

<b>Department: Premises Council Wide</b>	<b>Assessor Name: P Beaumont/R Draper</b>	<b>Date: 18 June 2020</b>
<p><b>Activity/Task/Job:</b> Office working within Parklands complete with 'Infection Control' and 'Social Distancing Measures' in order to provide a safe working environment to protect employees and contractors. The home working arrangements will continue to promote safer working practises.</p> <p><b>Risk:</b> Virus transmission is caused by (1) inhaled aerosol droplets from coughs and sneezes and (2) hand to mouth/face contact after touching contaminated surfaces.</p> <p><b>Legal Status:</b> The Health Protection (Coronavirus, Business Closure (England) Regulations 2020 and The Health and Safety at Work etc. Act 1974.</p> <p><b>Associated Risk Assessment(s):</b> Office Risk Assessment, Off Site Working Risk Assessment and COVID Off Site Working Risk Assessment</p> <p><b>Major Risks:</b> Infected staff entering the building, contamination of touch surfaces.</p> <p><b>Primary Control Measures:</b> Minimise or prevent public access to building, Reducing staffing levels through home workings, Controlling staffing levels through staggered starts, shift systems and/or staff rotas if additional staff required to be in the office to maintain services. Strict social distancing rules, additional signage on walls and floors, one way systems to control 'pinch points', relocation of furniture and screens to promote good flow, controlled entry of communal spaces such as kitchenettes, toilet and shower facilities. Good hygiene: Signage in toilets and communal spaces. Hand washing facilities with disposable towels, hand sanitiser available at points of entry and in offices, sanitising wipes for equipment and touch points, tissues and waste bins readily available. Communication of good hand hygiene practice including use of soap and water/ hand sanitiser. Good air movement to ensure frequent changes of internal air. Touch points to be cleaned systematically and frequently.</p>		

<b>Risk No:</b>	<b>What are the issues at the workplace that present a Hazard / concern?</b>	<b>Possible Risks to Employees and other Persons?</b>	<b>Precautions/Controls already in place to reduce risk.</b>	<b>Risk Level: Is it low, med or high and insert matrix score (see last page)</b>	<b>Additional Controls and/or actions required by when/whom?</b>
1.	<b>Safe controlled access</b> to be assured of persons entering the building i.e. employees, councillors, and contractors	Infection risk to all employees etc. who are exposed to persons who may be infected already	Persons suspected of the virus are required to self-isolate at home for 7 days if they live by themselves and to; -Stay at home for 14 days if they live with others including all household members.	<b>4 x 3 = (MED)</b>	Hand sanitiser and signage are to be displayed at all entrances and through the offices focusing in good hand

		<p>or whom may not be aware that they have the virus. They may not show signs of the symptoms.</p> <p><u>Contracting the virus has the potential of death in extreme cases.</u></p>	<p>-Suspected cases and family members should be tested within three days of the first symptoms: Fever, new persistent cough, loss of smell or taste.</p> <p>All employees are required to wash hands for 20 seconds regularly or use hand sanitiser when entering or leaving the building. Follow social distancing guidance.</p>		<p>hygiene and social distancing. Introduce an appointment system for the public to visit for services. Follow, at all times <b>social distancing rules</b>. Meetings to be run virtually using MS Teams or Skype. Staff are reminded that as part of <b>Section 7 of the Health and Safety at Work Act, everyone has specific duties as employees. These duties include taking reasonable care of yourself and of others who may be affected by what you do, or do not do.</b></p>
2.	<p><b>Social distancing-1</b> All staff, contractors and councillors to follow the <b>2m safe distancing rule at all times</b> to avoid infection/transmission</p> <p>The use of staircases and office/ workshop walkways is likely to be changed to one way systems and controlled access/egress.</p>	<p>Employees, Councillors and contractors all at <b>risk of infection if the 2m safe distancing is not maintained.</b></p>	<p>Wall and door signage will be on display throughout the buildings to promote the <b>2m safe distance.</b></p> <p>Anyone found to be transgressing must be challenged by everyone.</p>	4 x 2 = (LOW)	<p>Staff to wash hands with soap and water or sanitise hands regularly with sanitiser, and especially on arrival into the building, before eating or drinking, and after coughing or sneezing.</p>

3.	<b>Social distancing -2</b> Lifts must only be used by one person at a time	Employees, Councillors and contractors	Signage will be displayed and the message will be communicated to all building users. If there are transgressions the lifts will be immobilised (in this eventuality specific arrangements will be made for those who require the use of lifts to aid their mobility).	2 x 2 = (LOW)	Risk Controlled and special adaptations are to be catered for.
4.	<b>Social distancing -3</b> Use of kitchens, toilets/shower	Employees, Councillors and contractors.	One person at a time to use the kitchen and toilet facilities and doors will be closed enough to maintain modesty.	2 x 2 = (LOW)	Risk measures to be monitored at all these areas.
5.	<b>Social distancing -4</b> The siting/use of office desks to conform to good <b>social distancing</b> .  Managers will determine the desks that can safely be used at any one time and users will be identified to prevent cross contamination	Employees, Councillors and contractors	Substantially reduced of occupancy will be controlled by managers <b>to ensure 2m social distancing</b> .	3 x 3 = (MED)	Staff who may become regular 'Homeworkers' on an ongoing basis will undertake a self - assessment to check for compliance with DSE
6.	<b>Cleaning Regimes</b> FM and contract cleaners increased frequency of premises cleaning and touch points throughout the day. Employees are to clean down their desk surface and touch points daily.	Employees, Councillors and contractors	Cleaning regimes are meticulously logged and frequencies may vary depending on use and number of persons using the building.  Where safe to do so (i.e. not including fire doors) doors will be held open to reduce the number of 'Touch Points'.	2 x 2 = (LOW)	Employees are to report any deterioration of standards to FM.
7.	<b>Workplace Conditions</b> Thermal comfort, lighting, ventilation, space, water hygiene, power services, housekeeping etc. are	Employees, Councillors and contractors Encourage staff to open windows to	None of the present conditions should present problems to health, welfare and safety.	2 x 2 = (LOW)	Managers present in the office shall report problems/issues. FM will continue with their routine inspections and

	fully serviceable and in good working order.	allow more air changes.	Should extreme or hostile weather patterns develop then this policy will need to be reviewed.		react to issues/matters of concern.
8.	<b>Fire Safety and First Aid</b> Adequate cover of Fire Wardens and First Aid shall be maintained. It is imperative that Managers and FM ensure minimum cover is provided.	Employees, Councillors and contractors	One first aider for <50 users and a fire warden per floor. New Fire Wardens identified and trained as required.	4 x 3 = (MED)	Fire Service need to know if there is anyone left in the building -they risk their life to rescue people. Roll Calls are a secondary defence but not crucial.
9.	<b>General Health and developing COVID-19 symptoms at work</b>	Employees, Councillors and contractors	If anyone becomes unwell with a new continuous cough, a high temperature or loss of taste/smell in the workplace, they will be sent home and advised to get tested.  Line managers will maintain regular contact with employees during ill health matters and when advised of COVID 19 infection. Routine daily staffing updates to monitor for spread or patterns of infection.	4 x 3 = (MED)	Good communications and routine contact with employees is critical
10.	<b>Mental Wellbeing i.e.</b>  Pressure of work, peaks and troughs at specific periods, stress from 'all life' issues	Employees, Councillors and contractors	Management promotes mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. See links for further guidance below.  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>	3 x 3 = MED	There is regular communication of employee wellbeing and mental health Strong internal communication channels, and line manager interventions will be carried out regularly to reassure and support employees in a fast-changing situation.

Remember:

- Risk Assessment is a continuous process – significant changes in the working environment requires a re-assessment
- Where remedial actions or control measures are necessary these should be discussed with the Line Manager.

Matrix - Severity Score	Matrix - Likelihood of Occurrence	Precautions/Controls
5 = Multiple death & widespread destruction 4 = A death or major injury 3 = RIDDOR >7 day injury 2 = First aid injury 1 = Insignificant injury	5 = Very likely 4 = Likely 3 = Quite possible 2 = Possible 1 = Not likely	a. Training b. Recognition c. Supervision d. Restricted access e. Protective equipment f. Regular maintenance g. Procedural notes, codes, rules

LIKELY SEVERITY							
Multiple death	Death or major injury	Riddor >7 day injury	Injury resulting in First Aid	No real likelihood of injury			
5	4	3	2	1	LIKELIHOOD OF OCCURENCE		
25	20	15	10	5	5	Very likely	
20	16	12	8	4	4	Likely	
15	12	9	6	3	3	Quite possible	
10	8	6	4	2	2	Possible	
5	4	3	2	1	1	Not likely	

Zone high      Score 15 to 25 – Immediate action required

Zone medium      Score 8 to 12 – Action within 1 to 3 months

Zone Low      Score 1 to 6 – Action within 3 to 12 months

Common symptoms of coronavirus (COVID-19)



or



new and  
continuous cough

high  
temperature

If you have symptoms of coronavirus, you need to **self-isolate for 7 days**

If you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

## Stop the spread of coronavirus



Wash your hands  
more often  
and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Businesses and workplaces should encourage their employees to work at home, wherever possible



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable groups** should be strongly advised and supported to stay at home and work from there if possible