

Risk Assessment COVID - 19 - Building Services Operations

Reference	007
Situation	Routine
Labels	
Departments	Building Services
Assessment Date	02/06/2020
Assessed By	Manel Roura
Description	To assess the risks presented by the COVID-19 pandemic within the 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
Day to day activity in the NDC (distancing) (copy)	Biological hazards e.g. COVID-19	Not maintaining social distancing	Lyreco NDC employees		Employees are aware of current government guidelines and requirement to maintain distance within the workplace Breaks are staggered Performance dialogue meetings are spaced with floor markings Hand sanitation products are provided Removed requirement to use clock in system Awareness posters	5	3	15	Additional controls detailed on the NDC Risk Assessment			Pending	5	2	10	02/06/2020 16:22
Day to day activity in the NDC (hygiene) (copy)	Biological hazards e.g. COVID-19, Workstation	Not maintaining a clean environment	Lyreco NDC employees		NDC cleaner cycling through regular communal touchpoints : Barriers, steps etc etc Clean Image frequency of cleaning toilets and sanitation areas increased, focus on communal touchpoints Hand Sanitiser provided in multiple locations Paper Towels provided where possible as an alternative	5	3	15	Additional controls detailed in the NDC Risk Assessment			Pending	5	2	10	02/06/2020 16:24

				to hand dryers														
Interaction with visitors on site (copy) (copy)	Biological hazards e.g. COVID-19, Inadequate procedures	Visitors to site may be carriers of the virus and spread infection to NDC Employees or vice versa.	Lyreco NDC employees, and visitors	Contractors only used when required to maintain BAU. Contractor Control Procedure in place	5	3	15	Add additional measures for Contractor Control	Manel Roura	12/06/2020	Pending	5	2	10	02/06/2020 16:28			
Tasks where close proximity is unavoidable	Biological hazards e.g. COVID-19	By not being able to keep social distancing.	Lyreco Building Services employees.	At present, just minimizing these tasks and make them as short as possible.	5	3	15	Provision of face PPE kit (face mask, goggles and / or full face visor)	Peter Gojka	12/06/2020	Pending	5	2	10	02/06/2020 16:49			
Mental health of off-site employees (copy) (copy)	Lone working	Employees who are working or have been furloughed may be susceptible to increased Mental Health issues	Lyreco NDC employees	Updates communicated from the SMT by email/letter	5	2	10	Regular contact between employee and supervisor / manager agreed and maintained to ensure the required level of support. Defined during initial contact in line with employee expectations.	Peter Gojka		Pending	5	2	10	02/06/2020 16:35			
Attending meetings. (copy)	Biological hazards e.g. COVID-19	Inability to maintain social distancing and contact with common surfaces.	Lyreco NDC employees	Number of employees in BS is reduced. Social distancing will be easily maintained.	5	2	10											
Employing vulnerable employees (copy) (copy)	Biological hazards e.g. COVID-19	Employees who are more vulnerable/extremely vulnerable as determined by the UK Government can potentially develop more severe and life threatening symptoms if they contract the virus	Lyreco NDC employees	Extremely Vulnerable/ Vulnerable staff have been removed from site through the furlough scheme	5	1	5	Dynamic Risk Assessment to be developed for use on the return of employees in this category	Manel Roura	12/06/2020	Pending	5	1	5	02/06/2020 16:37			