If the Fire Service are called and face-face contact is required this should be done in the open air at 2mtrs or more</p>	<p>If activated, staff must immediately evacuate as per fire evacuation procedure of 2mtrs</p> <p>Fire Wardens must sweep the building as per additional COVID-19 as documented in Buildings Fire Evacuation Procedure</p>	<p>N/A</p> <p>N/A</p>	<p>Anti Bac gel (60%+) gel provided at entrance</p> <p>Anti-bac wipes provided to sanitise fire control panel and doors.</p>	<p>N/A</p> <p>N/A</p>	<p>Evacuate as normal using your nearest exit, do not try to socially distance until you have exited the office;</p> <p>Assemble at Fire point forming a queue keeping spacing @ 2mtrs apart;</p> <p>When you are asked to re-enter the office, you must sanitise hands & adhere to the social distancing measures (including one-way system) that are in place for entry into and moving around the office</p>
<p>Inherent Risk High Risk</p>			<p>Assessment last updated by: <i>Andrew</i> Health and Safety Manager</p>		<p>Controlled Risk Low Risk</p>	



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<u>Risk Assessment No. & Title</u>		12. Customers							
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting the virus from customers attending the office 							
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> Eliminate customer visits to the office. 							
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return		Pale Pink – control measure required prior to phase 4 return	
To minimise the number of unnecessary visits to offices.		Control Measures to mitigate COVID 19 Airborne transmission of the virus			Control Measures to mitigate COVID 19 Surface transmission of the virus			Risk Assessment Created 16/06/2020	
								Last updated: 01/07/2020	
		Maintain 2 metres social distancing	If 2 metres social distancing cannot be managed	Eliminate contact with Frequently Touched Surfaces and / or equipment	Cleaning, handwashing and hygiene measures where contact is necessary	Continuation of communication (Signage)		Staff Information for Return to Work Induction	
Office is not open to customers		N/A	N/A	N/A	Signage informing customers that they cannot access building – use social media to increase awareness		You must not invite customers to the office & communicate via digital or remote alternatives		
Inherent Risk				Assessment last updated by:  Health and Safety Manager				Additional Controlled Risk	
High Risk								Minimal Risk	



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<u>Risk Assessment Title</u>		13. Business Visitors					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting the virus from business visitors attending the office 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> To eliminate unnecessary visits to offices. 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)	Control Measures to mitigate COVID 19 Airborne transmission of the virus		Control Measures to mitigate COVID 19 Surface transmission of the virus		Risk Assessment Created 16/06/2020		Last updated: 01/07/2020
To minimise the number of unnecessary visits to offices.	Maintain 2 metres social distancing	If 2 metres social distancing cannot be managed	Eliminate contact with Frequently Touched Surfaces and / or equipment	Cleaning, handwashing and hygiene measures where contact is necessary	Continuation of communication (Signage)	Staff Information for Return to Work Induction	
	Office is not open to Business Visitors	N/A	N/A	N/A	N/A	You must not invite Business Visitors to Farrell House communicate via digital or remote alternatives	



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Inherent Risk	Assessment last updated by: <i>[Signature]</i> Health and Safety Manager	Additional Controlled Risk
Medium Risk		Minimal Risk



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<u>Risk Assessment No. & Title</u>		14. Contractors				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting the virus from contractors attending the office 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> Reduce contact with contractors and increase hygiene 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>To ensure that contractors adhere to social distancing & hygiene measures and that work is arranged at times to minimise contact with others</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>
	<p>Revise schedules for essential maintenance services and</p>	<p>Bespoke system of work to be developed between Compliance / IT and Contractor to ensure safe working arrangements are developed for testing and inspection / and or maintenance.</p>				<p>Where site visits are required, staff must provide site guidance on social distancing and hygiene to contractor measures on or before arrival</p>



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	<p>contractor visits to reduce interaction and overlap between people, for example, carrying out services out of normal business hours.</p> <p>The contractor's risk assessments for covid-19 control must be approved by Compliance / IT and (if necessary) Health and Safety Team</p>	<p>All contractors that are providing a service are contacted before visiting to ensure they have no symptoms, adhere to hygiene requirements, sanitise areas they are working in and in particular all surfaces they have come into contact with.</p>		<p>Staff conducts covid-19 telephone assessment with contractor prior to arriving / entering the offices</p>
<p>Inherent Risk</p>		<p>Assessment last updated by: <i>Julia</i> Health and Safety Manager</p>		<p>Additional Controlled Risk</p>
<p>Medium Risk</p>				<p>Low Risk</p>



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<u>Risk Assessment No. & Title</u>		15. Contract Cleaners				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting the virus from contract cleaners attending the office 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • Reduce contact with contract cleaners and keep the workplace clean 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>
	<p>Plan for daily cleaning by external contractors ensuring that cleaning is</p>	<p>N/A</p>	<p>N/A</p>	<p>Frequent cleaning is carried out and is inclusive of disinfecting objects and surfaces</p>	<p>N/A</p>	<p>Communicate with staff deep clean and fogging plans for the office;</p>




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handles and keyboards, and making sure there are adequate disposal arrangements.	completed outside of flexible working hours e.g. before 8am or post 7pm to minimise contact with staff; Agree frequency of cleaning including working hours with external contractors			that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas. Appropriate cleaning products and methods are utilised.		Staff should remove and take home (daily) waste food etc; Staff must remove all possessions such as cups and personal mementos from their work stations and off furniture with offices (tables, cabinets) daily either securing within workstation drawers or take home;
	Approval external cleaning contractors risk assessments and cleaning arrangements via Compliance and Health and Safety;	N/A	N/A	Staff will place used ppe into plastic waste bags and dispose when leaving the building	N/A	
	N/A	N/A	N/A	Prior to re-opening Office to be deep cleaned and anti-bac fogged	N/A	
	N/A	N/A	N/A	Colleagues routinely clean and disinfect touched objects such as computer workstations and telephones etc with sanitiser provided (wipes or spray).	N/A	
	N/A	N/A	N/A	Clear desk policy is in place to minimise contact items.	N/A	
	N/A	N/A	N/A	Cleaning procedures are in place for goods and merchandise entering the premises	N/A	
Inherent Risk					Controlled Risk	



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Medium Risk	Assessment last updated by:  Health and Safety Manager	Low Risk
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<u>Risk Assessment No. & Title</u>		16.Frequent Touch and Shared Equipment				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting the virus from frequently touched surfaces 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> Staff to keep good hygiene through the working day. 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>
	<p>Mark out social distancing at printer and shredder</p>	<p>N/A</p>	<p>Manual clocking machines out of use - Staff should clock in remotely via desk top</p>	<p>Anti-bac wipes available to sanitise equipment and frequently touched surfaces</p>	<p>Staff can find instruction on how to wear PPE correctly and dispose of it safely on staff intranet</p>	<p>Upon your return you will be issued with your office personal protective equipment as listed within this risk assessment, PPE as follows:</p>



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	Printer and shredder to be used by one person at any one time	N/A	Provide stylus to operate printer key pad (this should be sanitised on a regular basis)	Anti-bac gel (60%)	Floor markers to inform staff where to stand when using equipment	<ul style="list-style-type: none"> • Anti-Bac Gel (60%) • Stylus • Portable hygiene hand anti-microbial tool • Disposable Gloves • Antibacterial Wipes <p>Personal stocks of office PPE should be managed by individual staff, and they should submit a timely email requests for replenishing items, identifying the activity they will be undertaking and nature and quantity of PPE to: Health&Safety@livin.co.uk</p> <p>You must keep printing and scanning to an absolute minimum and follow social distancing measures when using the equipment</p> <p>One person can use the equipment at any one time</p> <p>Use anti-bac gel regularly throughout the day and before and after using shared equipment, handling shared documents or removing waste e.g. from shredder;</p> <p>Use contactless tools provided for keypads and buttons and sanitise surfaces prior to contact; sanitise these tools regularly</p> <p>Wear disposable gloves and sanitise surfaces prior and after replenishing toner or paper (in printer), scanning, when removing waste from shredder</p>
	Section Managers / Heads of Service to agree a contactless process for the distribution of documents and post within their teams and with others.	N/A	Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings (this should be sanitised on a regular basis)	Colleagues routinely clean and disinfect touched objects such as computer workstations, stylus, personal hygiene hand anti-microbial tool and telephones etc with sanitiser provided (wipes or spray).	N/A	
	N/A	N/A	Disposable gloves available for use when replenishing photocopier paper / toner and using office steps etc.	Clear desk policy is in place to minimise contact items.	N/A	
	N/A	N/A	Disposable gloves should be worn and outer surface of document wiped with anti-bac wipes when collecting or leaving documents at drop off points	N/A	N/A	
	N/A	N/A	Use disposable gloves and antibacterial wipes when adjusting blinds or turning on lighting	N/A	N/A	



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						or when using office steps / adjusting blinds; Use disposable gloves and anti-bac wipes to sanitise the outer surface of documents before passing them to colleagues; Immediately after use dispose used personal protective equipment and wipes into general waste bins
Inherent Risk						Additional Controlled Risk
High Risk			Assessment last updated by: <i>J. Farr</i> Health and Safety Manager			Low Risk



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<u>Risk Assessment No. & Title</u>		17. Shower Room											
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting the virus from frequently touched surfaces 											
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To eliminate the risk of transmission in showers 											
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return						
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>		<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>							
<p>Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is</p>		<p>Maintain 2 metres social distancing</p>		<p>If 2 metres social distancing cannot be managed</p>		<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>		<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>		<p>Continuation of communication (Signage)</p>		<p>Staff Information for Return to Work Induction</p>	
		<p>Shower Room to be put out of use with signage displayed and door locked</p>				<p>Shower room out of use other than for weekly dispensing of water from shower head or tap</p>		<p>When undertaking little used outlet tests staff should wear disposable gloves when operating</p>		<p>Out of use signage on door</p>		<p>Shower room is out of use including lockers</p>	



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achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.			(as per Legionella RA and little used outlet process);	controls and use anti-bac wipes to sanitise controls and door handles after prior and post use		
Inherent Risk			Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager		Controlled Risk	
High Risk					Minimal Risk	



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<u>Risk Assessment No & Title</u>		18. Confined Rooms					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues or frequently touched surfaces whilst using washrooms 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing and reduce contact with frequently touched surfaces when inspecting and working within Confined Rooms (Server Room, Electrical Cupboard, Access to Roof) 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>		
<p>To maintain social distancing within all areas of the workplace and ensure that work equipment is frequently cleaned</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>	



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	One person allowed in confined space at any one time	No intrusive work (other than for inspection & compliance or emergency purposes) should be planned within confined rooms. If major work is required see Customers RA	Staff must sanitise their hands and wear disposable gloves and sanitise the local contact area (including tapes when removed / inserting). If the inspection or equipment change requires staff to have bodily contact (other than hands) with surfaces staff should wear a disposable apron; Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings	Anti Bac wipes should be used to sanitise keys, door handles, control panel and area of inspection prior and post use;	Signage stating one person permitted in room at any one time	<p>Use anti-bac wipes for frequent cleaning of objects and surfaces;</p> <p>Use contactless tools provided for keypads and buttons and sanitise surfaces prior to contact;</p> <p>Use disposable gloves and sanitise surfaces prior and after touching;</p> <p>Staff should only undertake inspection and minor work which they can complete safely alone and ensure that when in room the door is left propped open;</p> <p>If required a second member of staff can be socially distanced outside the confined room to monitor staff safety and communicate with the member of staff via mobile phone or/and open door;</p> <p>Staff can request dispose aprons via health&safety@livin.co.uk</p>	
	One member of staff nominated to manage confined space e.g. Sever Room – IT Manager	N/A	N/A	N/A	N/A	N/A	
Inherent Risk		Assessment last updated by:  Health and Safety Manager				Controlled Risk	
High Risk						Low Risk	



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<u>Risk Assessment Title</u>		19. Stationary Store				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with other colleagues or frequently touched surfaces whilst using stationary cupboard 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing and reduce contact with frequently touched surfaces when removing or restocking goods in stationary cupboard 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)	Control Measures to mitigate COVID 19 Airborne transmission of the virus		Control Measures to mitigate COVID 19 Surface transmission of the virus		Risk Assessment Created 16/06/2020 Last updated: 01/07/2020	
Ensure safe working practices for Covid-19 are applied in all areas of the workplace and that contact	Maintain 2 metres social distancing	If 2 metres social distancing cannot be managed	Eliminate contact with Frequently Touched Surfaces and / or equipment	Cleaning, handwashing and hygiene measures where contact is necessary	Continuation of communication (Signage)	Staff Information for Return to Work Induction



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with equipment is minimised	Key to be held by the PA to the Executive Director of Housing and Operations responsible for stock check / ordering stationary supplies	Upon reopening staff provided with stationary pack	Disposable gloves and aprons provided	the PA to the Executive Director of Housing and Operations must sanitise their hands with anti-bac gel and wear disposable gloves and apron restocking & removing goods from stationary store to post room	Signage – restricted access on door with information to staff via training on how to access stationary supplies	Access to stationary store has been restricted. Staff upon returning to work will receive a stationary pack A stationary collection point has been created at post room, for staff to replenish stationary as and when required
	N/A	Stationary to be distributed from post room for staff collection	Personal hygiene hand anti-microbial tool to reduce contact with high touch equipment and door fittings	N/A	N/A	
	N/A	N/A	N/A	N/A	N/A	
Inherent Risk		Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager			Controlled Risk	
Medium Risk					Low Risk	



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<u>Risk Assessment Title</u>		20. Mail and Parcels				
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Risk of contracting COVID-19 from external mail 				
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> To reduce contact & cleaning where contact is necessary with external mail 				
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return	Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>		<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>		<p>Risk Assessment Created 16/06/2020</p> <p>Last updated: 01/07/2020</p>	
<p>Ensure that external mail and deliveries are managed and are sanitised prior to dispatching to staff</p>	<p>Maintain 2 metres social distancing</p>	<p>If 2 metres social distancing cannot be managed</p>	<p>Eliminate contact with Frequently Touched Surfaces and / or equipment</p>	<p>Cleaning, handwashing and hygiene measures where contact is necessary</p>	<p>Continuation of communication (Signage)</p>	<p>Staff Information for Return to Work Induction</p>
	<p>Outgoing is being discourage due to Digital first strategy and should be by exception. Post</p>	<p>N/A</p>	<p>Disposable gloves provided</p>	<p>Anti-Bac gel (60%+) provided</p>	<p>N/A</p>	<p>For staff handling mail and parcels</p> <p>Wear disposable gloves to open</p>



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	arranged for collection once per week					Remove and discard gloves after use and wash hands. Discard of empty envelopes immediately Wipe down surface where post has been opened. Post in cardboard boxes wiped down with disinfectant wipes
Inherent Risk		Assessment last updated by: <i>J. Farr</i> Health and Safety Manager			Additional Controlled Risk	
Medium Risk					Low Risk	




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<u>Risk Assessment No. & Title</u>		21. Personal Protective Equipment & Document Distribution for Home Workers					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 from close proximity or physical contact with remote workers when issuing personal protective equipment 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • To maintain social distancing when issuing personal protective equipment to remote workers 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)	Control Measures to mitigate COVID 19 Airborne transmission of the virus		Control Measures to mitigate COVID 19 Surface transmission of the virus		Risk Assessment Created 16/06/2020		
					Last updated: 01/07/2020		
Ensuring that those not working from the office have access to personal protective equipment and documents through a non-contact system	Maintain 2 metres social distancing	If 2 metres social distancing cannot be managed	Eliminate contact with Frequently Touched Surfaces and / or equipment	Cleaning, handwashing and hygiene measures where contact is necessary	Continuation of communication (Signage)	Staff Information for Return to Work Induction	
	Home & mobile working staff have been informed to contact the main key holder in the event that they require equipment, documents or personal protective equipment;	The main keyholder will arrange for member of staff to wait within their car with boot propped open. When in position the keyholder will walk to the car placing equipment or	If the request is to collect documents the keyholder will after using anti-bac gel and putting on disposable gloves sanitise the outer parts of the documents and place into an	The main keyholder will organise the equipment / document ensuring that prior to handling anti-bac gel is applied to hands and disposable gloves are worn;	N/A	Personal stocks of remote working PPE should be managed by individual staff, and they should submit a timely email requests for replenishing items, identifying the activity they will be	



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		documents into car boot, returning immediately to the office;	envelope then repeat outer surface cleaning			undertaking and nature and quantity of PPE to: Health&Safety@livin.co.uk
	The main keyholder will arrange a time and date for collection;	Once the main keyholder has returned to the office the member of staff then can exit the vehicle and close the car boot.	N/A	The main keyholder will (for previously used items e.g. chair) sanitise using anti-bac wipes the full frame and clothed cushions, after sanitising the chair or selecting the PPE the main keyholder will take the equipment outside and placed at the agreed collection point	N/A	Remote working staff should collect ppe or documents from the office via non-contact process advised by Health and Safety on receiving email quest;
Inherent Risk		Assessment last updated by:  Health and Safety Manager			Controlled Risk	
Medium Risk					Minimal Risk	



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<u>Risk Assessment No. & Title</u>		22. Increased ‘Non Covid-19 Risks’					
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> Under performing systems or untested equipment / services 					
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> To ensure that building services and equipment are tested, inspected and available for use by staff upon reopening 					
Dark Green – control measures introduced prior to shut-down		Pale Green – control measure introduced during return to work phases		Dark Pink –control measure required prior to phase 2 return		Pink –control measure required prior to phase 3 return	Pale Pink – control measure required prior to phase 4 return
Increased non Covid Risks	Water Hygiene	Electrical	Ventilation	Fire	Lifting Equipment	DSE Equipment	Staff Information for Return to Work Induction
Ensuring that non-covid risks have not been increased due to the limited use of the office or the covid-19 precautions implemented for the return to work including: Legionella Electrical Safety Ventilation	Water hygiene testing and flushing programme has continued during shut-down period, no further action required for re-opening	Portable equipment for shared desks up to 1 year will not need portable appliance testing Equipment over this age must have annual test	Ventilation system has already been altered to fresh air only into the building – heated during the extraction process. No further works necessary for reoccupation	Replace staff door with contactless door, ensuring the door falls safe when fire alarms are activated and that door is included into a regular test, maintenance and servicing plan	Passenger lift has been limited to one per person for COVID-19. Testing and inspection of the lift has continued during shut-down period, no further works necessary for reoccupation	Staff with bespoke Workstation chairs and other DSE equipment prescribed after a medical assessment will be identified and upon their return the equipment will be moved to their designated workstations	Ventilation system has been adjusted to supply fresh air only into the office Bespoke DSE equipment – chairs will be moved to the individual’s workstations prior to staff returning Staff with bespoke equipment at home (removed during lockdown) will be required to return the equipment (post



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<p>Lifting Equipment DSE Equipment Fire Safety – particularly the compartments</p>				<p>Install magnet fire door holders on high use doors to reduce contact – ensure that they release upon fire activation and that equipment is included into a regular test, maintenance and servicing plan</p>			<p>sanitising) before or on their individual start date.</p> <p>The Cyclical Works and Facilities Manager will arrange the safe return of equipment to workstations (i.e.: safely transporting) subject to a thorough sanitising clean of equipment before it is brought into Farrell House.</p> <p>On site DSE's will not be completed for returning staff – if staff have concerns a DSE session will need to be completed via Teams</p>
<p>Inherent Risk</p>		<p>Assessment last updated by: <i>J. Harr.</i> Health and Safety Manager</p>				<p>Controlled Risk</p>	
<p>Low Risk</p>						<p>Minimal Risk</p>	



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<u>Risk Assessment Title</u>		23. Leaseholders (Mears Group Plc)	
<u>Hazard / Risk</u>		<ul style="list-style-type: none"> • Risk of contracting COVID-19 	
<u>Control Measures Objective</u>		<ul style="list-style-type: none"> • Ensure Livin and Mears effectively work together to mitigate the risks of Covid-19 within the workplace 	
<p>The Control Measures in this RA have been designed to adhere to Working Safely during coronavirus – Offices and Contact Centres (last update 29/05/2020)</p>	<p>Control Measures to mitigate COVID 19 Airborne transmission of the virus</p>	<p>Control Measures to mitigate COVID 19 Surface transmission of the virus</p>	<p>Risk Assessment Created 26/06/2020</p> <p>Last updated: 01/07/2020</p>
	<p>Ensure that Leaseholders adopt covid-19 controls whilst using the offices</p>	<p>Coordination of Covid 19 Arrangements with Mears Group Plc</p> <p>Mears Group Plc have developed their own Covid-19 Risk Assessment which has been compiled to reduce the risk of spreading the Covid 19 virus within the workplace. This RA forms part of their Workplace Office Plan and the subsequent working environment specific controls. It has been produced in accordance with current guidance from the Government, Public Health and the HSE.</p> <p>Mears will implement their unique controls within their covid-19 RA within their own working area namely Farrell House's Livin Room and will supply their staff with the necessary personal protective equipment for use within this area and for use on their own equipment.</p> <p>Mears will ensure that their workplace has been set out to adhere to the governments workplace guidance for offices and contact centres in-line with their own risk assessment and that if social distancing within the Livin Room</p>	




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	<p>cannot be adhered to at all times other mitigation measures such as screens are positioned to allow staff to work safely, Livin will provide the necessary screens and workstations.</p> <p>Livin will share this RA with Mears Group Plc Branch Manager for their approval & union representatives.</p> <p>Mears will blend their workplace risk assessment with Livin's RA ensuring that their staff adhere to all control measures as required for Farrell House within its common areas and that staff use p.p.e as required and clean frequent touch points when using the building and its facilities.</p> <p>Mears will share this blended RA with Livin's Health and Safety Team for their approval</p> <p>Livin will ensure that the controls as set out within this RA are implemented and that a supply of PPE is maintained within its common areas</p> <p>Mears will follow good NHS hygiene measures at all times and ensure that their staff are provided with information and assessments from Livin for Farrell House at regular intervals or at the point of update.</p> <p>Livin will provide regular updates and when necessary Livin's Health and Safety Team will communicate changes to the safe working arrangements for Farrell House via revising and sharing this RA</p> <p>Mears will adhere to Livin's no visitor policy (customers or business visitors) and will ensure that their site operatives are communicated to & work remotely to limit the number of staff entering Farrell House to the agreed number of staff returning to work (phases 1-3) as per Livin's HR's return to work plan</p> <p>Mears will ensure that staff with symptoms of covid19 do not come to work and that their staff adhere to the governments advise on self-isolation and testing.</p> <p>Livin HR and Mears Branch Manager will ensure that they communicate any report of sickness relating to Covid-19 in staff (where appropriate) and staff are managed using controls set out in risk assessment no. 1 infected staff</p> <p>Mears will ensure that clinically extremely vulnerable persons are restricted from working in the office as per risk assessment no.2 vulnerable staff and that clinically vulnerable persons are assessed prior to their return ensuring that any bespoke controls are implemented for the individual and if necessary controls communicated to Livin HR</p>	
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Mear's will ensure that their own workspace and equipment is subjected to frequent cleaning by staff and Livin Facilities Management will ensure that cleaning via external contractors is completed daily and that all cleaning measures within risk assessment no. 15 cleaners are implemented within the Livin Room		
Inherent Risk	Assessment last updated by:  Health and Safety Manager	Controlled Risk
Medium Risk		Low Risk