

Risk Assessment

Risk Assessment title:	Council-wide precautions for reducing the risk of transmission of Coronavirus (Covid-19)
Department:	All council departments
Assessment date:	28 May 2020
Review Date:	15 June 2020
Carried out by:	Ian Kimmett, Head of Corporate Health and Safety
Approved by:	Corporate Support Group for easing lockdown

Task/ Activity	Hazard	Who is at Risk?	Current controls	Current Risk	Further controls required <u>Always</u> if Risk is Medium or High	Target Risk	Who to Action	Target date
All work activities	Contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents through community spread Staff Families of staff	The Council is currently operating to a limited extent with only essential functions being delivered and all but essential workers being temporarily home-based. Managers identified essential workers at beginning of Covid-19 pandemic Only designated essential workers who cannot work from home should come to work	I-4 L-3 Risk = 12	List of essential workers must be reviewed by managers at each stage of recovery from lockdown to ensure only those who cannot work from home travel to work. (in accordance with Government guidance) Workplace settings and public assess areas will made Covid Secure and documentation will be made available for reassurance.	I-4 L-1 Risk = 4	Managers, confirmed via DMTs Workplace and facilities	1/6/20 1/6/20
Visiting people's homes	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	Only visit when necessary – find digital or remote alternatives to physical, in-home work where possible such as video or phone consultations Check first that there are no symptomatic or shielding occupiers Provide PPE as necessary Keep visits as brief as possible If visits are unavoidable, staff must keep 2m social distancing. If the visit is to the home of a person who is shielding, a higher level of PPE will be required.	I-4 L-3 Risk = 12	If there is not specific PHE guidance on PPE in place, then a bespoke risk assessment must be carried out. Mitigation measures and method statements for visits will be shared in advance of visits	I-4 L-1 Risk = 4	Bespoke risk assessments to be completed by service manager as necessary Service manager	As required

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Working outside the office	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	Only designated essential workers should come to work If staff work in pairs of teams, keep the teams consistent to reduce the number of people in contact.	I-4 L-3 Risk = 12	Provide access to toilet and washing facilities Review risk assessments for close contact with others, for example, situations where confrontations might be likely. Documentation will be shared with staff and unions to ensure all are aware of the measures to reduce risk	I-4 L-1 Risk = 4	Service managers	1/6/20
Reception areas	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	Only designated essential workers who cannot work from home should come to work Provide options for people to avoid the need for a visit, Control entry so social distancing can be maintained inside. Allow bookings to reduce queues Queueing systems Signs to inform people not to come in if they have symptoms Signs and/or floor markings to use direct movement into lanes, if feasible, while maintaining a 2-metre distance Barriers at points of regular interaction as an additional element of protection for workers and customers (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures) Enhanced cleaning, including capacity for immediate cleaning if necessary.	I-4 L-3 Risk = 12	Consider signs in languages other than English where it is likely there might be non- English speakers Workplace settings and public assess areas will be made Covid Secure and documentation will be made available for reassurance.	I-4 L-1 Risk = 4	Decision on the need for this will be with local management Workplace and facilities	1/6/20

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Council settings with public access	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	See above	I-4 L-3 Risk = 12	Possible need for additional IT equipment (personalised keyboard and mouse) If there is not specific PHE guidance in place, then a bespoke risk assessment must be carried out. Workplace settings and public assess areas will made Covid Secure and documentation will be made available for reassurance.	I-4 L-1 Risk = 4	IT support / workplace and facilities	1/6/20
Working in vehicles	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	Only designated essential workers should come to work and sharing of vehicles should be avoided as far as possible. (see section 3 for advice on travel) Workers sharing enclosed spaces such as the cabs of vehicles should always keep the window open for ventilation and be careful to avoid touching their faces. On leaving the vehicle, wash hands with soap and water for 20 seconds or more or use hand sanitiser if soap and water are not available.	I-4 L-3 Risk = 12	Cleaning regime for vehicle interiors to be cleaned regularly, especially steering wheels, controls, door handles etc Workplace settings and public assess areas will made Covid Secure and documentation will be made available for reassurance.	I-4 L-1 Risk = 4	Local management Workplace and facilities	1/6/20 1/6/20

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Travelling for work	Residents or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to residents or other staff Subsequent spread of the virus throughout the population Potential death from infection	Residents Staff Families of staff	See separate sheet with flow diagram (from DH)	I-4 L-3 Risk = 12	Consider the provision of face protection or surgical masks for staff where public transport during the working day is necessary	I-4 L-1 Risk = 4	HR and H&S to discuss and agree corporate position	27/5/20
Schools and other similar settings	Pupils, visitors or staff contracting Coronavirus which can cause illness, which could be serious, Staff spread the virus to pupils or other staff Subsequent spread of the virus throughout the population Potential death from infection	Pupils, visitors, wider community Staff Families of staff	Only designated essential workers should come to work Social distancing, including limiting occupancy of lifts Hygiene precautions, Signs and communications Remove/discontinue hot desking Sector-specific PPE guidance must be followed where necessary	I-4 L-3 Risk = 12	Consider the need for additional IT equipment (personalised keyboard and mouse) to avoid spread through shared equipment If there is not specific PHE guidance in place, then a bespoke risk assessment must be carried out. Workplace, learning settings and public assess areas will made Covid Secure and documentation will be made available for reassurance to parents and teaching staff	I-4 L-1 Risk = 4	Children's Services schools lead to provide specific risk assessment and control measures. (Ian Heggs lead)	28/5/20

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Providing a safe workplace	People using the building could be exposed to Coronavirus, which can cause illness, which could be serious or fatal, Subsequent spread of the virus throughout the population	All building users and family contacts Residents through community spread	Hand sanitizer at entrances to council buildings Identify which buildings will be provided with hand sanitizer (Cat 1 & 2) Wipes for cleaning keyboards distributed Advice through intranet and managers Hand washing facilities with anti-bacterial soap and hot water Only essential workers in buildings Staff with symptoms instructed to stay away Office based staff should work from home if possible. Implement shift working or staggered working hours to reduce numbers of staff in workplaces at a time Social distancing, including limiting occupancy of lifts, one-way traffic routes and closing off communal spaces Hygiene precautions, Signs and communications Remove/discontinue hot desking	I-4 L-3 Risk = 12	Signage for distancing arrangements Site risk assessments Monitoring of numbers Conduct a risk assessment of hygiene provision and scope for social distancing at each office location and produce a plan, and identify maximum numbers and method for monitoring success of precautions. Workplace settings and public assess areas will made Covid Secure and documentation will be made available for reassurance.	I-4 L-1 Risk = 4	Workplace and facilities	1/6/20

Further guidance on precautions against Coronavirus at work – <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

The council has a duty to assure itself that contractors are working safely on the council's behalf. The standards and precautions listed above should also be achieved by any contractors, therefore contract managers should contact all contractors and obtain copies of their Covi-19 risk assessments and method statements and ensure they are suitable and sufficient.

Key to risk rating

		LIKELIHOOD				
IMPACT		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
	5 Catastrophic	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	4	6	8	10
	1 Negligible	1	2	3	4	5

1 - 3	Low risk
4 - 6	Moderate risk
8 - 12	High risk
15 - 25	Very High risk