

RISK ASSESSMENT – RETURNING TO THE WORKPLACE AFTER COVID-19

The risk assessment can be found in the dedicated COVID-19 file on the LCU computer system. This document is available to all staff - as instructed by the Government. The assessment shall be reviewed monthly until the threat of COVID-19 is reduced enough to make this policy document irrelevant.

What is the risk?	Who is at risk?	What action has been taken to reduce risk?	When will the risk be reviewed?
There is a risk that an inappropriate risk assessment has been completed to reduce the risk of Covid-19	All employees	An initial and ongoing risk assessment has been completed by the Management Team in line with HSE and public health guidance. This is open to review and consultation by all employees and will be reviewed by Management monthly.	Monthly
Employees exposed to risk are not aware of how to raise a concern regarding the Covid-19 safety arrangements or working practices	All employees	A staff procedure document has been drafted highlighting consultation arrangements and how to raise concerns. This document will be communicated to staff via the Compliance Manager. A record of all concerns raised will be retained by Management and action taken as required.	Monthly
There is a risk that preventative measures will not be implemented in the office to ensure safe working in a Covid-19 context.	All employees	Hand sanitiser stations have been installed at entry and exit points and food prep areas; Cleaning stations have been set up to ensure employees regularly clean desks and equipment; Guidance on frequent handwashing and equipment cleaning has been implemented in the staff procedure document. Wall and floor signage has been displayed in various parts of the Head Office, City Branch and Wakefield HUB. The One Stop Centre branches have been reviewed by Leeds City Council and will follow their guidelines. Social-distancing measures will be put into action also.	Monthly
There is a risk that a secondary local epidemic could affect the credit union employees could result in us not being able to maintain continuity of service.	All employees	Home working will be encouraged and facilitated where reasonably practical, throughout the duration of the threat, to minimise the risk of infection within our employee group.	Monthly
There is a risk that employees could pass on Covid-19 to other employees whilst working in the office.	All employees	Adaptations have been made in the office to ensure that social distancing can be achieved at all times. Signage has been installed to remind employees to maintain 2m apart, the number of operational desks have been reduced and limits placed on numbers who can enter each room at one time. Space between desks in Head Office already is already 2m between each person when	Monthly

		facing someone or sat side by side/back to back.	
There is a risk that employees could pass on Covid-19 to members whilst working – and vice versa.	All employees	Adaptations have been made in the office to ensure that social distancing can be achieved at all times. Signage has been installed to remind employees and members to maintain 2m apart. Protective screens for staff have been put into place to barrier the risk of spreading the infection between members and staff in branch.	Monthly
There is a risk, even with maximised home working, that too many people could be in the office at any one time.	All employees	Home working will be maintained as long as necessary and employees will only be permitted to work in the office if it is not practical for them to work from home or the business process being completed must be completed in the office. Rotas have been put into place to ensure that social distancing can be maintained with a maximum number of people.	Monthly
There is a risk that employees could come face to face with another person resulting in a breach of social distancing	All employees	Visitors are not permitted on site and this will remain the case until the threat is reduced. Any meetings whilst on site will take place virtually and face to face meetings will only be permitted by exception. Following government guidelines, a breach of social distancing is to be within 2 metres distance of another individual for longer than 15 minutes.	Monthly
There is a risk that the wellbeing of homeworkers will not be maintained as there may be prolonged periods of non-contact with other employees.	All employees	Various government and public health literature has been communicated to staff who work from home in order to advise on how to work effectively. To maintain mental and social wellbeing, managers should have daily contact with their staff to provide any assurances needed. All staff are encouraged to have touch-down days in the office.	Monthly
There is a risk that employees operating remotely will become out of touch with their objectives and the business' wider needs.	All employees	Regular team-huddles take place monthly and monthly discussions, in addition to the touch-down days mentioned previously, should take place to ensure that employees are clear on their part to play to maintain continuity	Monthly
There is a risk that clinically vulnerable and clinically extremely vulnerable employees will be at an enhanced risk of infection if working in the office.	All employees	We have a register of any employees that meet these conditions. Employees have been advised to notify their line manager of any illness or new/changes to conditions that would place them/remove them from one of these categories. Employees in these categories are unlikely to be asked to work in the office and if they are required to work in the office, a personal risk assessment will be drafted as required. Line managers are aware of staff working	Monthly

		from home in these categories and if any special requirements need to be made to accommodate their needs.	
There is a risk that employees working in the office will use public transport and be at higher risk of contracting the virus and then transmit it within the office	All employees	The wider population has been discouraged from using public transport and only use it, if necessary and where no alternative private transport is available. The Government have now stipulated that anybody using public transport must have their face covered.	Monthly
There is a risk that disabled people will not be able to work from home or work safely in the office.	All employees	A register of all employees working at home or in the office is maintained, including any special needs, disabilities that need to be accommodated to facilitate work. Reasonable adjustments will be made as necessary to accommodate home working first and if necessary office working. A personalised risk assessment will be drafted for each disabled employee where required.	Monthly
There is a risk that pregnant or nursing women are at greater risk within the Covid-19 context.	All employees	A risk assessment is completed when the business is notified of a pregnant employee. This will need to be adapted for the Covid-19 context and adjustments made as required. Pregnant and nursing mothers will not be permitted to work in the office and will work from home.	Monthly
There is greater risk of infection from employees on external site visits.	All employees	External Services have discontinued visits to third party sites until the threat reduces. The team have been encouraged to make use of virtual meetings and telephone interviews.	Monthly
There is a risk of breach of social distancing in an emergency such as a fire evacuation.	All employees	The fire safety procedures have been reviewed and due to the low numbers expected to work in the office, there is no enhanced risk. In the event of an emergency, safety of life will be of primary concern and social distancing will be maintained wherever as safely as possible.	Monthly
There is a risk of breach of social distancing in high traffic areas such as corridors and shared spaces.	All employees	The low numbers expected in the office should reduce the risk here. However, there are clear restrictions on the numbers of people permitted in each shared space, cleaning and sanitising of equipment will be required and posters are in each corridor to remind staff of social distancing requirements.	Monthly
There is an increased risk of infection for employees using shared equipment.	All employees	Employees will be reminded not to share equipment unless it is essential. No pens or other objects should be shared. Employees will be reminded to clean shared equipment such as printers and kitchen equipment before and after use. LCU does not follow a 'Hot Desking' routine which immediately reduces risk.	Monthly

<p>There is a risk of breach of social distancing in the property common areas where we are not in control of safety measures.</p>	<p>All employees</p>	<p>Employees working in the office will be encouraged to avoid these shared areas except when starting and finishing work. Break times will be staggered to minimise the number of employees in these areas and when smoking outside, employees will be reminded to maintain a safe 2m distance from others. Staff are advised to take cleaning materials with them when visiting the communal toilet areas.</p>	<p>Monthly</p>
<p>There is an enhanced risk of infection if using any kitchen facilities.</p>	<p>All employees</p>	<p>Place settings have been marked to follow social distancing measures. Due to the number of people in the building, the number of staff able to take their break at a time maintains social distancing. Equipment must be thoroughly cleaned before and after use. Self-cleaning of equipment should be sufficient.</p>	<p>Monthly</p>
<p>There is an enhanced risk of infection if using any toilet facilities.</p>	<p>All employees</p>	<p>Toilet facilities are restricted to one person at a time and employees are reminded to wash their hands thoroughly after use. Due to the limited numbers on site, there is no need at present to increase the daily cleaning of toilets.</p>	<p>Monthly</p>
<p>There is a risk that employees with known or suspected cases of Covid-19 will come into the office</p>	<p>All employees</p>	<p>Employees have been instructed not to enter the office if they have known or suspected symptoms or if they have been in contact with a person with symptoms. If this situation does arise and an infected person is in the office, an assessment will be made, by Management, of the areas that this person has been in contact with and a deep clean using public health guidelines will be arranged.</p>	<p>Monthly</p>
<p>There is a risk of poor awareness and communication of our Covid-19 guidance and requirements for all employees working in the office.</p>	<p>All employees</p>	<p>This risk assessment, policy and guidance has been communicated, reminding all employees regularly through regular discussion and posters. Each staff member has been provided the Return to Work Procedure which outlines their roles and responsibilities in reducing risks. Staff will sign this document to show they understand their responsibilities. Any breach of these guidelines may result in disciplinary action.</p>	<p>Monthly</p>
<p>There is a risk that inbound and outbound goods could bring infection</p>	<p>All employees</p>	<p>The frequency of deliveries and collections will be reduced to essential only. Staff who handle the post are advised to wear gloves and wash their hands after the task is complete. Social distancing measures will be in effect when receiving post.</p>	<p>Monthly</p>
<p>There is a risk that staff may work in more than one location which may increase</p>	<p>All employees</p>	<p>Staff work in a specific office/branch on a regular basis with the same colleagues –</p>	<p>Monthly</p>

the risk of spreading the virus.

reducing the risk of spreading the virus further within LCU.