

## Covid Secure Risk Assessment

**Location/Dept:** Bereavement Services – Tixall Road Crematorium and Office

**Date Assessment Completed:** 7 April 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 and Injury	Likelihood	Severity	Risk Rating
Personal Protective Equipment and face coverings	From mild to moderate flu like symptoms to death	2	3	Substantial
Protecting the Service	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

Hazards Identified	Outcome & Injury	Likelihood	Severity	Risk Rating
Managing contacts and visitors	From mild to moderate flu like symptoms to death	2	3	Substantial
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><b>General</b></p> <ul style="list-style-type: none"> <li>All employees at the Crematorium have received both doses of the Covid Vaccine</li> <li>All employees have their own Later Flow Test which they can do prior to coming into the office</li> <li>Employees that can work from home should continue to do so until further notice.</li> <li>Employees to report to Manager (or HR) any underlying health issues</li> <li>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home and will be supported to do this</li> <li>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</li> <li>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.</li> <li>The health and safety team will undertake a personal risk assessment where we are aware of an employee with a protective characteristic.</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<ul style="list-style-type: none"> <li>• All employees feeling unwell should inform their manager immediately</li> <li>• Employees with symptoms of a dry cough, fever (high temperature), loss of taste or 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.</li> <li>• Employees who live in a household where someone else has symptoms should self-isolate for 14 days from the first day of that person's symptoms.</li> </ul>	1	3	Moderate
<p><b>Personal Protective Equipment and Face Coverings</b></p> <ul style="list-style-type: none"> <li>• A facemask or face covering must be worn at all times when working within the building, unless you have a medical exemption or are working in an office on your own.</li> <li>• When moving around the building face coverings must be worn, unless you have a medical exemption, in all communal areas i.e. corridors, toilets, kitchens etc. and when visiting other offices that is not their usual place of work</li> <li>• The Council will not provide face coverings.</li> </ul>	1	3	Moderate
<p><b>Protecting the Service</b></p> <ul style="list-style-type: none"> <li>• In order to protect the service employees within the chapel and crematory are split into two teams, working fixed days (Each Team has 1 in crematory and 1 in Chapel)</li> <li>• Office staff are working normally days but limit their movement between work areas</li> <li>• Lunch cover for crematory provided by Streetscene, chapel lunch cover provided by the cremator operator of the day then they take their break</li> <li>• Employees from the office, crematory and chapel restrict the movement between buildings</li> <li>• A table is in place at the entrance to crematory for the receiving and collection of ashes, paperwork and to restrict access</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p><b>Social Distancing in the Workplace</b></p> <ul style="list-style-type: none"> <li>• 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 all employees</li> <li>• Additional hand sanitisers have been located strategically around the building to encourage employees to maintain appropriate hand hygiene.</li> <li>• By assessing each work environment we have implemented either “back to back” working, “side by side” working or installed screens, barriers or used natural spacing to separate people.</li> <li>• We have implemented a “stay to the left” system around the building</li> </ul>	1	3	Moderate
<p><b>Coming to work and leaving work</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Employees work flexi time so the window of attending site is wide. This avoids the need to stagger arrival and departure times</li> <li>• Employees are encouraged to use the NHS Track and Trace QR Code when entering the building</li> <li>• 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.</li> <li>• The site is easily accessible to cycle, walk and drive to. Only a very small proportion of staff use public transport to attend work and most of these are able to work at home.</li> <li>• Hand sanitiser is available at entry and exit points as well as around the buildings</li> <li>• All staff have temporarily been removed from the flex system so they do not have to share the machine</li> <li>• Personal belongings such as coats and bags should be stored within the immediate vicinity of the employee, in lockers or on the floor and not on shared coat hangers or work surfaces.</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p><b>Moving around the building and site</b></p> <ul style="list-style-type: none"> <li>• Face coverings must be worn, unless you are medically exempt, in all areas of the building and when visiting other offices, not their usual place of work</li> <li>• Keep to the left in corridors has been implemented around the building</li> <li>• Non-essential trips within buildings and sites, has been discouraged with the use of telephones, Teams, zoom, emails etc. being the preferred method of communication.</li> <li>• Face to face meetings within the workplace have been discouraged other than in a planned way within meeting rooms with social distancing measures in place.</li> <li>• Corridors have been made into “no chatting zones” to enable social distancing</li> </ul>	1	3	Moderate
<p><b>Workplaces and Workstations</b></p> <ul style="list-style-type: none"> <li>• All office layouts and processes have been reviewed to allow people to work further apart from each other</li> <li>• Where it is not possible to move workstations further apart we have implemented either “back to back” working, “side by side” working or installed screens, barriers or used natural spacing to separate people.</li> <li>• Face coverings must be worn by everyone within the office, unless they are medically exempt</li> <li>• Occupancy levels are effectively managed to prevent overcrowding</li> <li>• The building does not use hot desks and most employees have their own workstation.</li> <li>• If a workstation is shared between individuals appropriate alternative workstations will be provided or the workstations will be cleaned between use</li> </ul>	1	3	Moderate
<p><b>Ventilation within the building</b></p> <ul style="list-style-type: none"> <li>• Workplaces should be well ventilated</li> <li>• Recycled air and air conditioning units must not be used</li> <li>• 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.</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p><b>Meeting</b></p> <ul style="list-style-type: none"> <li>• Where possible face to face meetings have been replaced by remote working technology such as Teams, Zoom</li> <li>• Where face to face meetings are essential 2m social distancing will be applied. Only essential participants are to attend and all meeting rooms have been reviewed with appropriate seating layout to ensure compliance.</li> <li>• Participants attending meetings are required to wear a face covering, unless they are medically exempt, not share pens (white boards etc.) and other objects</li> <li>• Only rooms that can be well ventilated will be used for face to face meetings</li> </ul>	1	3	Moderate
<p><b>Common areas</b></p> <ul style="list-style-type: none"> <li>• The kitchen and toilet facilities are to be used by only 1 person at a time</li> <li>• The rest room in the crematory area can be used by only 1 person at a time due to maintaining social distancing</li> <li>• The former ‘family room’ in the admin office has been made available for staff to take breaks away from their desks, 1 person at a time</li> <li>• 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.</li> <li>• There are no canteen facilities on site so employees naturally bring in their own packaged food</li> <li>• Disposable cloths / paper towels should be used in communal facilities. Cloth tea have been removed</li> </ul>	1	3	Moderate
<p><b>Accidents and incidents</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p><b>Managing contacts and visitors</b></p> <ul style="list-style-type: none"> <li>• Contacts from members of the public will still continue via the website, emails, telephone and social media channels</li> <li>• The reception area will be open for pre booked appointments only</li> <li>• Hand sanitiser will be available at the entrance along with signage</li> <li>• Perspex screens are in place on the reception desk to separate the public and reception staff, when the office is open</li> <li>• Other visitors to the building will be restricted to essential contractors and maintenance only.</li> <li>• All visitors including contractors, must wear a face covering, unless they are medically exempt</li> <li>• Visitors will continue to be required to sign in as normal and use the NHS Test and Trace QR Code if they are able to do so, accepting that some mobile phones may not have the capacity to do so.</li> <li>• Hand sanitiser is available adjacent to the visitor register so that any shared pen can be effectively sanitised.</li> <li>• Social distancing rules will be made clear to all visitors upon arrival.</li> </ul>	1	3	Moderate
<p><b>Cleaning the workplace</b></p> <ul style="list-style-type: none"> <li>• The morning and evening cleaners have all received training from the health and safety team on appropriate cleaning practices</li> <li>• Daytime cleaning has been increased so that communal areas and frequently used areas are more effectively cleaned</li> <li>• Employees are encouraged to apply a clear desk policy to assist the cleaning process</li> <li>• Waste is removed from the work area on a daily basis</li> <li>• Photocopiers and equipment with similar control panels all have hand sanitiser within the immediate vicinity.</li> </ul>	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p><b>Hygiene - handwashing, sanitation facilities, toilets and showers</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Hand sanitiser is located around the building and is refilled on a daily basis</li> <li>• The toilet facilities can only be used by one person at a time.</li> <li>• Restriction on the use of cubicles, urinals and wash basins have been put in place along with signage to allow social distancing to take place.</li> <li>• Paper Towels are available as well as hand dryers. Consideration will be made to isolating hand dryers so that they cannot be used.</li> <li>• When cleaning of communal areas signage will be used to prevent access whilst cleaning is in progress</li> </ul>	1	3	Moderate
<p><b>Handling of goods and merchandise</b></p> <ul style="list-style-type: none"> <li>• Employees are required to not arrange delivery of personal items to the workplace</li> </ul>	1	1	Tolerable
<p><b>Work related travel</b></p> <ul style="list-style-type: none"> <li>• Employees are encouraged to minimise non-essential travel as much as possible</li> <li>• When travelling to site employees are encouraged to travel alone and meet at the site.</li> <li>• Where travelling alone cannot be undertaken occupants will:: <ul style="list-style-type: none"> <li>○ Distance themselves as much as possible</li> <li>○ Wear a face covering unless you have a medical exemption</li> <li>○ Ensure windows are open to increase the amount of ventilation in the vehicle</li> </ul> </li> <li>• Vehicles should be sanitised after each use if it is a shared vehicle</li> </ul>	1	3	Moderate
<p><b>Communications and training</b></p> <ul style="list-style-type: none"> <li>• The Council will continue to provide clear, consistent and regular communications to employees and alert them to new or revised guidance</li> <li>• Consultation with unions and safety representatives will continue using established consultation processes</li> <li>• Information relating to safe working at home, wellbeing and mental health is available for all employees to access</li> </ul>	1	2	Tolerable




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

**Date Completed:** 7 April 2021

**Assessor Signature:** 

**Date Agreed and Signed off :** Wednesday, 14 April 2021

**Signed by:**   
 Anthony Evans, Bereavement Services Managers

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

**1<sup>st</sup> Reassessment Date:** \_\_\_\_\_

**Assessor Signature:** \_\_\_\_\_

**2<sup>nd</sup> Reassessment Date:** \_\_\_\_\_

**Assessor Signature:** \_\_\_\_\_