

Working safely during COVID-19 at Livv Housing Group

22nd May 2020

This checklist has been produced in accordance with HM Government's '*Guidance for employers, employees and the self-employed*' which was published on 11 May 2020.

The completion of this checklist and simultaneous review of our COVID-19 related risk assessments are to ensure that we are doing as much as we practicably can to ensure the safety of our employees, their families & friends, our residents, contractors and other persons affected by our operations.



General workplace hygiene provisions

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

1. In every workplace, increasing the frequency of handwashing and surface cleaning.
 - ✓ We have demonstrated this by increasing the provision of soap, hand sanitiser issuing and wall mounted dispensers at various locations and information has been provided to all staff on the importance of good hygiene practices.
 - ✓ Anti-viral cleaning wipes have been placed throughout our facilities and staff are encouraged to regularly clean work or rest area surfaces.
 - ✓ All cleaning products for use in the offices, communal areas and vehicles have been replaced with anti-viral disinfectant cleaning agents and materials.
 - ✓ Daily cleaning/sanitising schedules are in place for all offices and the communal areas in high rises and sheltered schemes which include all hard surfaces prone to touching with the hand.
 - ✓ Information and advice has been issued to staff, residents, visitors and contractors through a variety of platforms including posters, notice boards, intranet, e-mail, letters and social media.

2. Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
 - ✓ We have provided all personnel who can conduct their work from home with the necessary equipment to do so including - computers, monitors, chairs, keyboards, phones, new software, etc.
 - ✓ We have limited the number of staff allowed to undertake any work in each property.
 - ✓ We have reviewed staffing requirements to enable us to deliver services to our customers and introduced more flexible working hours where this was possible for our frontline staff to reduce unnecessary contact with other persons (including colleagues).
 - ✓ We have minimized the number of colleagues allowed to travel in the same company vehicle at any time and have ensured fixed pairings of colleagues where possible (unless there is an emergency requirement – i.e. a first aider taking an injured employee to A&E, etc.).
 - ✓ We have closed our main offices (Lakeview & Page Moss) until further notice.
 - ✓ We are reviewing the desk provision currently in place at Lakeview with a view to implementing temporarily reducing the available desks by around 50%.

3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
 - ✓ All activities are regularly assessed as to whether they are necessary/essential and action is taken accordingly which could mean stopping or delaying an activity.
 - ✓ Where activities require close interaction between colleagues, we are limiting this and only identified staff are permitted to work together on essential tasks – such as bulky removals.

4. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
 - ✓ We regularly review the need for any sustained periods of face-to-face contact during work and we have implemented procedures to minimise this as much as possible. If any requirement is highlighted, this will be reviewed and action will be taken accordingly.

5. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.
 - ✓ We had identified a number of persons working for us who are at the highest risk category for vulnerability to COVID-19 and we have agreed individual courses of action for those colleagues.

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: **Livv Housing Group**

Date: **22 May 2020**

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