



THE LODGE GROUP

Coronavirus General Workplace Safety Risk Assessment

This risk assessment has been completed due to the COVID-19 outbreak to identify safety measures implemented, or requiring implementation, to protect employees and others from risk of coronavirus infection whilst working on the Lodge Group premises.

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Job title: QA Manager

Assessment date: 26.05.20

Review date(s): On return of furloughed staff

Infection Prevention, Cleaning and Staff Safety

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<p>During the Coronavirus pandemic, the Lodge Group must ensure the safety of their employees and visitors to the site by making the premises “COVID secure”. Unsafe workplace premises raise the risks of virus transmission.</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</p> <ol style="list-style-type: none"> 1) the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales. 2) the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. 3) people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth. 	<p>The Lodge Group has complied with its duty to provide a safe and healthy workplace/working conditions for all its staff in the workplace during the coronavirus pandemic by:</p> <ol style="list-style-type: none"> 1) circulating “COVID secure” policies and safety procedure rules to all staff and Managers. These set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. 2) requiring staff to practice effective social distancing while in and around the workplace. 3) Managers have reinforced key Government public health messages by means of signs posted to the access points of each building and on notice boards. 4) hand sanitisers provided. 5) increased cleaning in the workplace targeting workstations using suitable disinfectants. 6) PPE such as gloves and face masks are available if specifically requested or required. 	

Homeworking and Equipment Sharing

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<p>Staff working together in workplace premises inevitably raises the risk of virus transmission. The sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.</p>	<p>Homeworking has been adopted within Sales, Purchasing, Progress and Accounts as the preferred method of work where possible and only staff who need to be on-site are attending. The following working arrangements have been put into place to support homeworking:</p> <ol style="list-style-type: none"> 1) homeworking policies have been reviewed to ensure that sufficient support is provided. 2) Managers are monitoring the wellbeing of their staff members who are working from home to ensure any required measures are implemented to support their mental and physical health. 3) enhanced IT support is being provided to homeworkers to ensure the effectiveness of the working arrangements and the security of information and data. <p>The sharing of equipment on-site has been reduced where possible, ie, telephones and PC's are only to be used by the person to which they are issued.</p>	

Workplace Social Distancing

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 metres wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>	<p>Staff are required to practice effective social distancing while in and around the workplace and while involved in work activities whenever possible by:</p> <ol style="list-style-type: none"> 1) avoiding non-essential contact with others. 2) keeping a safe distance of at least 2 metres from others whenever possible. 3) avoiding physical contact such as handshakes. <p>Adaptations to the premises have been implemented to support social distancing:</p> <ol style="list-style-type: none"> 1) office space has been created so that each is occupied by only one person. 2) workstations on the shop floor have been arranged with a minimum 2m spacing between them. <p>Work processes have been adapted to support social distancing:</p> <ol style="list-style-type: none"> 1) cancellation of non-essential meetings. 2) implementation of video conferencing. 3) cancellation of non-essential training. 	

Higher Risk Workplace Areas

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<p>Some areas of the Lodge present a higher risk than others, ie, staff toilets and canteen(s).</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk. Essential for staff to wash hands regularly but also that these areas are kept clean and free of coronavirus contamination. A large number of staff using the canteen at the same time may compromise their ability to socially distance.</p>	<p>Higher risk high-traffic areas have been controlled by applying appropriate safety precautions:</p> <ol style="list-style-type: none"> 1) stressing the need for staff to follow good hygiene practices. 2) Management have provided adequate hand cleaning resources. 3) printed handwashing posters displayed in toilets. 4) canteen(s) limited to one person per table. 5) staggered breaks have been introduced. 6) safe queuing system introduced for clocking out at the end of the day. 7) increased cleaning targeting high use areas such as door handles, light switches etc. 8) common use doors to remain open 	

Cases of Possible Infection On-site

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<p>People becoming unwell with COVID-19 symptoms whilst on-site.</p>	<p>High risk of transmission.</p>	<p>All staff members have been informed that if they become unwell with COVID-19 symptoms whilst on-site they must inform their Manager or the Health & Safety Manager immediately. The following actions will then be taken:</p> <ol style="list-style-type: none"> 1) on confirmation of the symptoms, the staff member will be sent home and advised to follow Government advice to self-isolate. 2) all surfaces that the symptomatic person has come into contact with (in particular all surfaces at their workstation) will be cleaned and disinfected. 3) public areas that they have passed through will be cleaned as normal. 4) waste from cleaning of these areas will be appropriately disposed. 	

Information/Communication

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
Hazards caused by lack of information or inaccurate information being circulated.	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation and also misinformation and rumour. If the misinformation is allowed to gain traction within the Company it can obscure and confuse vital health & safety measures.	All business strategies have been based on Government issued information. This information has been circulated to staff members by memos and notices which identify consistent, clear and simple messages. Official information has been monitored and statements to staff members regularly updated when required. Updates have also been added to the notice board on the FC Lane website to ensure furloughed or self-isolating staff are kept informed. Those without IT access, updates have been posted to them.	