

Risk Assessment Form

Activity	LCG staff and learners return to work after Lockdown 3 March 2021		Site/Location	Various - LHAA and LCG Buildings	Risk Assessment No.	RTW-01/21
Person Completing Form	Mark Fletcher		Job Title	Head of Health and Safety	Date	February 2021
Review Date		Reviewed By	M Fletcher	Next Review Date		
Persons at Risk	Employees	Learners	Clients			
Initial Risk Level (of the hazard, before implementing all the Control Measures and Actions)						
Potential Severity of Harm (A)	3	Likelihood of Harm Occurring (B)	3	Initial Risk Level (A x B)	9	

Hazard	Control Measures	Additional Control Measures	Action By	Action Target Date	Action Complete (Initial)
Staff working alongside each other – social distancing and spreading COVID-19	<p>1m distance to be maintained wherever possible including in meeting rooms and work areas</p> <p>Personal items to be kept at staff desks wherever possible. Where lockers are used, they should be sanitised after use.</p> <p>All site visitors to be aware of the current social distancing guidelines that are in place based on government guidance and follow these across all sites. Signage to be installed where required to reinforce this with staff and learners</p> <p>Where a one-way system is installed, all site visitors to follow this at all times.</p> <p>Signage installed throughout the building to notify staff of: Social distancing, hygiene, cleaning, and one-way systems in place.</p> <p>Should any staff or learner come into contact with a known positive case of COVID-19 they must stay at home and inform their manager ASAP.</p>	<p>Face coverings to be worn at all times when moving around any of the offices and academies. Staff do not need to wear them when sat at their desk working however, they must be worn when sat next to a member of staff if working together.</p> <p>Learners in the Hair and Beauty Academies may be required to wear face visors and Type 11 face masks – this will be confirmed by the Academy Manager at the time.</p> <p>Desks and seating positions to be identified based on government guidance on social distancing. Staff must not take it upon themselves to sit in a different desk without prior approval from their Executive Director of the Head of Health and Safety.</p> <p>Staff to be asked about COVID-19 symptoms on a regular basis. Any issues should be reported back to the Duty Manager or Head of Health and Safety as soon as possible.</p>	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	

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	<p>All staff and visitors to sanitise their hands on entry to each building and on leaving.</p> <p>Some office areas will have polycarbonate screens installed to provide further safety measures for staff.</p>	<p>Head of H&S to monitor government information and will relay any changes to the Director of People if it affects our working methods.</p> <p>All visitors to complete a track and trace form or scan the NHS QR Code on arrival.</p>			
<p>Deliveries to and collections from offices and Academies and bringing infection in from 3rd parties</p>	<p>Mail distribution to be done by a single member of staff wherever possible</p> <p>Mail to be opened on arrival and external packaging disposed of correctly. If possible, external packaging should be sanitised before onward movement.</p>	<p>Fruit deliveries to be suspended for the time being until it is deemed safe to start again.</p>	<p>Academy Manager Manager All Staff Head of H&S</p>	<p>8th March then Ongoing</p>	
<p>Accidents to staff and fire alarms meaning staff need to evacuate the building</p>	<p>First Aid kits are available in each tea point – where possible small accidents (cuts etc.) should be self-administered.</p> <p>Managers to ensure all staff proceed to the assembly point and await further instructions.</p> <p>All accidents to be reported through the usual procedures</p>	<p>Dependant on how the fire alarm is controlled, (shared buildings may be managed by the landlord) LCG staff to take control of the situation and evacuate the building as per the standard fire procedure. Social distancing does not need to be observed in this situation.</p>	<p>Academy Manager Manager All Staff Head of H&S</p>	<p>8th March then Ongoing</p>	
<p>Staff Welfare while at work and maintaining social distance as per government guidelines</p>	<p>Staff and learners to be able to eat at their desks or workstations if required.</p> <p>If microwaves are used, they must be sanitised after use by the person using them to make them 'ready' for the next person to use.</p> <p>If needed, based on numbers of toilets in a particular building they may be allocated to learners and staff. If this is the case, signage will be in place to inform all building users of this situation.</p>		<p>Academy Manager Manager All Staff Head of H&S</p>	<p>8th March then Ongoing</p>	

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	All staff, visitors, and learners to sanitise their hands every time they enter or leave the building				
Maintaining social distancing	<p>Signage to be erected around working areas showing staff and learners how to observe the current social distancing guidelines.</p> <p>Where required 1-way systems for travel will be put in place and signs erected to inform site users of how to operate this.</p> <p>Lifts should not be used in general, if staff, learners, or visitors need to use the lift, they should sanitise any buttons after use.</p> <p>General recreation areas should not be used for staff to eat food at break times however, some facilities may be in use still. Please check at site level for any specific restrictions.</p>	<p>Parking spaces to be spread out across the sites where possible to maintain staff distancing. If staff arrive/leave alongside other staff, they must observe the social distancing rules in place.</p> <p>Any staff wishing to use the smoking shelters must observe the social distance guidelines at all times. All used cigarettes must be disposed of correctly. Any cleaning issues because of this could make the site a non-smoking site.</p> <p>Visitors wanting access to any LCG or LHAA site must have discussed this with the relevant Academy manager or Head of Health and Safety beforehand.</p> <p>All staff who are not based on a particular site on a F/T basis must enter via reception and complete a COVID-19 questionnaire as part of the track and trace system. If they do not want to complete a form, they must use the QR code via the NHS Track and Trace App.</p>	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	
Cleaning and maintain hygiene across site to prevent cross infection	<p>All staff, learners, and visitors to sanitise their hands on arrival at the office and before leaving.</p> <p>All external doors to be on automatic opening/closing where possible if this does not impact on security or confidentiality</p> <p>Internal doors to be wedged open to prevent the contamination of fob access points if this does not impact upon security of the building/contents or confidentiality of staff and or learners.</p> <p>Staff and learners to maintain good hygiene at all times while onsite with</p>	<p>Pool table and recreation facilities not to be used going forward.</p> <p>Printers to have sanitisation equipment next to them for use by staff.</p> <p>Facilities staff to be allocated individual areas to be cleaned on a daily basis and maintain these areas focusing on door handles, handrails, and other contact points.</p> <p>All meeting rooms to be sanitised after each use to ensure the room is ready for the next occupant. Sanitising spray and wipes are available in each room and should be disposed of safely after use.</p>	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	

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	regular handwashing and hand sanitisation after eating and using toilets				
Site Visitors	Log to be kept of all site visitors who are using the offices for meetings to ensure we can comply with the government track and trace system going forward. This information should be kept for 21 days then destroyed as per the usual confidential process.	Visitors can use the LCG QR code via the NHS Track and Trace App to log their visit to site if they do not want to complete a form via reception. All visitors to follow the site procedures for social distancing and hand sanitisation whilst on site. If visitors are aware of them having contact with a positive COVID-19 case in the 48hrs before they visit site, they must not attend the office and must let their host know. Meetings can be taken via Teams if required.	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	
Tutors coming to site	No external (non LCG/LHAA staff) tutors to be allowed into buildings without prior authorisation from the Head of Health and Safety or Academy Manager prior to the visit. If employability courses are being run on an LHAA or LCG site involving external learners, a full risk assessment must be completed beforehand and signed off by the Academy manager or Head of Health and Safety.	Should external tutors need to come to a site they must be allocated an arrival time and a table placed outside for them to drop off/collect work. No contact between staff and tutors under any circumstances	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	
Learners accessing the sites	Health questionnaires to be completed by all learners before attending site and anybody showing signs of COVID -19 to be told to stay at home. If learners develop symptoms whilst onsite, they must go home immediately and get a test. They will not be granted access back to the site without the results of the test being confirmed.	Learner details who have accessed site to be kept for 21 days as part of any track and trace system that needs to be implemented. Learners can use the QR code via the NHS Track and Trace App if they do not want to complete a form via reception.	Academy Manager Manager All Staff Head of H&S	8 th March then Ongoing	

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<p>Staff working in the office coming into contact with a confirmed case of COVID-19 or developing symptoms</p>	<p>Should the business become aware that a member of staff who has been working in the office has come into contact with somebody who has COVID-19, is showing symptoms of COVID-19 or is suspected of having COVID-19 they must be sent home to self-isolate for 10 days.</p> <p>Anybody they have been in contact with for the previous 48hrs will be made to self-isolate and work from home for 10 days. This includes staff and learners.</p> <p>If the business is made aware of this out of hours, then relevant executive directors and managers would be informed who will cascade this information down to the teams who are working in the office asking them to work from home and self-isolate.</p> <p>Any visiting staff to sign a COVID-19 Track and Trace form via reception so that we retain a list of who has been in the office and when, which will be kept for future reference. If staff do not want to complete a form, they can use the office QR code via the NHS Track and Trace App.</p>	<p>All staff to take laptops home on a nightly basis to ensure they can continue to work if this situation becomes apparent.</p> <p>All areas where the learner, member of staff or visitor were at the time of being on site will be deep cleaned as a result of any outbreak with no staff access whatsoever internally until the deep cleaning has been carried out.</p> <p>Any staff who are in the office at the time of any positive test will be notified that they must self-isolate, but they will not be given the identity of the member of staff who has tested positive.</p> <p>Should a member of staff or learner report to the office showing symptoms of COVID-19 they will be asked to leave immediately and may be subject to disciplinary action.</p> <p>The symptoms of COVID-19 are a high temperature, a new, persistent cough, or a loss of taste and/or smell. Should any member of staff experience any of these symptoms they must stay at home and contact their manager.</p>	<p>Academy Manager Manager All Staff Head of H&S</p>	<p>8th March then Ongoing</p>	
Residual Risk Level (after implementing all the Control Measures and Actions)					
<p>Potential Severity of Harm (C)</p>	<p>3</p>	<p>Likelihood of Harm Occurring (D)</p>	<p>2</p>	<p>Residual Risk Level (C x D)</p>	<p>4</p>

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		Potential Severity of Harm			Residual Risk Level Actions		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3	Low Risk	Medium Risk	High Risk
Likelihood of Harm Occurring	Highly Unlikely 1	Low Risk 1	Low Risk 2	Medium Risk 3	Proceed with Activity under controlled measures above	Reduce Risks Further ALARP	DO NOT PROCEED Without Referring to Your Manager First
	Unlikely 2	Low Risk 2	Medium Risk 4	High Risk 6			
	Likely 3	Medium Risk 3	High Risk 6	High Risk 9			

This Risk Assessment must be communicated to those who are carrying out the task and should be recorded in the boxes below			
The above Risk assessment has been briefed to those individuals detailed below and they understand the requirements of the risk assessment.			
Name	Signature	Company	Date