

Title: COVID-19 Lakeview (phased return to work)

Step 1 Task Description	Return to work (phased) approach – Lakeview (Anyone presenting symptoms <u>must not</u> attend the office and must report any ill health to their line manager)	Dept:	All	Assessor/s:	SHE team
		Date:	May 2020		
		Review date:	As per guidance Issued by Gov		

Step 2	Step 3	Step 4		Step 5		
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else? If yes, what further things need to be done?	Actions to be done		
				By whom	By when	Done
COVID-19 Virus / spread/ infection being passed from infected person/s	Employees, visitors, contractors	Contract cleaners (daily basis) prior to lockdown	Increase cleaning regime and deep clean before site formerly re opens on going to ensure handles/ door push plates are regularly cleaned/ wiped down	MN	31 st May 20	
		Perspex screen has been installed on the reception desk	Receptionist will be issued with an iPad to sign in all visitors instead of individuals signing themselves in using paper and a pen.	DB	Day of return to office	
		Hand sanitizer, IT wipes, Multi-purpose desk wipes issued to staff	Place clear 2m (6ft) signage for staff to follow social distancing guidance – floor markings and desk space	DB	31 st May 20	
		Minimum staff in the office (rota basis) pre lockdown	Plan available space to respect the 2m distance guidance to enable departmental rota's to be planned for some staff to return to the office	DB/GC	22 nd May 20	Yes
		First aid provision and trained staff	Identify by role/function which staff members can/can't work from home. Manage occupancy levels on a daily basis based on desk availability. Training on treatment during Covid19 to be provided by Kays Medical/SHE team ahead of return to the office.	SHE team	Day of return to office	

			Install hand sanitizer dispensers in key areas of foot fall as per plan	DB		
			Signage to control toilet usage – signage (one in one out) basis	Facilities	31 st May 20	
			Communicate to staff the measures being discussed and considered	HR/ Comms	31 st May 20	
			Limit lift usage (one person) at a time to use- have clear signage/ warning in appropriate locations	DB	31 st May 20	
			Implement short video messages on intranet and TV monitors to advise staff of social distancing measures and adhering to 2m rule	Comms	31 st May 20	
			Control usage of canteen/ kitchen area with clear markings and signage to limit usage	DB	31 st May 20	
			One- way system for staff travel once inside the building to be implemented	Facilities	31 st May 20	
		Fire Marshall cover in place during opening hours	Fire Marshal coverage will be reviewed prior to returning to the office. Fire Safety protocols (i.e. fire doors/exits) have been reviewed and agreed by our internal Fire Safety Compliance Officer.	SHE team AH	Day of return to office	
Ventilation in buildings	Employees, visitors and contractors	Maintain conditioning units as per manufacturer guidance – units are serviced regularly on a 6 monthly basis	Undertake a further review of the air conditioning systems to ensure that they comply with the guidance provided by CIBSE (Chartered Institution of Building Services Engineers) and REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations).	Facilities MN	Day of return to office	
			Keep a steady flow of natural air from the outside into the building (per guidance) i.e. windows open. Signage to advise colleagues will be required	DB	31 st May 20	
			Review ventilation in meeting rooms and remove access to those rooms where adequate ventilation cannot be achieved	DB SHE Team	31 st May 20	
Travelling to and from the office	All staff		Following Government advice, we advise staff to cycle, walk or use their own vehicle where possible. Ample cycle storage is available at Lakeview. A shower is available for use if required. Facilities to ensure regular checks of the shower are carried out (cleanliness).	Facilities		Yes

Travelling from customers' homes to the office	All customer facing staff		Follow Government guidance around hand washing as you enter the building and make use of the sanitisation facilities	Comms	Day of return to office	
Car sharing	All staff		Car sharing at this time is not advisable.	Comms		Yes

Travel to work/Government guidelines:

Offices and Contact Centres – Appendix A

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Working in People's Homes – Appendix B

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

Working in construction and other outdoor work – Appendix C

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

Working Safely in vehicles – Appendix D

<https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-110520.pdf>

Risk Assessment revised 22.05.20 to reflect Government Advice changes