

Covid Secure Risk Assessment

Location/Dept: Riverway Nursery

Date Assessment Completed: 12th January 2021

Assessor: Debbie Hendon, Health and Safety Advisor

Task or Activity Assessed: Premises COVID-19 Secure Assessment

Who is at Risk	(tick as appropriate)	Y / N	Other (please specify)
	Employee	Y	
	Volunteer	Y	
	Members Of The Public	Y	
	Visitors	Y	
	Contractors	Y	

Hazards Identified	Outcome & Injury	Likelihood	Severity	Risk Rating
Personal Protective Equipment and face coverings	From mild to moderate flu like symptoms to death	2	3	Substantial
Social Distancing in the workplace	From mild to moderate flu like symptoms to death	2	3	Substantial
Coming to work and leaving work	From mild to moderate flu like symptoms to death	2	3	Substantial
Moving around the building and worksites	From mild to moderate flu like symptoms to death	2	3	Substantial
Workplaces and Workstations	From mild to moderate flu like symptoms to death	2	3	Substantial
Meetings	From mild to moderate flu like symptoms to death	2	3	Substantial
Common areas	From mild to moderate flu like symptoms to death	2	3	Substantial
Accidents and incidents	From mild to moderate flu like symptoms to death	2	3	Substantial
Managing contacts and visitors	From mild to moderate flu like symptoms to death	2	3	Substantial

Hazards Identified	Outcome & Injury	Likelihood	Severity	Risk Rating
Cleaning the workplace	From mild to moderate flu like symptoms to death	2	3	Substantial
Hygiene - handwashing, sanitation facilities, toilets and showers	From mild to moderate flu like symptoms to death	2	3	Substantial
Handling of goods and merchandise	From mild to moderate flu like symptoms to death	2	3	Substantial
Work Related travel	From mild to moderate flu like symptoms to death	2	3	Substantial
Communications and training	From mild to moderate flu like symptoms to death	2	3	Substantial

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>General</p> <ul style="list-style-type: none"> • Employees that can work from home should continue to do so until further notice. • It is recognised that the nature of work in this environment makes it difficult for many workers to work remotely or from home. • Employees to report to Manager (or HR) any underlying health issues • Clinically extremely vulnerable individuals have been strongly advised not to work outside the home and will be supported to do this • Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and have also been advised to work from home • If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. A personal risk assessment will be undertaken by the health and safety team to ensure that health and safety precautions will be appropriately managed. If a person's health and safety cannot be maintained then the employee will be required to stay at home until further notice. • The health and safety team will undertake a personal risk assessment where we are aware of an employee with a protective characteristic. • All employees feeling unwell should inform manager immediately • Employees with symptoms of a dry cough, fever (high temperature), loss of taste or 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>smell should not attend work and should self-isolate for 10 days from the first day of their symptoms They must not return to work until after the 10 days AND after 48 hours of fever symptoms disappearing. A continual cough on its own after the 10 day period should not prevent a person returning to work. Guidance can be obtained from the health and safety team</p> <ul style="list-style-type: none"> • Employees who live in a household where someone else has symptoms should self-isolate for 14 days from the first day of that persons symptoms. 	1	3	Moderate
<p>Personal Protective Equipment and face coverings</p> <ul style="list-style-type: none"> • A facemask or face covering must be worn at all times when working at Riverway, unless you have a medical exemption or are working in an office on your own. • Normal PPE for the task being completed must also be worn. 	1	3	Moderate
<p>Social Distancing in the workplace</p> <ul style="list-style-type: none"> • The Council will encourage employees to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites. This has been communicated to employees with the use of onsite signage and electronic communications to employees • Additional hand sanitisers have been located strategically around the offices, buildings and the yard to encourage employees to maintain appropriate hand hygiene. • By assessing each work environment, in the offices we have implemented either “back to back” working, “side by side” working or installed screens, barriers or used natural spacing to separate people. • Within the yard and polly tunnels, social distancing signage is in place. • Where groups of employees need to work together we have assigned fixed groups to work together wherever possible but social distancing will still be in place. 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Coming to work and leaving work</p> <ul style="list-style-type: none"> • If employees are required (and able) to attend the workplace they should wash their hands: before leaving home, on arrival on site, after using the toilet, after breaks, before food preparation, before eating any food, including snacks, before leaving work, on arrival at home • Staggered starting times, breaks and finishing times have been arranged to prevent unwanted contacts with others. • Hand sanitisers are available in the office and around the buildings and the yard and in all grounds maintenance vehicles. • Personal belongings such as coats and bags should be stored within the immediate vicinity of the employee, on the floor or in lockers provided and not on shared coat hangers or work surfaces. • Employees are encouraged to use the NHS Track & Trace QR Code when entering the nursery • Employees must sign in and out of the building using the agreed format created for their service area. Employees should use their own pens when doing so. 	1	3	Moderate
<p>Moving around buildings and worksites</p> <ul style="list-style-type: none"> • Face coverings must be worn, unless you have a medical exemption, in all buildings and the yard • A one way system is in place for the mess room. Access is via the main entrance door and exit will be via the corridor down to the fire exit. • Face to face meetings within the workplace have been discouraged other than in a planned way, either within the meeting room or outdoors with social distancing measures in place • Corridors have been made into “no chatting zones” to enable social distancing. 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Workplaces and Workstations</p> <ul style="list-style-type: none"> • All office layouts and processes have been reviewed to allow people to work further apart from each other • Where it is not possible to move workstations further apart we are arranging people to work “side by side” or facing away from each other rather than face-to face. • Where it is not possible to move workstations further apart, and the workstations are essential we will use screens to separate people from each other • Occupancy levels are effectively managed to prevent overcrowding • The office does not currently use hot desks and most employees have their own workstation. If a workstation is shared between individuals appropriate alternative workstations will be provided or the workstations will be cleaned between use. • There is sanitising gel available to help good practice and introducing sanitising wipes in offices and shared spaces to promote ongoing cleansing practices (i.e. for employees to clean their phone, keyboard and workstation) 	1	3	Moderate
<p>Shift patterns & working groups</p> <ul style="list-style-type: none"> • Where contact is unavoidable and employees need to work in teams this will be fixed groups, so employees work with the same group each day 	1	3	Moderate
<p>Ventilation within the building</p> <ul style="list-style-type: none"> • Workplaces should be well ventilated • Recycled air & air conditioning units must not be used • All openable windows are left open during working hours, including toilet windows, to allow for ventilation and where rooms are occupied the doors should be ajar or fully open to permit through-draught into corridors. 	1	3	Moderate
<p>Meetings</p> <ul style="list-style-type: none"> • Where possible face to face meetings have been replaced by remote working technology such as Teams, Zoom • Where face to face meetings are essential 2m social distancing will be applied whether held in the meeting room or outdoors • Only essential participants are to attend • The meeting room has been reviewed and only 3 people can attend with appropriate 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
seating layout to ensure compliance. <ul style="list-style-type: none"> • Participants attending meetings must wear a face covering, unless you have a medical exemption, and must not share pens and other objects • Hand sanitiser has been located within the meeting room • Only rooms that can be well ventilated will be used for face to face meetings 	1	3	Moderate
Common areas <ul style="list-style-type: none"> • Common areas will be managed to reduce numbers in each area to enable social distancing to take place • The Mess Room facilities are restricted to 4 persons at a time to ensure social distancing • Various breakout areas are available for employees to take their breaks or they can remain out in their vehicles. • A polly tunnel is also available to be used as a break area. Chairs have been configured in this areas to ensure social distancing can be maintained • Employees working patterns are flexible to allow breaks at various times and lunchtimes within a wide window so use of common areas is well staggered. • Disposable cloths / paper towels should be used in communal facilities. Cloth tea towels have been removed 	1	3	Moderate
Accidents and incidents <ul style="list-style-type: none"> • Employees are aware that in an emergency social distancing rules are not required and priority on dealing with the emergency will take precedence. If evacuation is required social distancing rules will be applied when employees have vacated the building 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Managing contacts and visitors</p> <ul style="list-style-type: none"> • Visitors to the nursery will be restricted to essential contractors and maintenance only • All visitors to the building, including contractors, must wear a face covering unless medically exempt • Signage is in place at the main office door asking visitors to knock and wait • Visitors will continue to be required to sign in as normal and use the NHS Test & Trace QR Code if they are able to do so, accepting that some mobile phones may not have the capacity to do so. • Hand sanitiser is available so that any shared pen can be effectively sanitised. • Social distancing rules will be made clear to all visitors upon arrival. 	1	3	Moderate
<p>Cleaning the workplace</p> <ul style="list-style-type: none"> • Daytime cleaning has been increased so that communal areas and frequently used areas are more effectively cleaned • Employees are encouraged to apply a clear desk policy to assist the cleaning process • Waste is removed from the work area on a daily basis • Photocopiers, vending machines and equipment with similar control panels all have hand sanitiser or washing facilities within the immediate vicinity. 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Hygiene - handwashing, sanitation facilities, toilets and showers</p> <ul style="list-style-type: none"> • The building has signs and posters displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available • Hand sanitiser is located around the building and is refilled on a daily basis • The nursery toilet facilities have been accessed and restrictions have been made were necessary with the use of signage and barrier tape in order to allow social distancing to take place • Paper Towels are available as well as hand dryers. Consideration will be made to isolating hand dryers so that they cannot be used. • On returning home we suggest you wash your clothes and shower daily. • Clothes should be washed on the highest temperature possible for the clothing. If washed at 30 degrees or below then add double the amount of biological washing powder to the wash 	1	3	Moderate
<p>Handling of goods and merchandise</p> <ul style="list-style-type: none"> • Employees are required to not arrange delivery of personal items to the workplace 	1	1	Tolerable
<p>Work related travel & vehicle use</p> <ul style="list-style-type: none"> • Employees are encouraged to minimise non-essential travel as much as possible • We avoid multi occupancy travel where safe to do so and avoid sharing vehicles where possible • Where employees need to work together and share a vehicle we will use a fixed group of employees but keep contact to a minimum. • Where travelling alone cannot be undertaken occupants will:: <ul style="list-style-type: none"> ○ Distance themselves as much as possible ○ Wear a face covering unless you have a medical exemption ○ Ensure windows are open to increase the amount of ventilation in the vehicle • Vehicles are sanitised after each use if it is a shared vehicle The door handle, steering wheel, gear stick and vehicle controls (indicators, wipers, heating and radio etc.) are all wiped with sanitiser provided 	1	3	Moderate

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
Communications and training <ul style="list-style-type: none"> The Council will continue to provide clear, consistent and regular communications to employees and alert them to new or revised guidance Consultation with unions and safety representatives will continue using established consultation processes Information relating to safe working at home, wellbeing and mental health is available for all employees to access We regularly brief all employees including temporary and agency employees to ensure that they are reminded of rules, requirements and safe working practices. 	1	2	Tolerable

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date Completed: 12th January 2021

Assessor Signature: 

Date Agreed & Signed off: 15 January 2021

Signed by: 
Phil Gammon, Neighbourhood Services Group Manager Signature & Sign Off

Reviews:
(If there are no changes then the assessment should just be signed. However, if anything changes a new assessment must be completed)

1st Reassessment Date: _____

Assessor Signature: _____

2nd Reassessment Date: _____

Assessor Signature: _____