



LSPR COVID 19 RISK ASSESSMENT
MAINTAINING PHYSICAL DISTANCING

AREAS/ TIMES TO BE CONSIDERED	WHO MAY BE AT RISK	POSSIBLE CONTROLS	ACTIONS REQUIRED	<i>Points to consider:</i>
Office Visits	Clients Staff	Covid assessment should be carried out before anyone enters the office to ascertain whether they have symptoms Office visitors should be limited to one at a time Clients should not attend the office without prior appointment Appointment times should be staggered Meetings should be conducted outside where possible Signage RE distancing and floor tape indicating 1m distance should be clearly visible PPE will be provided to any visitor without	Clients to be notified of new arrangements PPE to be worn at all times 1m distance rule to be adhered to Clear signage	<i>Meetings should not be held outside in adverse weather</i> <i>Signage to be explained to those clients who cannot read</i>



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		Screens will be in place on desks at all times		
Ventilation	Clients Staff	Windows should be kept open as much as possible to allow for fresh air and air flow		
Work Areas	Staff	Work stations to be kept 1 meter apart No face to face working Hand sanitizer provided Screens should be in place at all times Cleaning should take place periodically throughout the day	Ensuring we have sufficient amounts of PPE, hand sanitizer, cleaning products	



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Staff Contact	Staff	Staff must not have physical contact with colleagues (eg hugs/handshakes etc) and must endeavour to maintain social distancing from each other	1m tape to demonstrate distance	
Staff will continue to adhere to stringent hygiene (eg hand washing/sanitising after wiping noses; using the standard PPE etc).				

LIMITING NUMBERS OF PEOPLE ENTERING THE BUILDING (limiting contact)

POINTS/ AREAS/ TIMES TO BE CONSIDERED	WHO MAY BE AT RISK	POSSIBLE CONTROLS	ACTIONS REQUIRED	<i>Points to consider:</i>
Clients / Visitors to the office	Clients	Clients should not attend the office without prior appointment		<i>Clients/visitors that turn up without prior</i>



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	<p>Staff</p> <p>Visitors</p>	<p>Clients / visitors should be limited to one at a time</p> <p>Appointment times should be staggered</p> <p>Meetings should be conducted outside where possible</p> <p>Signage RE distancing and floor tape indicating 1m distance should be in place</p> <p>PPE should be provided</p> <p>Desk screens in place at all times</p>		<p><i>appointment must be booked in to attend at a convenient time</i></p>
<p>Accommodation</p>	<p>Clients</p>	<p>Residents should be limited to one guest at a time</p> <p>No guests after 10pm as per house rules</p> <p>Signage in relation to hand washing clearly visible</p>		<p><i>Monitoring clients via CCTV, spot checks and investigating reports from clients/neighbours</i></p>



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		Cleaning products to be provided for all properties		
Support Sessions	Staff Clients	To be conducted over the phone where possible Meetings should be conducted outside weather permitting Where meeting takes place in the office desk Screens to be in place, PPE and 1m distancing should be in place at all times	Visual Office calendar to be ordered and updated daily	You should make other staff members aware of any appointments
Contractors	Contractors Staff	Unless it is an absolute emergency, all contractors should visit outside working hours (eg plumbers; pest control; meter readers; fire equip inspection, maintenance etc) PPE to be worn in the office and at properties at all times Social distancing to be maintained		



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Deliveries	Staff	<p>Postman / deliveroo etc or any other delivery personnel eg DPD should not enter the office – a staff member should go outside and collect the delivery</p> <p>Any staff handing deliveries will thoroughly wash their hands after handling</p>		
Upcoming Events TCP Meeting Christmas Dinner	Staff Clients	Events to be limited to 3 attendees so that social distancing can be maintained	<p>Events should take place remotely eg via whatsapp / zoom</p> <p>Amended feedback forms to be put together</p>	
Fire Drills	Staff			



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		Should the fire alarm sound the building will be evacuated in the normal way uncompromised by social distancing.		
Other:	Staff Clients	All other group events to be postponed until further notice		

GENERAL: HYGIENE AND AVOIDANCE OF CROSS CONTAMINATION OR OTHERWISE

POINTS/ AREAS/ TIMES TO BE CONSIDERED	WHO MAY BE AT RISK	POSSIBLE CONTROLS	ACTIONS REQUIRED	<i>Points to consider:</i>
	Clients			



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<p>Staff health and Clients who become unwell/display symptoms</p>	<p>Staff</p> <p>Visitors</p>	<p>Only staff or clients who are symptom free or have completed the required isolation period should attend work/the office.</p> <p>Staff must follow current NHS/Government guidance with regards to isolation periods and testing.</p> <p>Tests to be booked for clients displaying symptoms</p> <p>Where a client or staff member has tested positive Croydon HEAT are to be notified immediately via email HEAT@Croydon.gov.uk</p> <p>Where a clients or staff member has tested positive The local Public Health England Health Protection team (HPT) to be informed via email or phone; LCRC@phe.gov.uk 0300 303 0450</p>		<p><i>Where client does not have access to the internet or smartphone staff member should assist remotely</i></p> <p><i>Where a staff member has fallen ill clients who have had possible contact should be informed and recommended to follow government advice guidelines</i></p>
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<p>Staff health or staff who become unwell while at work</p>	<p>Staff</p>	<p>Only staff who are symptom free or have completed the required isolation period should attend work</p> <p>Staff who become unwell/display symptoms will need to be sent home immediately</p> <p>Staff must follow current NHS/Government guidance with regards to isolation periods and testing.</p> <p>Thorough RTW to be completed when the staff member returns</p>	<p>Return to Work to be carried out by Management team</p>	
<p>Hand sanitising and hand washing for staff and visitors</p>	<p>Staff</p>	<p>All staff, clients, visitors must sanitise their hands before entering the building. No one will be permitted entry without doing so.</p> <p>Staff must additionally wash their hands when they leave one room (eg the kitchen) before entering another room.</p>		



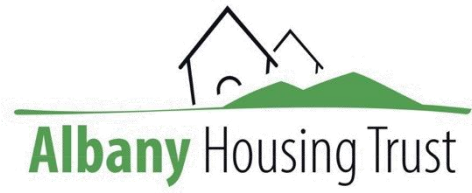
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		<p>Hand washing will be encouraged at additional times throughout the day</p> <p>Basins must be thoroughly sanitised throughout the day</p> <p>Staff can bring in their own sanitizer but sanitizer will be provided</p> <p>Posters on how to correctly wash hands placed at all basins and properties</p>		
Cups and mugs	Staff	<p>Staff must ensure all cups, glasses, mugs, are cleaned once they are finished with them and disposals used where possible</p> <p>Clients / visitors should drink out of disposable cups</p>		
General touch points and surfaces in rooms and communal areas	Staff	<p>Staff to sanitise all surfaces regularly through the day</p>		



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Staff Computers	Staff	Sanitise with anti-bacterial wipes between use	Provide anti –bacterial wipes at each desk	
Desk and office telephones	Staff	Phone receivers and keypads should be sanitised with antibacterial wipe between users or a damp cloth and D10.	Provide anti –bacterial wipes at phone sites	
Shared workstations/computers	Staff	All keyboards and mice should be sanitised with antibacterial wipes between users or a damp cloth and D10.	Provide wipes at stations	
Kitchen	Staff	Access to the kitchen to be limited to staff only and one person at a time Regular cleaning and sanitizing		



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