| 1. **What are the hazards?**
 | **2. Who might be harmed and how?***Initial Risk Rating* | **3. Evaluate what are you already doing?** | **4. Do you need to do anything else to manage this risk?***Revised Rating* | **5. Action by whom?** | **6. Action by when?** | **7. Done** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Example*** |
| Guidance.When completing a risk assessment, you should: | 1. Identify the persons at risk and the significant hazards. Refer to HSE Risk Assessment guidance (INDG163(rev4)
2. Assess an Initial IRR (Initial Risk Rating) for the activity consider both the likelihood (L) and severity (S) ratings and **using the table of risk below** **insert the appropriate colour** **code** indicating how employees/others may be harmed without controls.
3. Identify risk control measures that reduce the risks to an acceptable level, using HSE Guidance and Industry Codes of Practice.
4. Record your significant findings – Revise your Rating- RR – you should consider how much safer the task will be if the control measures are followed. Here, you should consider both the likelihood (L) and severity (S) ratings and **using the table of risk below** **insert the appropriate colour code**.
5. Who is Must action the controls or supervise the activity
6. Action by when (date) or is risk ongoing therefore controls must remain in place with REGULAR review
7. Actions completed (date) - controls sustained and in place
 |
| **EXAMPLE****1***Slips and trips* | **2***Staff and visitors may be injured if they trip over objects or slip on spillages* | ***3****We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening* | **4***Monitor housekeeping in staff kitchen, e.g on spills and remind staff to tidy up* | **5***All staff, supervisor to monitor* | **6***01/10/2010* | **7***01/10/2010* |

To determine the level of risk, correlate the “**Likelihood of Occurrence**” with the “**Severity**”. E.g. a **remote** chance of a **serious personal injury** gives a “**medium**” risk rating

|  |
| --- |
| **Table of Risk** |
| med | high | high | Serious personal injury | **SEVERITY** |
| low | med | high | Significant injury |
| low | low | med | Minor injury |
| Remote | Possible | Probable |
| **LIKELIHOOD** |

|  |
| --- |
| **HAZARD** - The Covid 19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is passed from one person to another, while many survive infection, some may die from the disease. Therefore, Covid 19 should be regarded as a high hazard.The guidance document - HM Government – Working safely during Covid 19 in offices and contact centres, was used as a basis to compile this risk assessment.Communication circulated to all staff of procedures; signage will be in place to remind with monitoring by Facilities for adherence.Consultation with each Councils Safety Champions and Unison H&S representativesRisk assessment to be available on Skoop for all staffStaying Covid – 19 Secure in 2020 notice to be displayed around the offices as required in Government guidance.SEPO = Safety and Emergency Planning Officer**31/12/20** Review of risk assessment due to changes to Tier 4 and the identification of a variant of the virus which is 70% transmissible **Context**80% of reported cases are linked to the new variant70% transmissible with symptoms reported as more severeGrowth in all age groups – of concern is the growth of infection in 30’s and 40’s age group due to dependent responsibilities and workforce implicationsRequest from LRF and DPH for all partners to review procedures and implement additional control measures where required**Principles**Protect the NHS by reducing the risk of transmission in the workplaceEnsure staffing resources are available to deliver critical services Staff who can work from home should to minimise the spread of infection (government guidance for Tier 4)HoS to determine who attends the office (based on 1-3) giving consideration to wellbeing and technology (lack of)**Additional control measures**Minimise office attendance to protect staff from the risk of transmission - only essential staff to attend the officeLimit movement around the offices, stay in your work areas Encourage staff working in the office to wear face coverings, required when they move around (go to printer, toilet, kitchen)Offices to be well ventilated with doors and windows open, staff will need to ensure they wear suitable clothing CMT call rota to be established, rather than presence in the office. If senior management presence required, 30 minute travel time radius to allow for resilienceConsider redeployment of staff if they don’t need to be in the office (digital shift)**Additional control measures will be reviewable every two weeks in line with central government review**LRF = Local Resilience ForumDPH = Director of Public HealthNHS = National Health ServiceCMT = Corporate Management Team  |
| 1. **What are the hazards?**
 | 1. **Who might be harmed and how?**

*Initial Risk Rating* | 1. **Evaluate what you are already doing?**
 | 1. **Do you need to do anything else to manage this risk?**

*Revised Rating* | **5. Action by whom?** | **6. Action by when?** | **7. Done** |
| **Covid 19 virus****General office area****Offices closed to general public****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Where possible staff should work from home. Only staff working on critical functions are to work in the office and all other options for remote working have been exhausted.
* Vulnerable staff have been advised to work from home.
* Social distancing – 2 metres apart
* Hand hygiene, Alcohol Gelprovided around building and ~~i~~n toilets. Hand gel in meeting rooms, toilets and kitchenettes
* Signage re hand hygiene
* NHS coughs and sneezes signage
* Officers attending ad hoc for essential/urgent purposes are required to confirm no Covid-like symptoms and prior notification
* Sign in and out (First Aid and Fire Safety provision)
* Printers/copiers – restricted to one person only at a time – screens to be cleaned by each individual after use. Wipes to be provided
* Communal kitchens/tea and coffee restricted to one person only
* Hand rails, door handles and push bars to be cleaned frequently
* Discourage meetings, use Teams
* No hot desking to take place
* Display Screen Equipment assessment
* Clear desk policy
* Fire evacuation procedure reviewed, included in inductions
* **Plaza** showers, routine cleaning
* Compliance with the Equality Act 2007
* Pregnant workers are currently working from home in line with Government guidance
* Disabled workers are supported with individual needs and requirements, following Government guidance.
 | * Increasing the frequency of surface cleaning and hand washing
* Overall office cleaning enhanced during the day and at the end of the day.
* Designated passing points throughout the open place office space
* Allocate desks and label desks not in use
* Officers to sit at desk 2 metres apart, where desks are marked to sit at, available not available
* Officers must not sit face to face
* Consider Team A and Team B so same people working together
* Stagger start and finish times
* Any IT/DSE kit returning to the office to be cleaned thoroughly
* Tape to be laid on the floor showing 2 metre distancing.
* Restrict entrances and exits for start and finish of the day
* Waste bins emptied more frequently throughout the day
* Where desk is not tidy, bag up items and place on chair, to allow surfaces to be wiped easily
* Door sensors installed instead of green buttons where possible
* Collection of IT or DSE kit, prior appointment made, and items are left outside the door for collection, wiped down prior to collection. Facilities wear gloves
* Deliveries, cleaning procedure for goods entering the office
* Cease non business deliveries, for example personal deliveries to staff
* **Plaza** showers, enhance cleaning. Personal items to be removed. Hand hygiene and social distancing
* Reception area, currently closed, when opened to public, installation of fixed screens where possible
* Interviews room do not meet social distancing requirements. Therefore, unable to be used
* Due to reduction of Evac Chair trained staff not being available as majority of officers are working from home and to mitigate the risks, arrangements are in place for these colleagues to work from the ground floor office area.
* 24 hours prior notification of visits to the office for legitimate reasons. Signage on door notifying
* Opening of windows and doors to provide natural ventilation
* Procedure notes/risk assessment to be updated for cleaners/cleaning regime
* Encourage staff working in the office to wear face coverings, required when they move around (go to printer, toilet, kitchen)
* Limit movement around the offices, stay in your work areas
 | **Facilities****SEPO****to monitor****All staff** |  |  |
| **Covid 19 virus****Emergency Control Centre****Penns Place****Wey Room/Break out room****Biological** | **Officers****Contractors****Other agencies****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** During an emergency incident, these rooms are used for telephone calls and the decision-making process
* The rooms are set up as and when an incident occurs
* Hand hygiene, alcohol gel
 | * Social distancing – 2 metres apart
* Hand hygiene, Alcohol Gel in all rooms
* Signage re hand hygiene
* Increasing the frequency of surface cleaning and hand washing
* Allocate desks and label desks not in use
* Officers to sit at desk 2 metres apart
* Other rooms to be used to adhere to social distancing
* Other agencies attending will follow our procedures
* Additional control measures may be required depending on length of incident i.e taking over the use of the entire floor
* Using working from home if possible, with Skype meetings and virtual ECC
* Only essential members of staff required to attend office
* Signing in/out for emergency arrangement compliance
 | **Facilities****SEPO****to monitor****All staff** |  |  |
| **Covid 19 virus****Emergency Control Centre****Plaza** **B120/B119/office area****Biological** | **Officers****Contractors****Other agencies****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** During an emergency incident, these rooms are used for telephone calls and the decision-making process
* The rooms are set up as and when an incident occurs
* Hand hygiene, alcohol gel
 | * Social distancing – 2 metres apart
* Hand hygiene, Alcohol Gel in all rooms
* Signage re hand hygiene
* Increasing the frequency of surface cleaning and hand washing
* Allocate desks and label desks not in use
* Officers to sit at desk 2 metres apart
* Other rooms to be used to adhere to social distancing
* Other agencies attending will follow our procedures
* Additional control measures may be required depending on length of incident i.e taking over the use of the entire floor
* Using working from home if possible, with Skype meetings and virtual ECC
* Only essential members of staff required to attend office
* Signing in/out for emergency arrangement compliance
 | **Facilities****SEPO****to monitor****All staff** |  |  |
| **Covid 19 virus****Toilets****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Hand hygiene, Alcohol Gel and Soap provided in all toilets
* Signage re hand hygiene
* Daily cleaning regime
 | * Toilets restricted to one cubicle if social distancing cannot be met. Each toilet will be reviewed individually and signage advising re numbers.
* Signage on door re social distancing
* Paper towels provided instead of hand dryers, place in bin after use.
* Paper towels will be available for use on door handles to assist opening
* Increase frequency of waste bin emptying
* Cleaning schedule displayed, confirming cleaning taking place (date/time)
* Use the toilet on your own working floor, where possible
 | **Facilities****SEPO****to monitor****All staff** |  |  |
| **Covid 19 virus****Communal kitchen area****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Communal kitchens/tea and coffee restricted to one person only
* Hand hygiene, Alcohol Gel and Soap provided
* Signage re hand hygiene
* Daily cleaning regime
 | * Tape on the floor where open plan to promote social distancing
* Restrict to one person at a time
* Signage in place to remind users to clean the containers/surfaces/water dispensers thoroughly after use
* Instigate a cleaning regime following each use by the individual
* All crockery and cutlery should be washed after use by individual, using soap water and paper towel. To be kept on their desk
* Where possible colleagues encouraged to make own provisions for drink and food
* Microwaves (Penns Place) will need to be cleaned by users before and after use, failure to do so will result in their removal
* Water stations will require frequent wiping down by users with wipes provided
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Corridor/****walkway/****staircases****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Social distancing – 2 metres apart
* Hand hygiene, Alcohol Gel provided
* Daily cleaning regime
 | * Designated passing points throughout the open place office space and corridors
* Ensure fire doors with automatic closures are left open, to avoid contamination
* Introduce a priority passing system on stairs to those going down, the person going down must shout ‘coming down’ and the person coming up must wait for the person coming down to avoid passing on the stairs
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Meeting rooms****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** No meetings taking place
* Hand hygiene, Alcohol Gel provided in all rooms
* Social distancing – 2 metres apart
* Daily cleaning regime
 | * As and when required use for officers who attend office ad hoc to work from
* If a meeting must take place adherence to 2 metre social distancing.
* Signage advising of number of persons in room
* Increase cleaning frequency
* Hand hygiene, alcohol gel provided
* Virtual meetings where possible
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Staff room/break****out/resource areas****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Hand hygiene, Alcohol Gel provided
* Social distancing – 2 metres apart
* Close canteen / cafe facilities
* Daily cleaning regime
 | * Move chairs and tables to allow for social distancing
* Increase frequency of cleaning
* Signage advising cleaning of vending machines in the staff room (crisps, chocolate bars) before and after use
* Tables and chairs to be removed where possible to allow for 2 metre social distancing in staff room and break out areas. Other items will be stacked neatly in rooms and taped off.
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Lifts****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Alcohol Gel provided throughout the building
* Occupancy not to exceed manufacturers maximum person load
* Not to be used in the event of fire alarm
 | * Where possible to use stairs and not the lifts
* Restrict lift to one person
* Increase frequency of cleaning
* Signage in place to remind re one person
* Hand hygiene facilities available outside lift
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Symptomatic person attending the office****Biological** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Prior notification of visit to office and reason
* Check if symptomatic or member of household is symptomatic
 | * Officer to be sent home immediately
* Advised to arrange testing
* If working with other officers, they must also be sent home and told to self-isolate for 14 days or until negative result received
* Office area to be closed
* Office area to be deep cleaned
* If positive, officer to remain at home for minimum of 7 days
* Other officers to remain at home for 14 days, if symptomatic to go for testing within 5 days
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Slips trips and** **Falls****Physical** | **Officers****Contractors****Visitors**Risk of injury | **Following Government guidance for working safely in the office*** Clear desk and good housekeeping promoted
* Report procedure to Facilities, line manager or Safety Champion of any safety concerns
* Cable protectors used where required
* Walkways kept clear of items
* Sufficient storage
 | * Raising awareness to all staff of additional Covid related signage, including one-way system
* Raising awareness to all of staff of barriers/ segregation of areas
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Wellbeing and work-related stress****Psychological** | **Officers**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Regular communication via All staff emails, Kneller’s News, Team Talk, Wellbeing Wins.
* Mental Health First Aider Support
* Employee Assistance programme
* HR and Corporate Health & Safety team support
* Regular team meetings via Skype
* 1 to 1’s
* Unison support
* Display Screen Equipment assessment as may be sitting at another desk
* Minimum 30-minute lunch break
* Regulars breaks away from workstation
* Glance away from screen to promote blinking and prevent eye strain
 | * Stagger lunch breaks to avoid coming in to contact with others
* Use outside areas for breaks
* Encourage staff to remain on site, avoid going shopping
 | **Facilities****SEPO to monitor****All staff** |  |  |
| **Covid 19 virus****Accidents, Security and Other Incidents** | **Officers****Contractors****Visitors**Risk of contracting the virus | **Following Government guidance for working safely in the office*** Adhering to the fire procedures
* Accident reporting procedure and investigation where required
* First Aid provision
 | * On activation of the fire alarm you do not need to comply with the one-way social distancing system. **Use your nearest fire exit**
* Whilst there is a limited number of staff on site. The sign in/out sheet will be used for roll call. No Fire Marshall sweep system will be in operation.
* Those staff making ad hoc visit must ensure there is prior notification and they sign in/out.
 | **Facilities****SEPO to monitor****All staff** |  |  |

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| **Dynamic Site Specific Concerns**  |
|  |
| **Employee PPE Requirements for this operation** |
|  |  |  |  |  |  |  |  |  |
| Safety Footwear | Safety MaskFace covering | Safety Gloves | Safety Clothing | Safety Hearing Protection | Safety Glasses | Safety Head Wear | Safety Face Protection | Highway Reflective Clothing |
| No | Yes | Yes | No | No | No | No | No | No |
| **`Tick the relevant box above to show Personal Protective Equipment requirements (PPE)** |
| *Specific PPE comments/ Standards based against HSE Guidance or Industry Codes of Practice*  |
| **Note:** *PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort and should only be worn when there is reasonable justification for doing so*. |

| Completed By  | Rebecca Mundy | Service/Dept | Safety and Emergency Planning |
| --- | --- | --- | --- |
| Date of completion  | 22nd June 2020 | Review Date  | June 2021 |

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| **Version** | **Document Date** | **Comments** | **Author** | **Agreed by Management** | **Date** |
| V1.0 | 17th May 2020 | New document | Rebecca Mundy |  |  |
| V1.1 | 19th May 2020  | Amended feedback from HCC and LM/CT | Rebecca Mundy |  |  |
| V1.2 | 26th May 2020 | Amended feedback from CT | Rebecca Mundy |  |  |
| V1.3 | 27th May 2020 | Amended feedback from CT | Rebecca Mundy |  |  |
| V1.4 | 28th May 2020 | Copied into new WORD formatted template | Rebecca Mundy |  |  |
| V1.5 | 5th June 2020 | Reviewed and amended following feedback from both Councils Safety Champions and Unison representatives | Rebecca Mundy |  |  |
| V1.6 | 22nd June 2020 | Amended following feedback from Exec Board | Rebecca Mundy |  |  |
| V1.7 | 31st December 2020 | Updated in light of Tier changes and new variant of the virus | Rebecca Mundy |  |  |