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OFFICE OF THE POLICE AND CRIME COMMISSIONER

COVID-19 RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
Returning to work in shared office environment following period of lockdown due to Coronavirus/COVID19.	Office staff and visitors Exposure to Coronavirus COVID19 virus through air or surface borne contact & subsequent infection by touching facial area (eyes, nose & mouth). The virus is known to cause serious respiratory problems requiring hospital treatment, sometimes resulting in death.	Strict self/family group isolation for those showing symptoms. Testing available for those showing symptoms or within 5 days of suspected exposure. Continuing 'work from home' instruction for staff identified as vulnerable due to existing medical conditions [NHS/PHE definitions & guidance]. Hand hygiene regime – wash hands regularly for at least 20 seconds with soap & hot water. Avoid touching face. 2 metre social distancing & appropriate spacing within office area.				



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
		<p>Provision of alcohol gel hand sanitiser & sanitising spray for hard surfaces.</p> <p>Cleaning/sanitising of work area (keyboard, mouse, screens, on/off buttons, desk area) after each use.</p> <p>Regular cleaning/sanitising of shared contact points (door handles, printer control panels, fridge doors etc.)</p> <p>PPE (gloves, masks) available if 2m social distancing not possible.</p> <p>Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy</p>				
Use of OPCC Kitchen and Store room	<p>Office Staff and Visitors:</p> <p>The kitchen and store room are</p>	<p>Limiting the maximum occupancy of the Kitchen / store room spaces at any one time.</p>				



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	<p>both small enclosed spaces and are high traffic areas for staff members particularly with Shared contact points on surfaces and appliances mean transmission would be more likely within this area.</p>	<p>An increased cleaning regime is in place before and after using the facility.</p> <p>Provision of hand sanitizer and soap to wash hands after using kitchen appliances and paper towels to dry hands.</p> <p>Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy of the space.</p> <p>Guidance is to be provided to visitors before arrival on site.</p> <p>Staff are not allowed to make drinks or prepare food for others.</p>				
<p>Use of Meeting Room(s) <i>(Including PCC's office which is used as an</i></p>	<p>Staff and Visitors: The meeting room is smaller than the</p>	<p>Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy</p>	<p>Rearrange chairs and tables in the meeting room to comply with social distancing</p>	<p>CAO / RPO</p>	<p>13th July 2020</p>	<p>Completed</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
<i>additional meeting room when available)</i>	general office and has the potential for people to be in closer proximity with less ventilation compared to the general office which could increase the likelihood of COVID-19 being transmitted.	<p>Limiting the number of staff within the space at any one time</p> <p>Limiting the maximum occupancy of the office space at any one time.</p> <p>2 metre social distancing and appropriate spacing within the area.</p> <p>An increased cleaning regime is in place before and after using the room.</p> <p>Open the windows to improve ventilation.</p>	restrictions and remove items of furniture to help limit the maximum occupancy of the room.			
Visitors entering the office	Visitors: Visitors can carry COVID-19 without any obvious symptoms. This could spread	<p>Signs/posters to raise awareness of hand washing, cleaning regime and max capacity</p> <p>Provision of hand sanitizer and soap to wash hands</p>				



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	COVID-19 to staff members or other visitors through surface or airborne transmission.	upon entering the office. External Visitors required to have an appointment before attending the office. Guidance is provided to external visitors before arrival on site.				
Use of Office Printer	Office Staff: The printer is used frequently throughout the day and is a major shared contact point with the surface transmission of COVID-19 possible.	Signs/posters to raise awareness of hand washing, cleaning regime Provision of hand sanitizer and soap to wash hands after using printer. An increased cleaning regime is in place before and after using the printer.				
Collecting and processing post	Office Staff: Surface transmission of	Provision of hand sanitizer and soap to wash hands after handling mail.				



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	Covid-19 is possible from handling mail.	Mail is collected once a week to concentrate the risk of transmission instead of handling mail on a daily basis.				
Use of Doors (internal and external)	Staff and Visitors: The external and internal office doors are used routinely throughout the day and this represents a frequently shared contact point for the surface transmission of COVID-19.	Provision of hand sanitizer and soap to wash hands after opening doors. Signs/posters to raise awareness of hand washing, cleaning regime and maximum office occupancy. An increased cleaning regime to clean the contact points of the doors is in place before and after use.				



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Location assessed: Main Office of the Police and Crime Commissioner (OPCC)

Assessment carried out on Date: 13 July 2020

Assessment conducted by: Aubrey Williams and John King

Date: 13 July 2020 Name: Aubrey Williams Position: RPO

Date: 13 July 2020 Name: John King Position: CAO

Date of next review: Ongoing review dependent on change in circumstances or Government Guidance – formally reviewed at monthly management meeting.



OFFICE OF THE POLICE AND CRIME COMMISSIONER

VICTIM LINCS - COVID-19 RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
Returning to work in shared office environment following period of lockdown due to Coronavirus/COVID19.	Office staff and visitors Exposure to Coronavirus COVID19 virus through air or surface borne contact & subsequent infection by touching facial area (eyes, nose & mouth). The virus is known to cause serious respiratory problems requiring hospital treatment, sometimes	Strict self/family group isolation for those showing symptoms. Testing available for those showing symptoms or within 5 days of suspected exposure. Continuing 'work from home' instruction for staff identified as vulnerable due to existing medical conditions [NHS/PHE definitions & guidance]. Hand hygiene regime – wash hands regularly for at least 20 seconds with soap & hot water. Avoid				



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
	resulting in death.	touching face. 2 metre social distancing & appropriate spacing within office area. Provision of alcohol gel hand sanitiser & sanitising spray for hard surfaces. Cleaning/sanitising of work area (keyboard, mouse, screens, on/off buttons, desk area) after each use. Regular cleaning/sanitising of shared contact points (door handles, printer control panels, fridge doors etc.) PPE (gloves, masks) available if 2m social distancing not possible. Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy				



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
<p>Use of shared kitchen facility</p>	<p>Office Staff and Visitors:</p> <p>The kitchen is a small enclosed space and is a high traffic areas for staff members particularly with Shared contact points on surfaces and appliances mean transmission would be more likely within this area.</p>	<p>Limiting the maximum occupancy of the Kitchen</p> <p>An increased cleaning regime is in place before and after using the facility.</p> <p>Provision of hand sanitizer and soap to wash hands after using kitchen appliances and paper towels to dry hands.</p> <p>Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy of the space.</p> <p>Guidance is to be provided to visitors before arrival on site.</p> <p>Staff are not allowed to make drinks or prepare food for others.</p>				



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
Use of Meeting Room	Staff and Visitors: The meeting room is smaller than the general office and has the potential for people to be in closer proximity with less ventilation compared to the general office which could increase the likelihood of COVID-19 being transmitted.	Signs/posters to raise awareness of hand washing, cleaning regime and maximum occupancy Limiting the number of staff within the space at any one time Limiting the maximum occupancy of the office space at any one time. 2 metre social distancing and appropriate spacing within the area. An increased cleaning regime is in place before and after using the room. Open the windows to improve ventilation.	Rearrange chairs and tables in the meeting room to comply with social distancing restrictions and remove items of furniture to limit the maximum occupancy of the room.	CAO / RPO	13 th July 2020	Completed
Visitors entering the office	Visitors: Visitors can carry	Signs/posters to raise awareness of hand washing, cleaning regime				



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	<p>COVID-19 without any obvious symptoms. This could spread COVID-19 to staff members or other visitors through surface or airborne transmission.</p>	<p>and max capacity</p> <p>Provision of hand sanitizer and soap to wash hands upon entering the office.</p> <p>External Visitors required to have an appointment before attending the office.</p> <p>Guidance is provided to external visitors before arrival on site.</p>				
<p>Use of shared Printer</p>	<p>Office Staff:</p> <p>The printer is used frequently throughout the day and is a major shared contact point with the surface transmission of COVID-19 possible.</p>	<p>Signs/posters to raise awareness of hand washing, cleaning regime</p> <p>Provision of hand sanitizer and soap to wash hands after using printer.</p> <p>An increased cleaning regime is in place before and after using the printer.</p>				



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed?
Collecting and processing post	Office Staff: Surface transmission of Covid-19 is possible from handling mail.	Provision of hand sanitizer and soap to wash hands after handling mail. Mail is collected once a week to concentrate the risk of transmission instead of handling mail on a daily basis.				
Use of Doors (internal and external)	Staff and Visitors: The external and internal office doors are used routinely throughout the day and this represents a frequently shared contact point for the surface transmission of COVID-19.	Provision of hand sanitizer and soap to wash hands after opening doors. Signs/posters to raise awareness of hand washing, cleaning regime and maximum office occupancy. An increased cleaning regime to clean the contact points of the doors is in place before and after use.				



Location assessed: Main Office of the Police and Crime Commissioner (OPCC)

Assessment carried out on Date: 17 July 2020

Assessment conducted by: Suzanne McLardy and Hannah Pryke

Date: 17 July 2020 Name: Suzanne McLardy Position: SDM

Date: 17 July 2020 Name: Hannah Pryke Position: Victim Lincs Manager

Date of next review: Ongoing review dependent on change in circumstances or Government Guidance – formally reviewed at monthly management meeting.