

## HL risk assessment and working document: - working in Liddon House

First draft 16.05.20

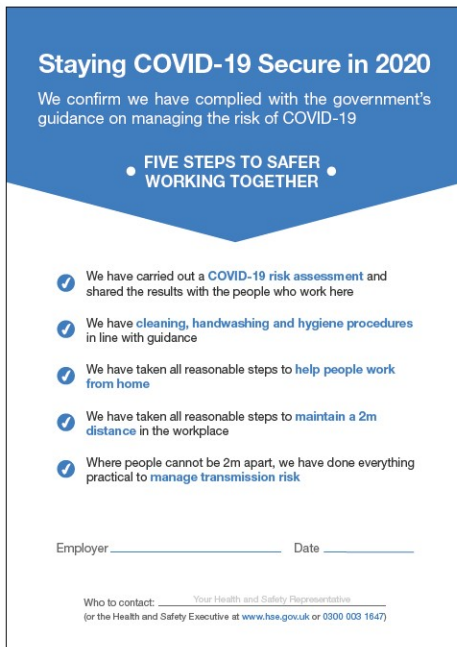
We have followed government advice in the preparation of our assessment and used the:

### **Working safely during COVID-19 in offices and contact centres Guidance for employers, employees and the self-employed**

11 May 2020

This document has been prepared by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

We at Howarth Litchfield have carried out a risk assessment and been advised to display the sign below in our premises and include the risk assessment on our website



**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

### **2.0 Objective:**

That everyone should work from home unless they cannot work from home. Staff should work from home if at all possible. However, to work from the office:



- Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of equipment.
- Planning for the minimum number of people needed on site to operate safely and effectively.
- Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if most of their colleagues are on-site.
- Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security.
- Providing equipment for people to work at home safely and effectively,

## 2.1 Protecting people who are at higher risk

**Objective:** To protect clinically vulnerable and clinically extremely vulnerable individuals.

1. Clinically extremely vulnerable individuals – people that have received a government letter (shielded group)

- Definition - Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here:
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

2. Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social distancing and should be helped to work from home

- Definition - Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here:
- <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of working 2m away from other workers.

We therefore intend to ask via a staff survey to determine who, if any staff are in these groups.

## 2.2 People who need to self-isolate



**Objective:** To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

We will put in place a system to allow staff members to self-isolate and have included a form to be filled out when returning to work or visiting sites.

### 2.3 Equality in the workplace

**Objective:** To treat everyone in your workplace equally.

- In applying this guidance, employers should be mindful of the needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against any one because of a protected characteristic such as age, sex, or disability.
- Employers also have responsibilities towards disabled workers and those who are new or expectant mothers.

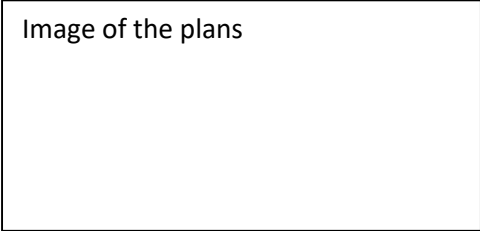
At HL we can discuss with all employees their individual circumstances which may expose them to different degree of risk and any adjustments to take account of our duties under the equality's legislation. Examples of this could be new or expectant mothers, those with caring responsibilities or religious commitments.

### 2.3. Social distancing at work

**Objective:** To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

At HL we have prepared a revised layout and assessed the functionality of the building to accord with this guidance – see attached diagrams

Image of the plans



- We have designed the layouts to maintain the distances for all workers including the use of the ground floor meeting room spaces to allow the spacing out of the First-floor studio
- Introduced barriers / screens between desks
- Placed hand cleaner at key points
- Avoided back to back positions or side to side



- Café maintained with a capacity of 4 people
- Toilets indicate if they are occupied

### **3.1 Coming to work and leaving work**

Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

At HL we already have policies in place to assist this with our flexible working policy.

- Flexible working start time from 8am to 10am
- Capering for all staff
- Parking for bikes and facilities for those that run or walk
- Providing hand sanitiser at entry/exit points.

### **3.2 Moving around buildings and worksites**

Objective: To maintain social distancing wherever possible while people travel through the workplace.

We are fortunate in that Liddon house has the flexibility for amending the layout. The layouts show the positions of the amended workstations

We are restricting access to the buildings to visitors to allow more movement for the staff

### **3.3 Workplaces and workstations**

Objective: To maintain social distancing between individuals when they are at their workstations. For people who work in one place, workstations should allow them to maintain social distancing wherever possible.

- At HL, all workspaces are assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.
- We have revised layouts to allow people to work further apart from each other.
- where it is not possible to move workstations further apart, we have used screening s to separate people from each other.
- We have managed occupancy levels to enable social distancing.

### **3.4 Meetings**

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.



At HL we are:

- Using remote working tools to avoid in-person meetings.
- Only necessary participants should attend meetings and should maintain 2m separation throughout.
- Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors in our garden to the rear of Liddon House.
- For areas where regular meetings take place, using signage on the table to help people maintain social distancing.

### 3.5 Common areas

Objective: To maintain social distancing while using common areas.

At HL we propose:

- Staggering break times to reduce pressure on the café with a maximum of 4 in the room
- Using safe outside areas for breaks.
- Installing screens to protect staff in receptions
- We Encourage staff to bring their own food.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.
- Encouraging storage of personal items and clothing in personal storage

### 3.6 Accidents, security, and other incidents

Objective: To prioritise safety during incidents. In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

- People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.

### 4.1 Manage Contacts

Objective: To minimise the number of unnecessary visits to offices.

- Discourage visits to Liddon House and Encouraging remote meetings via the computer
- Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. See latter in this report
- Limiting the number of visitors at any one time.



- Maintaining a record of all visitors
- Revising visitor arrangements to ensure social distancing and hygiene, for example there will be no shared pen in the reception area.

#### 4.2 Providing and explaining available guidance

**Objective:** To make sure people understand what they need to do to maintain safety.

- HL will provide guidance at the door to the building and hand cleaner, along with guidance for use of the building
- Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.

#### 5.1 Cleaning the Workspace

**Objective:** To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- Opening windows and doors frequently to encourage ventilation, where possible.

#### 5.2 Keeping the workspace clean

**Objective:** To keep the workplace clean and prevent transmission by touching contaminated surfaces.

- HL will implement Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards and making sure there are adequate disposal arrangements.
- Clearing workspaces and removing waste and belongings from the work area at the end of each day.
- Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.

#### 5.3 Hygiene – handwashing, sanitation facilities and toilets

**Objective:** To help everyone keep good hygiene through the working day.

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing hand sanitiser in multiple locations in addition to washrooms.



- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Providing more waste facilities and more frequent rubbish collection.
- Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.

#### 5.4 Changing and Showers

**Objective:** To minimise the risk of transmission in changing rooms and showers.

- The shower room is temporarily closed to avoid the need for enhance cleaning

#### 5.5 Handling goods, merchandise and other materials, and onsite vehicles

**Objective:** To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

- HL will develop a Cleaning procedure for goods and merchandise entering the site.
- Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.
- Preventing non-business deliveries, for example, personal deliveries to workers.

#### 6.0 Personal Protection Equipment and Face Masks

- HL will not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings.
- HL will expect all staff to use their own PPE to attend site including boots, jackets, gloves, hard hats, and eye protections (where necessary)

#### 7.0 Workforce management

##### 7.1 Work related travel

- Minimising non-essential travel – consider remote options first.
- Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.



H O W A R T H  
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## 7.2 Communications and travel

**Objective:** To make sure all workers understand COVID-19 related safety procedures.

- HL will provide clear, consistent, and regular communication to improve understanding and consistency of ways of working.