

Covid Secure Risk Assessment

Location/Dept: Civic Centre

Date Assessment Completed: 12th January 2021

Assessor: Debbie Hendon, Health and Safety Advisor

Task or Activity Assessed: Premises COVID-19 Secure Assessment

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
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. • Only ESSENTIAL employees, that have been authorised by the Head of Service, will be bought back into the building • Managers will rota employees to ensure that the numbers within the building are managed • 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 their manager immediately • 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. Guidance can be obtained from the health and safety team • 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. 	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 within the building, unless you have a medical exemption or are working in an office on your 			

<p>own.</p> <ul style="list-style-type: none"> When moving around the building face coverings must also be worn in all communal areas i.e. corridors, stairwells, toilets, kitchens, lifts etc. and when visiting other offices that is not their usual place of work The Council will not provide face coverings. 	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 all employees Additional hand sanitisers have been located strategically around the building to encourage employees to maintain appropriate hand hygiene. 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. We have implemented a “stay to the left” system around the building Passing in stairwells will be done on the landings. This has been communicated by onsite signage and electronic communications to employees 	1	3	Moderate
<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 or drink preparation, before eating any food, including snacks, before leaving work, on arrival at home Employees are able to work flexibly so the window for attending site is wide. This avoids the need to stagger arrival and departure times Employees are encouraged to use the NHS Track & Trace QR Code when entering the building 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. The site is in the town centre and 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. 	1	3	Moderate

<ul style="list-style-type: none"> • Ground floor entrance will be for members of the public and other organisations within the building only, to reduce the amount of crossing over with visitors. • The mezz will be used as an entrance & exit for all employees. On the stair priority will be given to those coming up the stairs • Hand sanitiser is available at entry and exit points and by each lift as well as around the building. • Personal belongings such as coats and bags should be stored within the immediate vicinity of the employee, on the floor and not on shared coat hangers or work surfaces. 	1	3	Moderate
<p>Moving around buildings and worksites</p> <ul style="list-style-type: none"> • Face coverings must be worn in all communal areas of the building, unless you have a medical exemption and when visiting other offices, not their usual place of work • Keep to the left in corridors and stairwells has been implemented around the building and passing in stairwells only done on the landings • 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. • 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. • Corridors have been made into “no chatting zones” to enable social distancing and one way flow to be implemented. • The lift within the building is restricted to two people at a time or same family groups. • Hand sanitiser is available at all entry and exit points of lifts. 	1	3	Moderate
<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 • Offices have had floor tape applied to highlight pinch points and 2m separation distances on a risk based approach • 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. • Occupancy levels are effectively managed to prevent overcrowding • The building does not currently use hot desks and most employees have their own 	1	3	Moderate

<p>workstation.</p> <ul style="list-style-type: none"> If a workstation is shared between individuals an appropriate alternative workstation will be provided or additional equipment can be obtained from IT such as keyboards and mouse and the workstation can be cleaned using the wipes that are available. 			
<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 Windows in stairwells will be left open to give appropriate ventilation 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. Only essential participants are to attend and all meeting rooms have been reviewed with appropriate seating layout to ensure compliance. Risk Assessments have been created for designated meeting areas Participants attending meetings must wear a face covering, unless you have a medical exemption and are required not share pens (white boards etc.) and other objects Hand sanitiser has been located at the entrance points and inside of all meeting rooms Only rooms that can be well ventilated will be used for face to face meetings 	1	3	Moderate
<p>Common areas</p> <ul style="list-style-type: none"> The kitchen facilities are to be used by only 1 person at a time Offices with their own microwaves and kettles will be required to remove them or relocate them to the communal area. The building is located close to the town centre where many open spaces are available for safe lunch breaks 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. 	1	3	Moderate

<ul style="list-style-type: none"> • There are no canteen facilities on site so employees naturally bring in their own packaged food • Various break out areas are available for employees to take a break away from the workplace, furniture configuration in these areas has been reviewed to ensure social distancing compliance • Disposable cloths / paper towels should be used in communal facilities. Cloth tea have been removed • Perspex screens are available in reception to protect employees 			
<p>Accidents and incidents</p> <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
<p>Managing contacts and visitors</p> <ul style="list-style-type: none"> • The reception area will remain closed until further notice to prevent face to face contacts • Visitors to the building will be restricted to essential contractors and maintenance only • All visitors to the building, including contractors, must wear a face covering unless medically exempt • Contacts from members of the public will continue via the website, emails, telephone and social media channels • If face to face discussions are needed these will be conducted in the meeting rooms behind the screens • 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 adjacent to the visitor register so that any shared pen can be effectively sanitised. • Social distancing rules will be made clear to all visitors upon arrival. • As there are a number of tenants within the building, this risk assessment will be shared with them for the communal areas of the building. They will however have to 	1	3	Moderate

<p>assess their own work areas</p>			
<p>Cleaning the workplace</p> <ul style="list-style-type: none"> • The morning and evening cleaners have all received training from the health and safety team on appropriate cleaning practices • Cleaners will wear a face covering whilst in the building unless they are medically exempt • 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 within the immediate vicinity. • The use of white boards are restricted to prevent sharing of pens and similar products 	1	3	Moderate
<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 • Property Services have stocks of hand sanitiser, hand soap and sanitiser wipes for employees to use. • Hand sanitiser is located around the building and is refilled on a daily basis. • Large tubs of sanitising wipes are located on each floor for employees to use if required but the focus should be on regular hand washing • The building has a number of toilet facilities. All door codes will be disabled to allow easy access to the toilets for employees • Restrictions on the use of cubicles, urinals and wash basins have been put in place along with signage to allow social distancing to take place. • Public toilets on ground floor are fitted with a lock in order for one person at a time to use them • Paper Towels are available as well as hand dryers. Consideration will be made to 	1	3	Moderate


<ul style="list-style-type: none"> isolating hand dryers so that they cannot be used. When cleaning of communal areas signage will be used to prevent access whilst cleaning is in progress 			
Handling of goods and merchandise <ul style="list-style-type: none"> Employees are required to not arrange delivery of personal items to the workplace 	1	1	Tolerable
Work related travel <ul style="list-style-type: none"> Employees are encouraged to minimise non-essential travel as much as possible When travelling to site employees are encouraged to travel alone and meet at the site. 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 should be sanitised after each use if it is a shared vehicle 	1	3	Moderate
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 	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: 12th January 2021

Signed by: 
Neville Raby Head of Human Resources with Responsibility for Corporate Health & Safety Provisions

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: _____