

Risk Assessment COVID - 19 - Head Office Employees

Reference	005
Situation	Routine
Labels	
Departments	Head Office employees
Assessment Date	14/05/2020
Assessed By	Manel Roura
Description	To assess the risks presented by the COVID-19 pandemic within Head Office environment
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Internal employee feeling unwell with covid-19 sym	Biological hazards e.g. COVID-19	If an employee is feeling unwell and display covid-19 symptoms there is a risk of passing the virus to a first aider and other employees	Lyreco employees		First Aiders in place	5	3	15	Set up a procedure in place to deal with these circumstances.	Jemma Gojka	12/06/2020	Pending	5	2	10	18/05/2020 16:29
									Identify "covid-19" isolation areas	Jemma Gojka	05/06/2020	Pending				
Working in the office (home working)	Biological hazards e.g. COVID-19	Just by being at work and mixing with other employees.	Lyreco head office employees		Considered who is essential to be on site. Planned for the minimum number of people needed on site to operate safely. Providing equipment for employees to work from home safely. Keeping in touch with off-site workers (Line Management, e-mail, TEAMS / telephone calls, internal communications)	5	2	10	DSE assessment to be carried out for all home workers	Manel Roura	19/06/2020	Pending	5	2	10	18/05/2020 09:25
Day today activity in head office (distancing)	Biological hazards e.g. COVID-19	By not maintaining social distancing of 2 metres.	Lyreco head office employees		All employees that can work from home are already working from home TEAMS software used for most meetings Awareness	5	2	10	Re-allocate max number of people for each meeting room.	Manel Roura	12/06/2020	Pending	5	2	10	19/05/2020 17:17
									At present there are many CS employees working from home, when	Peter Gojka	26/06/2020	Pending				

				posters on display in all areas of the building There are no employees working at less than 2 mt distance (desk to desk) except Customer Service and Inside Sales				they return, assess allocation of employees to keep social distancing. If social distancing is not possible (due to desk allocation), assess possibility of allocation of partitions. Strategic placement of social distancing signs across all areas of the building. Head Office covid-19 SSOW to be issued to all employees	Peter Gojka	19/06/2020	Pending					
									Manel Roura	19/06/2020	Pending					
Break times (distancing)	Biological hazards e.g. COVID-19	By not keeping social distancing of 2 metres.	Lyreco employees	Smoking shelter area has been extended and awareness posters are on display. Restaurant service has been closed. Removal of tables and chairs in the restaurant to facilitate social distancing. Employees in head office are allowed to have breaks at their desks. Max occupancy for lifts is 1 person only. Eco garden and the court yard are additional open air areas available for breaks.	5	2	10	Request the lift maintenance contractor if lift door could remain open when the lift is stationary.	Peter Gojka	12/06/2020	Pending	5	2	10	18/05/2020 11:29	
Working in the office (hygiene)	Biological hazards e.g. COVID-19	By not maintaining correct hygiene conditions.	Lyreco head office employees	Cleaning contractors to clean and wipe main common surfaces areas (i.e., door handles, railings) All departments, reception and all meeting rooms have been provided with anti-bacteria	5	2	10	Assess the need for washroom occupancy identification and / or restriction. Remove the use of the 1 out of 3 urinals in men washrooms to allow social distancing.	Manel Roura	05/06/2020	Pending	5	2	10	18/05/2020 11:58	
									David Jackson	29/05/2020	Overdue					

				<p>wipes and hand sanitiser bottles.</p> <p>Hand sanitiser dispensers available at the exit of all washrooms.</p> <p>Display of "How to hand wash" posters in all washrooms.</p> <p>Paper towels available in all washrooms as alternative to hand-driers.</p> <p>Most head office main route doors are kept opened with door wedges.</p> <p>Washroom doors provided with devices for employees to open them with their feet.</p>												
Travelling to site (copy)	Biological hazards e.g. COVID-19, Road traffic accidents	Car sharing or public transport do not allow social distancing	Lyreco head office employees	<p>Not allowing employees car sharing.</p> <p>Provision of bike racks</p> <p>Provision of pedestrian walkways in external areas.</p> <p>Sufficient car park spaces for employees.</p>	5	2	10	<p>Covid-19 Head Office SSOW to include that car sharing is not allowed except for persons from the same household.</p>	Manel Roura	19/06/2020	Pending	5	2	10	18/05/2020 15:37	
								<p>Place awareness posters for pedestrians (by the gatehouse)</p> <p>Place awareness posters for bikers</p>	David Jackson	19/06/2020	Pending					
Fire evacuation	Biological hazards e.g. COVID-19	By not keeping social distancing	Lyreco employees	Fire procedure in place	5	2	10	<p>Intruption of keeping social distancing on fire evacuation to be included on a covid-19 Head Office SSOW.</p>	Manel Roura	19/06/2020	Pending	5	2	10	19/05/2020 12:07	
								<p>Add "maintain social distancing signs" on the Fire Assesmbly Points.</p>	David Jackson	19/06/2020	Pending					
Protecting people who are at higher risk	Biological hazards e.g. COVID-19	They are more vulnerable to contract any illness and if they contract covid-19, their defences are weaker.	Lyreco head office employees	This population of employees were identified and requested to work from home or self-isolate.	5	2	10									