

WORKING SAFELY IN OUR OFFICES DURING CORONAVIRUS

RISK ASSESSMENT

INTRODUCTION

This Risk Assessment is for our staff and visitors to our offices.

We have followed Government guidelines as set out in ['Working safely during coronavirus \(COVID-19\) Offices, factories and labs'](#) (published 14 July 2021) and communicated these arrangements to our staff.

The Risk Assessment is available to staff on the company's intranet, and to our visitors on our website at www.lichfields.uk.

MONITORING AND REVIEW

The Operations Manager (sophie.jefferson@lichfields.uk) is responsible for monitoring and reviewing this Risk Assessment in line with Government advice and reporting her findings to the Finance and Operations Director and the Chief Executive. Any enquiries about the Risk Assessment, or feedback on the operation of the practical measures outlined in the tables below, should be directed to the Operations Manager, in the first instance.

Signed:

James Fennell
Chief Executive, Lichfields

Date: 6 September 2021

RISK ASSESSMENT: PRACTICAL MEASURES TO MINIMISE RISK

Lichfields is committed to ensuring our staff and other visitors to our offices work safely during coronavirus.

Area/ Risk	Who might be affected?	Practical measures to minimise risk
<p>1. Being alert to possible symptoms of Covid-19</p> <p>Heightened risk of the spread of infection by staff who are showing symptoms of Covid-19 or are otherwise unwell.</p>	<p>Staff and other visitors</p>	<ul style="list-style-type: none"> a. Staff are encouraged to respect one another's space when they attend the office. b. Staff have been informed that they should not attend the office if they feel unwell, even where their symptoms are not necessarily consistent with those associated with Covid-19. c. Staff and visitors who start to feel unwell in the office will be asked to leave immediately or as soon as they are reasonably able to. If they are too ill to travel home, they will be asked to move to an isolation area until alternative arrangements can be organised. d. Staff who test positive for coronavirus must self-isolate and not return to the office for at least 10 days from when their symptoms started. e. Staff who have been asked to self-isolate by NHS Test and Trace should follow the advice, and communicate with their line manager about the implications this will have on attending the office. f. Where a staff member tests positive for coronavirus, we will carry out a 'track and trace' of those who may have come into close contact with that person whilst they were in the office. These people may be asked to work from home.
<p>2. Travel to and from the office</p> <p>Heightened risk of infection arising from the use of public transport.</p>	<p>Staff who use public transport</p>	<ul style="list-style-type: none"> a. Staff are enabled to work from home. b. Staff are encouraged to travel to the office by bike or on foot where possible. Assistance with the purchase of a new bike is available through the Cycle to Work scheme. c. Staff travelling by public transport are encouraged to wear a face mask.

Area/ Risk	Who might be affected?	Practical measures to minimise risk
<p>3. Ventilation, cleaning and hygiene</p> <p>Heightened risk of infection arising from inadequate fresh air ventilation, cleaning and hygiene procedures.</p> <p>Green highlight for removal of social distancing</p>	<p>Staff and other visitors</p>	<ul style="list-style-type: none"> a. We have liaised with landlords and mechanical ventilation systems are set to maximise fresh air and minimise air recirculation. Where practical, windows are to be kept open to improve natural ventilation. b. Staff are provided with IT wipes to clean their keyboard, mouse, monitor and desktop phone at the start of each day. c. Anti-bacterial hand gel, IT wipes, surface cleaner, hand towels, tissues and closed waste bins are provided at Sanitisation Stations located in reception areas and around all our offices. d. Before using shared spaces and shared equipment, antibacterial spray, disposable paper towels and IT wipes are provided for staff to clean down surfaces, chair arm rests, TV remotes and other shared equipment.
<p>4. Staff and visitor wellbeing</p> <p>General concerns and uncertainty as we reoccupy our offices having an adverse impact on the wellbeing of our staff.</p>	<p>Staff and visitors</p>	<ul style="list-style-type: none"> a. Staff are encouraged to respect one another's space when they attend the office. b. Staff are required to be familiar with this Risk Assessment, and the practical measures within it, so they are able to look after the health and wellbeing of visitors to the office as far as Covid-19 issues are concerned. c. We will continue to communicate with staff on a regular basis via Staff Updates about the Company's response to Covid-19. d. If any member of staff is concerned about their own wellbeing or that of another member of staff (or a visitor to the office) they are encouraged to take this up with their line manager. e. The Wellbeing Team will continue to promote good health and wellbeing and is available as an alternative point of contact for staff. f. The Employee Assistance Programme (Empathy) is available for use by staff and their families.