

<b>Activities Covered by this Assessment</b>	COVID – 19 Working on site at ESPO – Offices and warehouse	<b>Reference</b>	<b>V5 17.05.2021</b>
<b>Site Address / Location</b>	ESPO – Leicestershire headquarters.	<b>Department / Service / Team</b>	<b>All</b>
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			
<b>Additional Notes:</b>			
<ul style="list-style-type: none"> <li>• Where possible all staff who are able to work at home have been instructed to do so. Staff should avoid accessing the ESPO site where possible.</li> <li>• Certain functions, primarily those within the warehouse, some customer care, ICT and Finance functions, cannot be undertaken at home. In this instance controls are in place to minimise the risk to individuals who do still need to attend site. Individual risk assessments and Safe Systems of Work (SSoW) are in place and shared with relevant departments where necessary.</li> <li>• Government advice on isolation, social distancing and hygiene must be observed at all times – there is a legal duty on all employees to follow any guidance or advice written to safeguard employee safety and wellbeing.</li> <li>• The Welsh Depot remains operational – due to limited staff numbers social distancing is more easily achieved. All relevant controls below are in place in Wales and will be followed at all times.</li> </ul>			

**In these unprecedented, rapidly changing and evolving times, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.**

**This risk assessment must be read in conjunction with your team’s office risk assessment (which will cover other relevant hazards, such as slips, trips and falls, manual handling) and other applicable risk assessments and Safe Systems of Work (SSoW). All existing safety systems must remain in place.**

If an employee, or employee’s household is displaying [COVID – 19 symptoms](#), they must stay at home for 10 days based on the latest Government advice. Guidance should be obtained from HR in this circumstance.

This risk assessment has been written in line with the Government’s guidance specific to our work activities, the measures in place ensures that the workplace is COVID-19 secure. The government’s COVID-19 secure poster is displayed throughout the building.

**Guidance used:**

- Factories, plants and warehouses: <https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf>
- In or from a vehicle: <https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-110520.pdf>
- Offices and contact centres: <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

Managers must ensure the measures below are communicated with employees and they must always be followed. This risk assessment will be shared on the intranet and displayed on notice boards for those without access. The pertinent points for employees will be reiterated in a 'Covid-19 return to site' induction.

Health and safety concerns can be reported to: your manager, your trade union representative, the ESPO on-site Senior Health and Safety Advisor or the LCC Corporate Health, Safety and Wellbeing Department.

In the first instance, to reduce the risk, the capacity of the office has been reduced with staff who can work from home being asked to continue to do so. The warehouse shifts are being run with as few people as possible, with additional staggered breaks, that allows for the safe picking of orders and meeting operational demand. The safety of employees is of paramount importance and pick rates, orders processed etc. will continue to be reviewed and numbers of staff employed in direct correlation, where safe to do so.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<p><b>COVID – 19</b></p> <p><b>Using equipment such as computers, welfare facilities, printers, touching handles, surfaces, taps, PR guns, pump trucks etc.</b></p>	<p>Employees, contractors, visitors and service users to the building may contract COVID – 19 by touching office equipment and other touch points/surfaces. Employees may become a carrier of the virus. Employees who are infected may spread the virus to others including vulnerable people.</p> <p>Symptoms may include; a high temperature, or a</p>	<ul style="list-style-type: none"> <li>▪ Desk cleaning materials are provided in each office.</li> <li>▪ Employees should clean their workstations including; Desk, Keyboard, Mouse, Screen, Phone, Chair (armrest &amp; adjustment controls) and anything else that may be ‘touched’ or contaminated frequently or as required due to potential contamination.</li> <li>▪ Staff instructed to avoid physical printing where possible.</li> <li>▪ Shared resources signed to remind staff to wipe surfaces and to wash hands.</li> <li>▪ Increased cleaning regimes by our external cleaning contractors, solo, are in place to regularly clean high touch surfaces such as door handles, light switches and taps.</li> </ul>	<b>H</b>	<b>L</b>	<b>M*</b>	<p>Avoid coming into the office where possible.</p> <p>Those with symptoms must follow government guidance and stay at home.</p> <p>Ensure desks are cleared of clutter to enable easier cleaning.</p> <p>*The risk rating cannot be reduced due to the potential severity of Covid-19. For the vast majority of people this will be a mild illness.</p>						

	<p>new, continuous cough and loss of taste / smell. The symptoms may range from undetectable / asymptomatic, to mild illness, to death.</p> <p>Please note – For the vast majority of people contracting Covid-19 will be a mild illness.</p>	<ul style="list-style-type: none"> <li>▪ Where possible, reduce touching surfaces, door handles, taps etc. – Use your sleeve or piece of paper towel.</li> <li>▪ Staff instructed to wash hands more frequently for at least 20 seconds each time.</li> <li>▪ Staff instructed to wash hands when they enter the building, regularly throughout shift, when they leave, and when they get home.</li> <li>▪ Hand sanitiser provided.</li> <li>▪ Staff instructed to cover their mouth and nose with a tissue, or their sleeve / crook of arm (not their hands) when they cough or sneeze.</li> <li>▪ Used tissues disposed of in the bin immediately and hands washed.</li> <li>▪ Signage in place to act as reminders including hand washing and ‘catch it, bin it, kill it’</li> <li>▪ Staff instructed to wash hands before eating, handling food, preparing drinks, or smoking/vaping.</li> <li>▪ Facilities help desk used if an area has run out of cleaning</li> </ul>												
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		<p>facilities i.e. soap, towels, hand sanitiser, cleaning wipes</p> <ul style="list-style-type: none"> <li>▪ Managers aware of <a href="#">how to spot signs and symptoms of coronavirus</a></li> <li>▪ Where possible windows opened to maintain a good source of ventilation. The AHU continues to operate.</li> <li>▪ Doors that can be kept open (i.e. have magnetic release mechanism/dorguard) should be kept open to avoid unnecessary touching. <b>There are no doors that can be left open at ESPO.</b> This has been confirmed by Leicestershire Fire and Rescue Service.</li> <li>▪ <b>Fire doors must not be wedged open if they do not have the magnetic device/dorguard. Regular visual inspection of site ensures this does not happen.</b></li> <li>▪ Managers monitor cleaning schedules and encourage staff to clean regularly.</li> <li>▪ Additional cleaning products available in the warehouse and staff instructed to wipe down 'touchable' surfaces before</li> </ul>												
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		<p>using e.g. pump trucks, RTD guns etc.</p> <ul style="list-style-type: none"> <li>▪ Gloves available if required. (but not to be used as a control against Covid-19)</li> <li>▪ First aiders briefed on importance of following good hygiene practices such as wearing of gloves and using vent aids or mouth shields if required. PPE, in line with HSE guidance, in place. If a patient is symptomatic they should not be in work, first aid should be performed where possible by the individual casualty (e.g. cleaning a wound and application of plaster) under instruction from a first aider to avoid physical contact.</li> <li>▪ First aid room or other facilities used to administer first aid thoroughly cleaned after use using sanitizing products available.</li> <li>▪ Covid-19 specific site induction completed by all persons working on site reiterating key controls.</li> <li>▪ Regular comms messages via weekly comms or via email via</li> </ul>												
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		the Silver team to reiterate key messages and to ensure managers are monitoring and enforcing on-site controls.												
<p><b>Contact with colleagues and others and maintaining appropriate social distancing.</b></p>	<p>Employees, contractors, visitors and service users to the building may contract COVID – 19 by coming into contact with infected people.</p>	<ul style="list-style-type: none"> <li>▪ Signage displayed to remind staff to maintain social distance.</li> <li>▪ Desk layouts established to enforce social distancing and staff to sit apart.</li> <li>▪ Desk layout ensures no face to face working.</li> <li>▪ Desk layout ensures no staff sit at desks next to walk ways / corridors</li> <li>▪ Staff instructed when walking around offices do not gather in groups of more than 2 people.</li> <li>▪ Stay 2 m (3 steps) apart from all people at all times</li> <li>▪ Tape installed on warehouse floor indicating 2m spaces.</li> <li>▪ Staff must not sit next to each other in the canteen; a minimum of 2 chairs should be maintained. Signs in place as reminder and to demark available chairs.</li> <li>▪ Staff to maintain social distancing if using the smoking area or other communal</li> </ul>	<p>H</p>	<p>L</p>	<p>M</p>	<p>Avoid coming into the office where possible. Only staff who have the consent of their Assistant Director should attend site.</p>								
	<p>Employees may become a carrier of the virus. Employees who are infected may spread the virus to others including vulnerable people.</p> <p>Symptoms may include; a high temperature, or a new, continuous cough. The symptoms may range</p>					<p>Those with symptoms must follow government guidance and stay at home.</p> <p>Consideration given to use of ‘sneeze screens’ as a further control should face to face be required. (desks are 800mm deep so enable natural 2m distance to be maintained.) Current LCC policy and desk layout prohibits their use as a primary control and existing desk layouts ensure appropriate social distancing without the need to implement additional measures RE:</p>								

	<p>from mild to death.</p>	<p>outside spaces. Signage installed</p> <ul style="list-style-type: none"> <li>▪ Staggered breaks in warehouse to reduce congregation of people.</li> <li>▪ Minimal staff being used - minimum to maintain critical services and operation.</li> <li>▪ One way system in place in main warehouse corridor.</li> <li>▪ Designated stairways used by office staff to avoid walking through offices.</li> <li>▪ Regular staff briefings and reminders issued.</li> <li>▪ Social distancing posters prominently displayed.</li> <li>▪ Digital meetings held instead of face to face meetings where possible. If meeting rooms are used these have limited capacity to ensure adequate social distancing is achieved.</li> <li>▪ Staff informed not to shake hands with people or have any physical contact.</li> <li>▪ Staff instructed to avoid any unnecessary travel during lunch breaks.</li> <li>▪ Staff instructed to avoid walking around the office, or</li> </ul>				<p>Government '1m+' guidance.</p>								
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		<p>between offices where possible.</p> <ul style="list-style-type: none"> <li>▪ Staff advised to try to utilise outside spaces during break times, maintain social distancing during this time.</li> <li>▪ Additional picnic benches installed in break areas.</li> <li>▪ Visitors and public are not permitted to access the building unless a specific risk assessment and SSoFW has been implemented.</li> <li>▪ Covid-19 site rules for visitors and contractors in place and shared with all visitors to site.</li> <li>▪ In the event of an emergency evacuation efforts should be made to maintain social distancing however staff informed to exit building via closest exit and to assess situation.</li> <li>▪ Mega phone available and will be used once staff are at assembly point to remind them to maintain their distance from others.</li> <li>▪ Staff utilising all office space, approximately 25 people per office (South) allowing natural,</li> </ul>										
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		<p>passive give way, and cooperation.</p> <ul style="list-style-type: none"> <li>▪ Staggered start and finish times reduces likelihood of passing on stairs and in corridors.</li> <li>▪ Limits on number of people accessing toilets, canteen and other shared spaces in place.</li> <li>▪ Challenge log in place within warehouse to record where staff have been spoken to – this to be used to monitor persistent offenders so additional action can be taken where appropriate.</li> <li>▪ Managers in other areas monitor compliance and raise concerns with employees where required.</li> <li>▪ All staff instructed to wear face covering when entering and exiting the building and reminded to wear if there is a chance of being less than 2m from others.</li> </ul>												
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<p><b>Using substances potentially hazardous to health i.e. cleaning products</b></p>	<p>Employees may sustain allergic reactions, contact dermatitis, or other adverse effects from using cleaning products</p>	<ul style="list-style-type: none"> <li>▪ Employees should only use cleaning products at work that have been provided</li> <li>▪ Employees should follow guidance on the bottle and if you have any concerns or wish to see the Safety Data Sheet and/or COSHH assessment please ask. These products are classified as non-hazardous and if used sensibly should not cause issue. Gloves are available where required.</li> <li>▪ Ensure environment is well ventilated during use.</li> <li>▪ Employees should inform their manager of any allergies or adverse reactions they may have to specific cleaning products.</li> <li>▪ Any adverse reactions must be reported to Jim Hill immediately.</li> <li>▪ Employees are encouraged to use hand creams regularly to protect hands from dryness.</li> </ul>	L	L	L	<p>PPE to be provided (gloves) to employees who may experience adverse effects from using cleaning products – the employee has a responsibility to inform their manager and not use these products if there is a known sensitivity to cleaning products.</p>								
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<p><b>Vulnerable employees</b></p>	<p>Employee's with underlying health conditions, those who are overweight, BAME or other factor that results in them being classified as more vulnerable may experience more serious symptoms if they contract the virus. Symptoms may range from mild to death.</p>	<ul style="list-style-type: none"> <li>▪ Government guidance followed at all times, including any local lockdown measures</li> <li>▪ LCC vulnerable employee and BAME risk assessment undertaken to identify those considered at higher risk.</li> <li>▪ Specific vulnerable person risk assessment in place outlining key controls that should be followed stringently by those classed as vulnerable or extremely vulnerable.</li> <li>▪ Current measures in place ensure no additional risk to those in this category.</li> <li>▪ Access to ESPO and LCC HR advisors if required for additional or specialist guidance. Where possible those consider more at risk continue to work from home. Where this is not possible adequate controls in place and confirmed.</li> </ul>	H	L	M	<p>Risk is medium providing employees stay at home.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID – 19</p>							
<p><b>Lone working 'isolated' working within offices</b></p>	<p>Employees may be unable to raise the alarm in the event of injury and may be unable to obtain first</p>	<ul style="list-style-type: none"> <li>▪ No ESPO staff should be lone working.</li> <li>▪ EAP support 24/7 available for staff struggling with mental health.</li> <li>▪ Lone worker guidance</li> </ul>	L	L	L								

	<p>aid. Employees may be injured as a result of physical &amp; verbal assault / abuse while lone working. This may potentially result in stress, anxiety, loss of confidence etc.</p>	<p>available and should be followed – <a href="#">Lone Worker Guidance</a></p> <ul style="list-style-type: none"> <li>▪ Managers must maintain regular contact with employees, especially at the start and end of the day.</li> <li>▪ Staff instructed to contact their nearest First aider if first aid is needed – there will always be first aid available from the warehouse so please call 4118 in an emergency.</li> <li>▪ If any member of staff has a health condition you should notify Jim Hill for discussion so appropriate measures can be taken.</li> <li>▪ Signing in procedures in place for sporadic workers. Staff working in the offices between 8:00am and 5:00pm must sign in on the fire register inside staff entrance. Outside of these hours they must go to the warehouse stage area – process communicated.</li> <li>▪ First aid kits are available in kitchen areas and first aid room.</li> <li>▪ First aiders available from</li> </ul>												
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		<p>warehouse – comms sent to remind staff of numbers and process.</p> <ul style="list-style-type: none"> <li>▪ Defibs are available on each floor.</li> <li>▪ Employees should keep work mobiles charged and ready for use or ensure easy access to a phone.</li> </ul>												
<p><b>Wellbeing/Mental Health/Stress</b></p>	<p>Working in the office during the COVID-19 outbreak, staff are at risk from ‘work related’ stress. Increased demands, due to exceptional circumstances and possible isolation and a lack of socialisation can exasperate anxiety / mental health issues</p>	<ul style="list-style-type: none"> <li>▪ Employees should aim to keep regular contact with work colleagues using media, skype Apps etc, wherever possible.</li> <li>▪ Regular 1 to 1 meetings should continue – held over Skype/mobile/Microsoft Teams etc.</li> <li>▪ Managers conduct welfare checks with employees.</li> <li>▪ Each employee / manager should have an emergency point of contact.</li> <li>▪ EAP support available for all staff that requires mental health or other emotional support. Details of this and access to LCC Counselling and Wellbeing Service shared with all staff so they know how to access them.</li> </ul>	<p>M</p>	<p>M</p>	<p>M</p>	<p><b>Smarter Working Resources</b></p> <p><a href="https://leicestershiretotara.learningpool.com/course/view.php?id=4590">https://leicestershiretotara.learningpool.com/course/view.php?id=4590</a></p> <p>Managers should consider holding remote wellbeing activities/initiatives to boost staff morale.</p> <p>Consider video conferencing – to include non-work communication and work place ‘banter’ – staff chat groups etc. So camaraderie and mental</p>								

					<p>health support is maintained.</p> <p>Communication with employees is key to ensure staff remain well informed Managers need to ensure processes are in place to communicate to those without access to ESPO intranet – consider using personal emails and phone numbers.</p>						
<b>Travel to and from work</b>	<p>Employees may contract COVID-19 while traveling to and from work. This can then be spread to colleagues in the office. The symptoms may range from mild to death.</p>	<ul style="list-style-type: none"> <li>Employees to avoid using public transport where possible based on Government Advice. If not possible, ensure hands are washed when coming onto the ESPO site and all government guidance is adhered to at all times, including the wearing of face coverings. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Employees to avoid car sharing with people they do not live with where possible. Where</li> </ul>	<b>H</b>	<b>L</b>	<b>M</b>	<p>Avoid all unnecessary travel to reduce the likelihood of the spread.</p> <p>Government advice can change regularly and at short notice – all staff have a responsibility to be aware of any local restrictions or guidance issued e.g. wearing of face coverings on all public transport.</p> <p>Car sharing is more of an issue for those working</p>					

		<p>not possible they should follow all government advice.</p> <ul style="list-style-type: none"> <li>▪ Government advice for car sharing (via LCC) issued to all staff and notices displayed in communal area.</li> <li>▪ Challenge log used (warehouse only) to record conversations with individuals who are seen not to be adhering to travel advice i.e. not wearing face coverings.</li> <li>▪ Staff who do need to car share encouraged to share with the same people every time.</li> <li>▪ Employees encouraged to regularly sanitise the inside of their car in particular the touch points, such as steering wheel, gear stick, indicator stalks, seat belts etc.</li> <li>▪ Employees to wash their hands as soon as they arrive at site, regularly throughout the day and again when they arrive home.</li> <li>▪ Keyworker letter issued to employees to be shown if stopped by the police on their way to work.</li> <li>▪ Staff should attempt to leave</li> </ul>				<p>shifts due to the unavailability of public transport.</p>								
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		<p>at least 1 parking space between cars and avoid entering cars at the same time as those parked in close proximity – car park large enough to allow for adequate social distancing.</p> <ul style="list-style-type: none"> <li>▪ Large number of secure bike storage areas available for staff.</li> <li>▪ Cycle to work scheme in place to encourage staff to cycle to work.</li> </ul>										
<p><b>In the event of employee starting to display COVID 19 symptoms in the office</b></p>	<p>Employees may spread the virus to other colleagues. The symptoms may range from mild to death.</p>	<ul style="list-style-type: none"> <li>▪ If someone becomes unwell in the workplace with a new, continuous cough, high temperature / fever and or loss of taste or smell, they are sent home immediately and advised to follow the advice to stay at home.</li> <li>▪ Managers should support employees to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others</li> <li>▪ Employees to use the <a href="#">111 Online Coronavirus Service</a> to find out what to do.</li> <li>▪ Public Health England will</li> </ul>	<p>H</p>	<p>L</p>	<p>M</p>	<p>Avoid coming into the office where possible.</p> <p>Those with symptoms must follow government guidance and stay at home.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>						

		<p>need to be notified of confirmed coronavirus incidents and will give guidance on what needs to be done in those circumstances.</p> <ul style="list-style-type: none"> <li>▪ Contact Jim Hill and the Facilities Helpdesk to inform them, in case a deep clean needs to be initiated.</li> <li>▪ If an employee cannot get home immediately, they will be asked to wait in a meeting room or place of safety away from other people (to be determined on the day based on available space), and open a window for ventilation, until they can go home. A deep clean of this temporary holding area would be initiated in the event of staff utilising this.</li> <li>▪ A clean of all surfaces potentially contaminated by the individual will be undertaken.</li> </ul>												
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<p><b>Cross Contamination</b></p>	<p>Employees may bring the virus into their homes from their potentially contaminated clothes. The virus may spread to others in the house hold.</p>	<ul style="list-style-type: none"> <li>▪ Staff instructed where possible to wear an additional outer layer which can be removed and placed in to a carrier bag (tied) and transported home.</li> <li>▪ Clothing worn on site should be laundered: at the maximum temperature the fabric can tolerate, then ironed or tumbled-dried if possible.</li> <li>▪ Shoes worn to attend work should either be left in lockers or be removed on arrival at home, wiped down and segregate them from other household shoes.</li> <li>▪ Hands should then be washed.</li> <li>▪ Detailed ‘cross contamination’ risk assessment and safe system of work in place.</li> </ul>	H	L	M	<p>Risk is medium providing these controls are followed.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID – 19</p>								
<p><b>Inability to conduct statutory in-house and external inspections</b></p>		<ul style="list-style-type: none"> <li>▪ Facilities manager continues to work from site.</li> <li>▪ Detailed inspection and maintenance programme in place.</li> <li>▪ Process in place to ensure safety of contractors visiting site – reciprocal risk assessments received to ensure contractors are</li> </ul>												

		<p>following national guidance and keep ESPO employees safe.</p> <ul style="list-style-type: none"> <li>▪ Maintenance team working on site to ensure internal inspections such as water temperatures, fire alarm sounder, sprinkler tests etc. are carried out as normal.</li> <li>▪ External certifications and inspections remain in date and monitored. Statutory inspections such as LOLER will continue as normal.</li> <li>▪ Any exemptions confirmed by the HSE (e.g. extension of external FLT certification) will be noted – regular review of certifications takes place and where necessary staff will be temporarily restricted from using equipment if necessary.</li> <li>▪ External trainers and contractors are permitted to work under current government guidance so continues as normal.</li> <li>▪ Facilities Helpdesk continues to be monitored to allow staff to report defects or issues of concern.</li> </ul>												
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		<ul style="list-style-type: none"> <li>Staff working on site to continue to follow all existing health and safety guidance or those that have been adapted in light of the Covid-19 situation. Any amendments are communicated and monitored.</li> </ul>												
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<p>Employee may display symptoms of COVID-19 while in the office and need to evacuate. Employees may transmit the virus to others even if they are not displaying symptoms of COVID-19.</p>
<p>How could this emergency situation be prevented / controlled?</p>	<p>Follow Government advice by staying at home. Control measures outlined above must be followed when working in the office.</p> <p>In the event of an emergency evacuation efforts should be made to maintain social distancing.</p>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<p>If an employee cannot get home immediately they should go into a room alone and open a window for ventilation, until they can go home.</p>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Managers must keep up to date with Government guidance and consider how their services can be delivered from home. Managers must adapt quickly if Government advice changes and have a plan in place to foresee likely changes.</p>

<p>Risk Assessor (s) Name(s):</p>	<p>Amy Walling - LCC Senior Health, Safety and Wellbeing Advisor – Author of original, generic, document</p>	<p>Risk Assessor(s) Signature (S):</p>	
	<p>Jim Hill – ESPO Senior Health and Safety Advisor</p>		

Authorised By:		Authoriser Signature:	<b>Initial</b>
Date Conducted:	30.09.2020	Date of Next Review:	Ongoing – continuous in line with Government and LCC Guidance
Date last amended:	15.05.2021	Date of Review:	On or before 21 <sup>st</sup> June or as Government / LCC announcements are made.

Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
	<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.	
Likelihood of Harm Occurring				

**Risk Rating Definitions**

<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.