

Covid-19 Return to work - Lancaster House and Studios

[6.0] © 2017 T100 Risk Manager

Section 1 - Assessment Information

Assessment reference number	RA-GHAS-190	Risk matrix format	High/Medium/Low
Created date	23/05/2020 18:53	Assessor	Gary Hardiker
Contract description		Reviewer	Gary Hardiker
Contract site		Next review date	08/07/2020
Org Group	Root	Location	Root

Section 2 - Hazards and Controls

Hazard Category: Spread of Covid-19 Coronavirus

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Spread of Covid-19 Coronavirus: Spread of Covid-19 Coronavirus in the Work Place	1. Employees, Volunteers 2. Contractor	Hand Sanitiser will be provided at all entry and exit points and throughout the building	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
		Risk Rating		0	0																
		Last Modified By		Gary Hardiker																	
		Last Modified Date		25/06/2020 14:39																	
		Hand washing facilities in place																			
		Enhanced cleaning procedures in place throughout (See Cleaning)																			
		Communal Areas will be cleaned more frequently, including but not limited to - Kitchen and Toilets.		Frequency and schedule to be determined.																	
Use of Personal Protective Equipment - Face coverings																					
Use of Personal Protective Equipment - Gloves																					
Government Social distancing measures will be implemented																					
Site access to be limited to Staff, contractors and Deliveries																					
Dedicated Goods received area	Areas to the Left of the Front door to be dedicated parcel area, Staff handling goods in to use appropriate PPE (Gloves)																				
All Shared crockery and Cutlery will be removed until further notice - Staff must bring their own																					
Shared Brewing facilities such as Water heaters / Coolers will remain turned off, Where required kettles must be used	Kettle Handles to be cleaned after each use																				
Areas where staff are working, need to be ventilated using natural ventilation where possible.																					
Hot Desking must be minimised, Where hot desking is taking place, all surfaces should be thoroughly cleaned before and after use																					

Hazard Category: Cases of Possible on site infection

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Cases of Possible on site infection: Staff present with symptoms either whilst at work or at home.	1. Contractor, Employees, Volunteers	Any Person presenting with Symptoms whilst at the workplace must be sent home immediately and the HR and Health and Safety team informed.	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
		Risk Rating		0	0																
		Last Modified By		Gary Hardiker																	
Last Modified Date	25/06/2020 14:39																				
Line manager will maintain contact with staff if they have to take any time off due to contracting the virus.																					
Persons must not attend the work place if they have presented with symptoms whilst at home																					
Should any employee members present with Symptoms, staff who have been in the office at the same time will be informed.																					
If a case is identified, additional advice will be sought from Public Health England																					
If a case is identified, the office will be closed to allow enhanced cleaning of the offices to take place.																					

Hazard Category: Use of Company Vehicles and Travel to and from the Workplace.

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk												
Use of Company Vehicles and Travel to and from the Workplace.: Travel to and from work and Travel for work purposes	1. Employees	Employees must not travel to work with any person not part of their household	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0
				Initial (Pre)	Revised (Post)										
		Likelihood													
Consequence															
Risk Rating	0	0													
Where Employees travel together who are not from the same household, Additional measures must be taken such as the use of Face coverings.															
When using Public transport, Employees must follow all															

		Government guidelines - Including Face coverings		Last Modified By	Gary Hardiker
		Persons using Public transport must inform the HR department		Last Modified Date	25/06/2020 14:39
		Use of pool vehicles will be restricted to enable additional cleaning			
		The Driver must use cleaning equipment provided to ensure that Pool vehicles are cleaned after each use			
		Social distancing measures must be observed whilst using company vehicles			

Hazard Category: Social distancing in The Workplace

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Social distancing in The Workplace: Social Distancing Measure which will be put in place	1. Contractor 2. Employees 3. Volunteers	A full car vehicle space must be left between vehicles when parking personal cars	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
		Risk Rating		0	0																
		Last Modified By		Gary Hardiker																	
		Last Modified Date		25/06/2020 14:39																	
		All persons must use the designated Entry and exit points only, with the exception of the last person to leave.																			
		One way systems will be implemented in all buildings, for all persons to follow																			
		All persons must maintain the 2 meter gap at all times unless measures are take to mitigate the risk such as face coverings																			
Where 2m social distance cannot be maintained, actions must be taken to mitigate any risk (EG: Face Mask)																					
Social distancing must always be the priority, however where social distancing is not possible the use of PPE is required.																					
Floor markings and signage will be used as reminders																					
Where a employee has to visit another office, they must maintain social distancing measures																					
Kitchen access will be limited to 1 person only																					
Toilet facilities not currently single person, to be limited to single person only																					
Where meetings need to take place, they should either take place online as a first priority or where this is not possible and in person is required, meeting participants must adhere to the social distancing measures																					
Hot Desking must be minimised, Where hot desking is taking place, all surfaces should be thoroughly cleaned before and after use	Where a staff member does not have their own desk they should discuss this with their line manager																				

Hazard Category: Use Of Personal Protective Equipment (PPE)

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Use Of Personal Protective Equipment (PPE): Safe use of PPE	1. Employees, Volunteers	Facemasks - current Guideline suggest that there is no need for Masks in the workplace, as long as social distancing rules are observed. Staff will be supported if they wish to use facemasks	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
Risk Rating	0	0																			
Last Modified By	Gary Hardiker																				
Last Modified Date	25/06/2020 14:39																				
Gloves must NOT replace Hand washing / Sanitisation and must not be worn during normal working	Evidence suggests that the wearing of disposable gloves for general working actually aids the spread of disease																				
Gloves must only be worn where a task requires it such as for Cleaning and handling Cash																					
Gloves must be disposed of correctly after each use in a dedicated waste bin																					

Hazard Category: Vulnerable staff (including Those with Vulnerable Family Members)

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Vulnerable staff (including Those with Vulnerable Family Members): Staff who have specific health issues or live with a person classed as Vulnerable.	1. Family 2. Employees	Persons with known specific conditions will be contacted to discuss further requirements	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
Risk Rating	0	0																			
Last Modified By	Gary Hardiker																				
Last Modified Date	25/06/2020 14:39																				
All persons who attend the office must adhere to Social distancing measures at all times																					
Persons classed as vulnerable or who live with a person who is classed as vulnerable must not attend the office until individual arrangements have been agreed																					

Hazard Category: Staff Levels

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk																		
Staff Levels: Staff Levels expected on site at any one time	1. Employees, Volunteers	Lancaster House will be limited to 30 people at any one time with control measures in place.	<table border="1"> <tr> <td></td> <td>Initial (Pre)</td> <td>Revised (Post)</td> </tr> <tr> <td>Likelihood</td> <td></td> <td></td> </tr> <tr> <td>Consequence</td> <td></td> <td></td> </tr> <tr> <td>Risk Rating</td> <td>0</td> <td>0</td> </tr> <tr> <td>Last Modified By</td> <td colspan="2">Gary Hardiker</td> </tr> <tr> <td>Last Modified Date</td> <td colspan="2">25/06/2020 14:39</td> </tr> </table>		Initial (Pre)	Revised (Post)	Likelihood			Consequence			Risk Rating	0	0	Last Modified By	Gary Hardiker		Last Modified Date	25/06/2020 14:39	
				Initial (Pre)	Revised (Post)																
		Likelihood																			
		Consequence																			
		Risk Rating		0	0																
Last Modified By	Gary Hardiker																				
Last Modified Date	25/06/2020 14:39																				
Studios will be limited to 6 people at any one time -However the Mix, Beats and Live rooms must only have one person at a time																					
Where an office is in use, the maximum capacity for that office must be adhered to and social distancing measures observed.																					
Volunteers will not be allowed on site until further notice																					
Staff must work from the area allocated to them and must maintain social distancing when visiting other offices.																					

Hazard Category: **Mental Health**

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk		
Mental Health: Protection of the Mental Health and Wellbeing of all Staff	1. Employees	The Message has a number of measures in place to assist staff with any issues including regular 1-2-1s and Wellness action plans		Initial (Pre)	Revised (Post)
			Likelihood		
			Consequence		
			Risk Rating	0	0
			Last Modified By	Gary Hardiker	
			Last Modified Date	25/06/2020 14:39	

Hazard Category: **Cleaning and Hygiene Measures**

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk			
Cleaning and Hygiene Measures: Measures that will be put in place for cleaning	1. Employees, Volunteers	Enhanced cleaning procedures in place throughout.	NOTE: to be produce and attached to this assessment at a later date, including but not limited to, extra attention to door handles and Communal surfaces,		Initial (Pre)	Revised (Post)
		Desk Booking system will be put in place so that targeted cleaning can also take place.		Likelihood		
		All persons will be provided with Cleaning materials to keep own area clean		Consequence		
		Additional cleaning of Communal Areas		Risk Rating	0	0
		Additional Hand Sanitiser stations will be put in place		Last Modified By	Gary Hardiker	
		Signage will be put in place to remind persons to use hand sanitiser and the importance of Hand washing		Last Modified Date	25/06/2020 14:39	
		Shared equipment must be sanitised after each use by the user				
		Prior to building opening - All water outlets to be thoroughly cleaned and run through to prevent Legionella				
		Cleaning spray must be used on toilets after each use, however they will be cleaned extra as part of the enhanced cleaning program				
		Staff are responsible for the cleaning of their own Cutlery and Crockery				

Hazard Category: **First Aid and Emergencies**

Hazard	Risk / Applies To	Control Measure(s) and Person(s) in charge	Residual Risk		
First Aid and Emergencies: Measures in place to handle emergency situations	1. Contractor, Staff	First Aiders must use appropriate PPE including face masks and gloves when administering First aid.		Initial (Pre)	Revised (Post)
		In the Event of a fire alarm activation / Evacuation, all persons must leave via the closest exit	Likelihood		
		In the Event of a fire alarm activation / Evacuation, Social distancing measures must be maintained	Consequence		
			Risk Rating	0	0
			Last Modified By	Gary Hardiker	
			Last Modified Date	25/06/2020 14:39	

Section 3 - General Comments

This Risk assessment was amended on the 25th June 2020 to take into account the revised social distancing measures announced on the 23rd June 2020:

25/20/20 - Social distancing amended to "One Meter Plus".
 One Meter plus means that where a distance of 2 meters cannot be maintained, additional measures must be taken to mitigate the risk such as the use Face coverings , Screens ETC.