

**LGPS CENTRAL LIMITED**

**Office Arrangements Covid 19 – July 2020**

**Mander House**



## **Introduction**

This assessment provides a summary note of LGPS Central Limited's (LGPSC) approach to reducing the risks associated with COVID-19, so far as is reasonably practicable. This approach extends to reducing risk to our clients, colleagues and others affected by our operations. LGPSC will continue to monitor its controls in line with Government guidance to reassure staff that we have taken the necessary steps to manage a safe office workplace. This risk assessment covers the majority of staff at LGPSC who work at Mander House. There are very limited staff who work at Matlock and the risk assessment for this will be completed when this office reopens.

## **Consultation**

Throughout this period LGSPC has consulted and taken feedback from clients, staff and the landlord of Mander House. This has supported LGPSC in designing and implementing the appropriate controls.

## **Controls**

### **Social Distancing**

- Implemented social distancing guidelines of 2m including workstations
- Signage and posters to control social distancing standards, cleaning the workplace and personal hygiene
- Staggered hours and flexibility for staff travelling by public transport or returning to the office
- Working from home where possible
- Personal risk assessment to ensure issues and adjustments recorded for those vulnerable staff
- Managing number of staff in the office

### **Managing Contractors and Visitors**

- Following protocols on hygiene, recording details and managing external contractors/post-delivery to ensure compliance with risk controls
- Communication via posters and signage

- Minimise visits to the office

#### Other measures to keep our colleagues safe

- Car parking – contactless payments
- Limited use of communal lifts
- Screens, sanitisers and notices in reception area
- One- way entrance and exit into main building and office workspace
- One in and one out of toilet facilities
- Continued promotion of EAP service for staff

#### Hygiene Standards

- Increased cleaning regimes for high touch contact areas and communal spaces
- Hand gels and sanitising equipment available for use
- Disposable gloves and face masks available for staff in and out of office
- Kitchen use protocol for staff

#### Staff Communication and Induction

- Staff working group to continue to meet and provide feedback on controls
- Staff attending office go through induction and personal risk assessment
- Continue to monitor working from home include mental well-being

#### **Risk Evaluation and Results**

Based on our evaluation of the current controls, the risks associated with COVID-19 are reduced to as low as is reasonably practicable within our Mander House Office.