

Five Lamps Trading COVID-19 Risk Assessment

Location:	Conduit Scotland, 31 Chapel Street, Dunfermline, KY12 7AW
What are the hazards?	Spread of Covid-19 Coronavirus
Persons at risk	Employees, Visitors, Contractors, Customers, Vulnerable Groups

Risk Assessment Statement

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment supports Five Lamps/Conduit Scotland current Covid-19 situation in the workplace. It is the responsibility of anyone visiting this site to follow the two metre social distancing rule and to wash hands regularly, including when entering the building, before eating, using the kitchen facilities, using the toilet and at any other time deemed sensible. All staff and visitors must sign in using the track and trace forms and scan in with the QR code.

This risk assessment will be reviewed weekly in-line with Government regulations and best practice advice.

Date last reviewed: 14 October 2020

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Designation: Quality Manager

Controls Required	Additional Controls	Responsibility
Hand Washing <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Hand sanitiser to be in place in reception and all rooms • See hand washing guidance - www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying cream regularly - www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. www.gov.uk/government/publications/guidance-to-employers-and-</p>	<p>KM/ GM/ All Staff</p>

	businesses-about-covid-19 Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	
Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Disinfectant wipes and hand sanitiser provided in each room.	KM
Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with 2 metre gap recommended by the Government. Redesigning processes to ensure social distancing is in place and utilising the full building to ensure the number of customers in is minimal and by appointment only. There should only be 1 customers in the reception area at any one time. There should only be 1 customer with one member of staff in the other small individual rooms in the shop. The training room should only have a maximum of 5 people in it at two metre plus apart at any one time. Perspex screens added to desks in the training room and the reception desks Ensuring sufficient rest breaks for staff. Staggered breaks. Social distancing also to be adhered to in the office and when staff are smoking away from the premises.	Staff to be reminded on weekly basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Perspex screens to be installed for all customer facing desks. Staggered start/end/lunch breaks for staff Customers will only be permitted to attend the building on an appointment only basis Maximum occupancy established for the building and each room.	KM/ GM/ All Staff
Wearing of Masks Adequate supply of masks will be available for all staff. It is recommend that staff wear masks in all communal areas. Visitors must wear masks in all communal areas.	Masks will be worn by staff of Five Lamps and organisations/groups using the building.	KM/ GM/ All Staff

<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises premises), the management team of the workplace will contact the Health and Safety Executive to discuss the case, identify people who have been in contact with them through our trace document completed at reception and will take advice on any actions or precautions that should be taken. www.hse.gov.uk/coronavirus/index.htm</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>All staff and visitors to scan into the building using the QR code and track and trace signing-in sheets</p> <p>Inform the HSE of a COVID -19 positive cases.</p> <p>Line managers will offer support to staff that is affected by Coronavirus or has a family member affected.</p> <p>Forehead temperatures available at Reception.</p>	<p>KM/ GM/ All Staff</p>
<p>Drivers Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Driving to other business premises will only be completed by staff who have been approved and briefed to do so by SMT</p>	<p>KM</p>
<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open door policy for those who need additional support. Staff will also be signposted to the organisation's Employee Assistance Programme.</p>	<p>KM/SMT</p>
<p>Localised Lockdown Mobilise staff to work from home in 24 hours, if required to close the building.</p>		<p>KM/SMT</p>
<p>Return to work of Furloughed employees</p>	<p>A return to work interview to take place of all Furloughed employees to remind staff of all of their responsibilities including COVID-19 and the protocols to follow to ensure safe working.</p>	<p>KM/SMT</p>

