



Facilities Management Risk Assessment

Summary of Assessment

Reference Number: PAN 001
Task Being Assessed: Precautions to Control of COVID19 Pandemic
Location(s) of Task: All Stores
Persons Affected By Task: Employees Contractors Members of Public Other
Priority for Remedial Action: 1 (Immediate) 2 (<28 Days) 3 (<3 Months) 4 (<6 months) 5 (Review)
Form Title: Lok'n Store Risk Assessment Form
Date of Assessment: 16th July 2020 **Assessment Review date:** 16th July 2023
Assessors Name: Ian Harrison **Signature :** *Ian Harrison*

Assessment of Uncontrolled Risk

The overall assessment of the risk of injury to persons involved in these tasks is:

Intolerable Substantial Moderate Acceptable

Recommendations for Further Action

No Further Action Required

√ Improved Control Measures Required (to be detailed on Assessment Form overleaf):

- | | | |
|---|---|--|
| • Can the task be removed or eliminated? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • Can a safer alternative be found? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • Can the task be enclosed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Can guarding be provided? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Can work be organised so exposure is reduced? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is Training Required? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • Are additional welfare facilities required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is PPE Required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Assessment of Controlled Risk

(once further controls are in place, if applicable)

The overall assessment of the risk of injury to persons involved in this operation is:

Intolerable Substantial Moderate Acceptable

Facilities Management Risk Assessment

Notes for Assessment

Assessment Values					
	Hazard Severity Rating (S)				Likelihood (L)
Value	People	Asset	Environment	Reputation	
1.	No/First Aid Injury	No Damage	No Impact	No Impact	Extremely unlikely
2.	Loss Time Injury	Minor Damage	Low Impact/Little Harm	Limited Impact	Unlikely but may occur exceptionally
3.	Major Injury	Localised Damage	Short Term Harm	Local Impact	Likely to occur sometime
4.	Single Fatality	Major Damage	Long Term Harm	Considerable Impact	Likely to occur often
5.	Multiple Fatality	Extensive Damage	Significant Eco-harm	National Impact	Regular or continuous occurrences

Determination of Risk

Severity	Likelihood					Priorities for Action		
	1.	2.	3.	4.	5.	Risk Rating	Priority	Action Response Time
5.						INTOLERABLE	1	Immediate action required
4.						SUBSTANTIAL	2	Action within 28 days
3.						MODERATE	3	Action within 3 months
2.						ACCEPTABLE	4	Ongoing Review

Facilities Management Risk Assessment

Assessment

Hazard	Existing Control Measures	S	L	Controlled Risk Rating	Further Action Required
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> Provide water, soap and drying facilities at wash stations. Provide information on how to wash hands properly and display posters. Provide hand sanitiser for the occasions when people can't wash their hand 	2	2	4 acceptable	Maintain on-going review Be aware of regional changes in relation to local lockdown.
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	<ul style="list-style-type: none"> Follow guidance on welfare facilities, kitchens etc: limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms, reorganise facilities in communal areas such as spacing out tables in meeting rooms etc so social distancing rules can be met. Where possible put in place physical impervious barriers (eg Perspex in reception areas) To reduce contact limit the number of customers allowed in reception at any one time to a maximum of two adults. Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around Display posters advising to observe social distancing in corridors or regularly used pedestrian traffic routes. 	2	2	4 acceptable	Maintain on-going review

Facilities Management

Risk Assessment

	<ul style="list-style-type: none"> • Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. • Limit number of people in lifts to one at a time. • Provide lockers or storage area for people to keep personal belongings in so that they aren't left in the open. • Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier. • Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to storage areas, put signs up to remind people to wash and sanitise hands and not touch their faces, put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it. • PPE must be worn. Items of PPE include, Face coverings, gloves, visor, apron. Face coverings are mandatory for customers in reception and mandatory for customers when staff are with them in the centre, the staff member should also at these times either wear a face covering or sit behind Perspex screen (mask or visor provided). 				
Getting or spreading coronavirus through workers living together	Identify groups of workers who live together and group them into a work cohort,	2	2	4 acceptable	Maintain on-going review

Facilities Management

Risk Assessment

and/or travelling to work together	<ul style="list-style-type: none"> Where possible, reduce travelling for company business. 				
Getting or spreading coronavirus by not cleaning surfaces, equipment, workstations and other areas throughout the building.	<ul style="list-style-type: none"> Cleaning of touch points (handles, doors, cleaning stations, trolleys, lifts, hand rails etc) in centre at start of the day then every 3 hours as a minimum and just prior to closing. Rotas – Please ensure staff adhere to social distancing when on shift Sanitiser – To be available in reception and at trolley cleaning stations Kitchen – LnS staff only and limited to 1 person at any time, person using responsible to clean before and after use and should be cleaned at end of day to include mopping of hard floors. Reception – Strict clear desk policy, If sharing desks, staff member using desk is responsible for cleaning phone, keyboard and desk area before and after period of use, if possible allocate a desk to person for their shift, no personal belongings, clean as per centre guidelines plus vacuuming carpeted areas and mopping hard floors at end of day. Doors – Where possible access doors to reception, kitchen and managers office to be left open. Toilets – No personal belongings, keep stocked and to be cleaned as per centre guidelines plus mopping floor at end of day. Bins – All bins in the centre, kitchen, toilets etc should be emptied at end of day. 	2	2	4 acceptable	Maintain on-going review

Facilities Management Risk Assessment

	<ul style="list-style-type: none"> • Personal belongings to be kept in lockers if available or in allocated secure area, such as the manager’s office or a storage locker. • Deliveries (excluding pallets) where possible drivers should put deliveries in delivery unit, if not possible staff either wear gloves when handling a delivery or wash/sanitise hands before and after handling a delivery. <p>All staff to read, check and sign off document – once done RM’s to perform centre sign off.</p>				
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> • Follow guidance on stress and mental health in company handbook. • Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through. • Involve workers in reading & completing risk assessments so they can help identify potential problems and identify solutions. • Keep workers updated on what is happening so they feel involved and reassured, • Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours 	2	2	4 acceptable	Maintain on-going review

Facilities Management

Risk Assessment

<p>Contracting or spreading the virus By not social distancing</p>	<ul style="list-style-type: none"> • Follow guidance on social distancing. • Identify places where, under normal circumstances, people would not be able to maintain social distancing rules. • Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> ○ Using marker tape on the floor ○ Holding meetings virtually rather than face to-face. ○ Staggering start/end times ○ Limiting the number of people on site at one time <p>Rearrange work areas and tasks to allow people to meet social distancing rules.</p> <p>Using empty spaces in the building for additional rest break areas where safe to do so.</p> <ul style="list-style-type: none"> ○ Implementing 'drop zones' for passing materials between people. ○ Providing facilities to help people walk or cycle to work, eg bike racks • Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: <ul style="list-style-type: none"> ○ Physical screens and splash barriers. ○ Place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face ○ Reducing the numbers of people using lifts 	2	2	4 acceptable	Maintain on-going review
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Facilities Management

Risk Assessment

	<ul style="list-style-type: none"> • If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: <ul style="list-style-type: none"> ○ Enhanced cleaning regimes ○ Increase in hand washing ○ Limiting the amount of time people spend on the task ○ Placing workers back-to-back or side-by side rather than face-to-face when working ○ 'Cohorting' work teams so they consistently work together. ○ Improving ventilation, ○ Display signs to remind people to socially distance and where required to use PPE 				
Musculoskeletal disorders as a result of using DSE at home for a long period of time	<ul style="list-style-type: none"> • Follow the supplied guidance on display screen equipment provided with the DSE Self-Assessment form. There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed. • For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly. • For people working at home longer term complete a DSE self-assessment with them and identify what equipment is needed to allow them to work safely at home 	2	2	4 acceptable	Maintain on-going review