

**Operation Description:** Reducing the spread/infection of Covid -19 when working in open buildings

All offices in use –

- Office accommodation
- Fire Stations
- Registration offices
- Highways Depots
- Children's Centres
- Youth Centres
- Day Centres
- Economic Regeneration
- Waste Services

**Operation Location:**

All employees/contractors/public/family member

**Persons at Risk:**

## Risk Assessment Guidance

**Hazard:** Something with the potential to cause **harm**.

**To Assess Risk:** Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

If applicable, **add the Weighting** figure.

**Describe Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

**Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.


**Multiply (S x L)** and, if applicable, **add the Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2			4 – 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

No	HAZARD	Assessment				CONTROL MEASURES TO REDUCE THE RISK	Re-assessment			
		S	L	W	R		S	L	W	R
1.	<p>Employees who were shielding due to being "Clinically Extremely Vulnerable" (From 1<sup>st</sup> Aug 2020, shielding has been paused for this group)</p> <p>Click <a href="#">HERE</a> for further Guidance.</p>	5	3	0	15	<p>Applicable to all LCC employees</p> <p>Controls for managers/employees that be <b>MUST</b> implemented for employees who are no longer shielding:</p> <ul style="list-style-type: none"> <li><b>PRIMARY CONTROL</b> - If employees can work from home they are to continue to do so.</li> </ul> <p>When Managers require employees to work from a LCC open building:-</p> <ul style="list-style-type: none"> <li>Ensure a specific COVID Building Risk Assessment has been completed on the building that returning employees will be using – click <a href="#">HERE</a> to view completed COVID building RA's</li> <li>Ensure site rules have been completed for the building(s) employees will be working in – Click <a href="#">HERE</a> to view example Site Rules</li> </ul>	5	1	0	5

						<ul style="list-style-type: none"> <li>• Ensure employees have read and understand the control measures and site rules for the building(s) they will be working from.</li> <li>• All employees to follow/implement all COVID-SAFE building control measures and site rules.</li> </ul> <p><b>Additional Controls Managers may need to consider implementing for individual employees to ensure they can remain COVID-SAFE when working in an open building:</b></p> <ul style="list-style-type: none"> <li>• The issuing/use of PPE including Masks/gloves</li> <li>• Issuing individual hand sanitiser/anti bacteria wipes.</li> <li>• Increased Social Distancing (more than 2M/isolation i.e. working in an office/POD on their own.</li> <li>• Limiting the amount of time they work from an open building i.e. only going into a building to do essential work, when leaving as soon as work is completed.</li> <li>• Limiting what buildings employees can work from</li> <li>• Consider alternative work this employee can undertake which means they can either work from home more or reduces the amount of time they need to spend in an open building.</li> <li>• No shared equipment, employees must only use their IT equipment i.e. issued with personal keyboard, mouse, etc.</li> </ul> <p><b>If specific control measures are required for individual employees these are to be listed in <a href="#">Section 21</a>.</b></p>				
2.	Employees working in open buildings without knowledge of symptoms or asymptomatic	5	3	0	15	<ul style="list-style-type: none"> <li>• Signs on all entrance doors reminding staff not to enter if they are experiencing symptoms</li> <li>• Signage informing staff of what COVID symptoms are</li> <li>• Notices and Int. Comms – staff asked to notify PSC if they experience symptoms so that Property can risk assess the</li> </ul>	5	1	0	5

						<p>requirement for a deep clean.</p> <ul style="list-style-type: none"> <li>• Occupancy levels set for all sites to keep attendees to a minimum</li> <li>• Staff to adhere to Social Distancing (SD) rules and where needed SD enforced.</li> <li>• Staff failing to adhere to SD rules may be asked to leave the building.</li> <li>• Ensure that this is communicated to LCC tenants i.e Balfour Beatty (Highways Depots)</li> <li>• The testing of essential / key worker and their families/households could allow certain individuals to return to work and/or work from Council buildings, please ref to the Testing Flowchart within the Manager COVID 19 toolkit – Click <a href="#">here</a>.</li> <li>• Good person hygiene and building cleaning regime to be implemented, see hazards No 6 &amp; 7</li> </ul>				
3	Employee has suspected/ contracts Covid 19 virus at work	5	3	0	15	<ul style="list-style-type: none"> <li>• Employee <b>MUST</b> sent home immediately</li> <li>• Employee <b>MUST</b> self-isolate and remain at home</li> <li>• Employee <b>MUST NOT</b> come into any open buildings.</li> <li>• If employment was recently working in an open building(s) manager <b>MUST</b> notify the Property Service Centre (01522 555555, option 3) to enable an assessment prior to deep cleaning of the office/area(s).                             <ul style="list-style-type: none"> <li>• Manager to record date &amp; time of reporting to PSC &amp; record the type of cleaning that is specified by the PSC e.g. CV19 deep clean &amp; prep (fogging &amp; sanitising).</li> <li>• Manager to record the date &amp; time the office/area was vacated &amp; cordoned off</li> <li>• Manager to record the date &amp; time the office/area is evacuated.</li> </ul> </li> <li>• Manager to follow the "Reporting employees with Covid 19" flowchart for any further reporting requirements, see reporting flowchart in managers COVID 19 toolkit, click <a href="#">here</a>.</li> <li>• The testing of essential / key worker and their families/households</li> </ul>	3	2	0	6

						could allow certain individuals to return to work and/or work from Council buildings, please ref to the Testing Flowchart within the Manager COVID 19 toolkit – Click <a href="#">here</a> .				
4.	Lack of social distancing/spacing of key workers when working in open Building – higher risk areas /pressure points i.e. corridors, lifts.	5	3	0	15	<ul style="list-style-type: none"> <li>Occupancy levels of buildings to be identified and adhered to</li> <li>Notices put on all entrances to remind staff about social distancing</li> <li>Sign in sheets in office locations</li> <li>Ensure that this is communicated to LCC tenants i.e Balfour Beatty (Highways Depots)</li> <li>A minimum of two metres to be observed whilst at work between employees.</li> <li>Toilets will be operated on a 'one in / one out' basis; poster and notices will be displayed informing employees of this and communicated via Int. comms.</li> <li>DO NOT sit next to anyone, ensure you have at least empty workstations between occupied workstations (ensuring the minimum 2 meter gap is achieved)</li> <li>If you can't achieve the 2m gap in your normal work area/location try other rooms/locations within the building to identify an area(s) where this can be achieved.</li> <li>Only one person to use the lift at one time</li> <li>Where possible and the design of the building one way system in and around the office/building to the established i.e. if two or more staircases in a building some to be used only for going up and other for only going down (<b>normal use for emergency evacuation</b>).</li> <li>Poster remaining employee of the 2m distance rule MUST be displayed in all open Council buildings, click on the insert document below.</li> </ul>  <p>Covid19 Poster 1.jpg</p>	4	1	0	4
5	Coughing & sneezing of	5	3	0	15	<ul style="list-style-type: none"> <li>Employee informed and reminded to catch coughing &amp; sneezes in disposable tissue. (Catch it, Bin it &amp; Kill it)</li> </ul>	3	2	0	6

	personnel & lack of basic hygiene.					<ul style="list-style-type: none"> <li>Wash hands thoroughly after sneezing or coughing (wet hands &amp; add soap &amp; thoroughly wash hands in hot water for a minimum of two rounds of Happy Birthday).</li> <li>Ensure alcohol based hand gel is available within offices and being used by employees to sanitise hands.</li> <li>Ensuring all relevant Covid 19 posters are displayed in office to remind employee on basic infection controls/rules/requirement.</li> <li>Any employee showing signs or symptoms MUST be send home and the area(s) where they have been working "deep cleaned" – see reporting of Covid 19 flowchart below within the Manger COVID toolkit, Click <a href="#">here</a>.</li> <li><a href="#">HSA15</a> poster to be displayed in all LCC buildings.</li> </ul>				
6	Insufficient cleaning of open buildings to reduce the infection risk	4	3	0	12	<ul style="list-style-type: none"> <li>Daily cleans at sites where VINCI provide cleaning. The exception to this will be at the sites not cleaned by VINCI i.e retained fire stations, waste sites, site specific cleaning arrangement will be identified for these locations</li> <li>Daily update given by VINCI to highlight any resource issues.</li> <li>Additional VINCI staff have been trained to provide resilience.</li> <li>Reducing the no of buildings that are open will reduce the risk of resource issues arising.</li> <li>High traffic/risk areas/locations to be cleaning more frequently i.e. door handles, toilets, access/regress points.</li> <li>Where Property Services have received confirmation that an employee or services user that's confirmed COVID have been in/used an areas within the building a "Deep Clean" will be undertaken.</li> <li>Basic cleaning equipment i.e. wipes will be make available in offices/buildings to enable employee to maintain a good level of cleaning/hygiene on hard surfaces.</li> </ul>	4	2	0	8
7	Members of the public entering an LCC displaying symptoms of Covid-	5	3	0	15	<ul style="list-style-type: none"> <li>Some main offices are open for payment of critical payments – there is a screen in place between the LCC staff and the public.</li> <li>Where screens are not available or can't be erected and SD can't be achieved appropriate PPE for staff may be required. This will be</li> </ul>	4	1	0	4

19						<p>risk assessed on case by case basis.</p> <ul style="list-style-type: none"> <li>• Notices on the entrance to deter public entering if they display symptoms</li> <li>• Sanitiser available/cleaning stations in reception/high use areas.</li> <li>• Visible signs/markers on walls/floors showing where people need to stand to achieve 2m Social Distancing (SD).</li> <li>• Limiting the number of public that can enter building/reception area, public may be asked to wait outside. If necessary an external waiting areas identified with notification, marks to assist public on achieving 2m SD.</li> <li>• Call PSC if made aware of someone displaying symptoms so that clean can be arranged and advice sought from PH</li> </ul>				
8	Missed, Statutory maintenance visits not taking place, Potential for building to become non-compliant	4	3	0	12	<p><i>The HSE have issued guidance on "Carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak" - Click <a href="#">here</a> for further guidance.</i></p> <ul style="list-style-type: none"> <li>• Identify where this is not being carried out and identify level of risk.</li> <li>• Weekly update from VINCI where they have failed to gain access to carry out maintenance tasks.</li> <li>• Sites reminded that statutory tests still need to be completed and recorded</li> </ul>	4	1	0	4
9	Potential changes to Office Fire Safety procedures/Lack of Fire Marshals / Missed statutory tests (weekly fire alarm test etc)	4	3	0	20	<ul style="list-style-type: none"> <li>• All employees working in open offices must familiarise themselves with the Safety Alert <a href="#">HSA 16</a></li> <li>• Any changes to the normal fire safety procedures within a building <b>MUST</b> be communicated to employees i.e. change of day/time of the fire alarm testing.</li> <li>• All open LCC buildings will now be operating "user registers", all employee using LCC building <b>MUST</b> sign the register then entering and exiting the building, providing all information that requested.</li> <li>• All employee <b>MUST</b> abide by any localised fire precautions/plans/requirements.</li> <li>• Any employee who are Fire Marshals are to perform their fire</li> </ul>	3	2	0	6

						<p>marshal duties within the areas they are working, undertaking a clean &amp; sweep of the immediate areas where they are working and encourage all employees in that areas to exit the building and head to the assemble point(s).</p> <ul style="list-style-type: none"> <li>• All LCC employees working within LCC buildings MUST have completed the mandatory "Fire Safety Awareness 2020-21" e-learning course. Click <a href="#">here</a> to access.</li> <li>• Identify where alarm testing is not being carried out and remind occupants that it is statutory, property services to review/monitor to ensure regular testing is now being undertaken.</li> <li>• If no one on site knows how to test the fire alarm, other measures need implementing and recording what those are and all building users made aware.</li> <li>• Responsible person for the site to ensure that the fire alarm and emergency light tests continue to be undertaken and recorded</li> <li>• Int Comms to remind staff that this a requirement</li> <li>• Sites reminded that statutory tests still need to be completed and recorded</li> <li>• Where there are significant changes to either fire precaution or building use a review of the buildings Fire Risk Assessment must be undertaken.</li> </ul>				
10	Lack of First Aiders on site	4	3	0	12	<ul style="list-style-type: none"> <li>• First Aid boxes to be placed / displayed in prominent positions in the buildings, notices and signage informing staff of the location of the FA box.</li> <li>• First Aiders the ensure they have an ID card that contains the "Frist Aider" notification mark, see G3 App 6 for details on getting the correct ID card – click <a href="#">here</a></li> <li>• Staff are made aware in the event of an accident, serious injury or health condition they MUST contact the emergency services using the 999 or 112 phone number, remembering to add any additional numbers that may be required for an external line e.g. (9) 999.</li> <li>• Any first aider working in an open office MUST check the FA box for that area at the beginning of the day to check stocks and</li> </ul>	4	2	0	8



						request a re-stock via their normal process if required.				
11	Staff lone working/isolated working in open buildings	3	3	0	9	<ul style="list-style-type: none"> <li>Where required individual or team lone worker risk assessment are to be completed by managers, this may include controls measures requiring staff to remotely notify colleagues/manager when they have arrived in the office/building and safety left/returned home.</li> <li>All staff using building MUST follow the local arrangement for signing in/out</li> <li>Staff using building to adhere to fire safety precautions/procedures, see section 9 for further fire safety control measures.</li> <li>Staff who already have/use the Orbis lone worker device will be expected to use this when working alone or isolated within open buildings.</li> </ul>	3	1	0	3
12	The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> <li>Where possible not do use shared I.T. equipment i.e. mouse, keyboards, telephones. Use your laptop and your own mouse/keyboard, works mobile etc.</li> <li>Ensure all your personal I.T. equipment is thoroughly cleaned before &amp; especially after use in the office/building before taking it home.</li> <li>Where shared equipment is used, it <b>MUST</b> thoroughly cleaned before use with an appropriate anti-bacteria product i.e. wipes/spray and then cleaned again after use with the same product.</li> <li>A good supply of appropriate anti-bacteria cleaning materials <b>MUST</b> be available at all times.</li> <li>Regular &amp; more frequent hand washing using soap &amp; hot water and using hand sanitise gels in-between.</li> <li>Ensure <a href="#">HSA15</a> is posted in a prominent position.</li> </ul>	3	2	0	6
13	Lack of manager communication & monitoring if employees	4	2	0	8	<ul style="list-style-type: none"> <li>Only employees who have been authorised by their line manager will be allow to work from LCC buildings, see Working in LCC buildings flowchart within the manager COVID toolkit, Click <a href="#">here</a>.</li> <li>Line manager to Ensure regular communication with remote employees. All employees to install Microsoft Team onto their</li> </ul>	3	1	0	3

						<ul style="list-style-type: none"> <li>laptop/desktops where possible. Click <a href="#">here</a> for further guidance.</li> <li>Line manager to ensure employees are aware of LCC's Employee Wellbeing and Support information. Click <a href="#">here</a> for further information.</li> <li>Employees are encouraged to keep up to date with the latest news from around the County via LCC social media:-                             <ul style="list-style-type: none"> <li><a href="https://www.instagram.com/lincolnshirecc/">https://www.instagram.com/lincolnshirecc/</a></li> <li><a href="https://en-gb.facebook.com/lincolnshirecc/">https://en-gb.facebook.com/lincolnshirecc/</a></li> <li><a href="https://twitter.com/lincolnshirecc?lang=en">https://twitter.com/lincolnshirecc?lang=en</a></li> </ul> </li> </ul>				
14	Property related issues/incidents, no one to report to e.g. locking/unlocking safe access/ egress alarms	2	2	0	4	<ul style="list-style-type: none"> <li>Ensure all staff are aware of the process of reporting all property related issues to the Property Service Centre (PSC)</li> <li>Ensure that access can be provided to address the issue</li> <li>Staff to report issues, incidents or concerns to Property Service Centre (01522 555555)</li> <li>Check for any hazards especially if site not been used for a week</li> <li>Clear any debris that blocking or prevent access if safe to do so</li> <li>Notify PSC if contractor assistance is required</li> <li>Report to the Police if damage has occurred and notify PSC</li> </ul>	2	1	0	2
15	External contractors on site	2	2	0	4	<ul style="list-style-type: none"> <li>Only essential contractors to be allowed on site i.e. emergency repairs/statutory maintenance etc.</li> <li>All contractors to adhere to the same infection reduction controls as employees i.e. If they (or any member of their family) are displaying any symptoms they will not carry out the visit</li> <li>Any contractor attending site will book in advance</li> <li>Contractor to supply your staff with Hand sanitizer and must be carried with them</li> <li>Contractor to provide appropriate PPE to their staff</li> </ul>	2	1	0	2
<b>Activities 17 and 18 are additional hazards/controls to the above 1-16 that are service specific issues at:-</b> <ul style="list-style-type: none"> <li>Day Centres</li> <li>Youth Centres</li> <li>Waste sites</li> <li>Highways Depot</li> </ul>										
17	Staff supporting service users	4	4	0	16	<ul style="list-style-type: none"> <li>Must be more than 1 member of staff on duty at any one time</li> <li>Service/Operational specific risk assessments must be in place that</li> </ul>	4	2	0	8

						<p>includes additional controls measures for reducing/managing the COVID 19 hazards whilst undertaken/providing that service/operation.</p> <ul style="list-style-type: none"> <li>Individual risk assessments may need to be undertaken for employees/services that have high risk issues associated the COVID 19 i.e. medical condition, vulnerabilities etc.</li> <li>Service user asked if they or someone in their household have any symptoms before arrival to site, they will be instructed <b>NOT</b> to be use the site/building if they confirm they or someone within their household <b>DOES</b> have COVID19 symptoms.</li> <li>Service users not touched and social distancing maintained</li> <li>Service users reminded of personal hygiene and supervised hand washing</li> </ul>				
18	Lack of hand washing facilities on remote/external sites.	4	4	0	16	<ul style="list-style-type: none"> <li>Hand gels/Sanitiser <b>MUST</b> be available on site</li> <li>Hand washing encouraged whenever possible</li> <li>Occupancy kept to a minimum</li> <li>Sites cleaned daily</li> <li>Cleaning wipes <b>MUST</b> be made available on site</li> <li>Ensure Balfour Beatty are aware of LCC procedures as tenants in LCC buildings</li> </ul>	4	2	0	8
<p><b>Activity 19 is an additional hazards/controls to the above 1-18 that's a service specific issue at:-</b></p> <ul style="list-style-type: none"> <li>Boston Children`s Centre, Norfolk Lodge, 27 Norfolk Street</li> <li>Mablethorpe Children`s Centre, Stanley Avenue, Thorpe Sands</li> <li>Skegness Children`s Centre, Brunswick Drive (within Skegness Infant Academy)</li> <li>Spalding Children`s Centre, Banks Avenue (on site of St Paul`s Primary School)</li> <li>Lincoln Birchwood Children`s Centre, Birchwood Avenue</li> <li>Lincoln Central Children`s Centre, St Andrew`s Close (on site of Bishop King CE VA Primary School)</li> <li>Sleaford Children &amp; Young People`s Centre, Money`s Mill Complex, Carre Street</li> <li>Bourne Children`s Centre, Queen`s Road (shared building with Youth Centre)</li> <li>Grantham Swingbridge Children`s Centre, Trent Road (on site of The West Grantham Academy St John`s)</li> </ul>										
19	Attending a midwife appointment	4	3	0	8	<ul style="list-style-type: none"> <li>Public <b>MUST</b> only attend on an appointment basis, public without an appointment will be asked to leave.</li> <li>Public kept separated / isolated by using several rooms as waiting</li> </ul>	4	2	0	8

					areas. <ul style="list-style-type: none"> <li>• Midwife and business support on site to control numbers</li> <li>• Sites cleaned after each session</li> </ul>					
<b>Activity 20 is an additional hazards/controls to the above 1-16 that's a service specific issue at:-</b> <ul style="list-style-type: none"> <li>• All registration offices are open except Bourne</li> <li>• Not open to the public</li> </ul>										
20	Members of the public just turning up				<ul style="list-style-type: none"> <li>• Registrars inform them that the service is not available in person and inform them what they need to do</li> <li>• Display notices on the door to inform public the building is closed</li> </ul>					
21	Individual controls for <b>INSERT EMPLOYEE NAME</b> due to specific risk/vulnerability	5	3	0	15	<b>INSERT SPECIFIC CONTROL MEASURES FOR NAMED EMPLOYEE – recalculate risk rating when control measures implemented</b>	?	?	0	?

\*each square to be colour coded to suit the risk rating

Directorate:  Team/Service:   
 Managers Name :  Signature:   
 Date:

Persons detailed below have read, understood, accepts and will follow/implement all controls within this Risk Assessment (As applicable)

Name	Signature	Date