

Jack Ridge **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:

Persons at Risk:

All employees/contractors/public/family member

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.	"Very High Risk" employees possibly contracting Covid 19	5	4	0	20	Applicable to all LCC employees: <ul style="list-style-type: none"> Not allowed to work in open building(s), MUST remain in Lockdown and working from home as per Government Instruction. 	5	1	0	5
2.	Employee who have "Very high risk" individuals within their household and /or dependent transmitting Covid 19 to them.	5	3	0	15	Applicable to essential / key workers: <ul style="list-style-type: none"> Can the employee self-isolate from the "high-risk" individual within their household:- <ol style="list-style-type: none"> If NO individual risk assessment will be completed identifying specific controls for the individual to ensure all safety. If YES Where suitable self-isolation is confirmed and no symptoms present an individual risk assessment will be completed identifying any specific controls for this individual to ensure all safety. The testing of essential / key worker and their families/households will allow the individuals to work/return to work, please ref to the 	5	1	0	5

						Testing Flowchart within the Manager COVID 19 toolkit – Click here .				
3.	Employees working in the home without knowledge of symptoms or asymptomatic	5	3	0	15	<ul style="list-style-type: none"> Signs in the offices reminding staff not to come to work if they are experiencing symptoms Signage informing staff of what COVID symptoms are Notices and Int. Comms – staff asked to notify PSC if they experience symptoms so that Property can risk assess the requirement for a deep clean. 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 here. Good person hygiene and building cleaning regime to be implemented. 	5	1	0	5
4	Employee has suspected/ contracts Covid 19 virus at work	5	3	0	15	<ul style="list-style-type: none"> Employee MUST sent home immediately Employee MUST self-isolate and remain at home Employee MUST NOT come into the home. Manager MUST notify the Property Service Centre (01522 555555, option 3) to enable an assessment prior to deep cleaning of the area. <ul style="list-style-type: none"> Manager to record date & time of reporting to PSC & record the type of cleaning that is specified by the PSC e.g. CV19 deep clean & prep (fogging & sanitising). Manager to follow the "Reporting employees with Covid 19" flowchart for any further reporting requirements, see reporting flowchart in managers COVID 19 toolkit, click here. 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 here. 	3	2	0	6
5	Coughing & sneezing of	5	3	0	15	<ul style="list-style-type: none"> Employee informed and reminded to catch coughing & sneezes in disposable tissue. (Catch it, Bin it & Kill it) 	3	2	0	6

	personnel & lack of basic hygiene.					<ul style="list-style-type: none"> Wash hands thoroughly after sneezing or coughing (wet hands & add soap & thoroughly wash hands in hot water for a minimum of two rounds of Happy Birthday). Alcohol based hand gel is available within the offices and is being used by employees to sanitise hands. Ensuring all relevant Covid 19 posters are displayed in office to remind employee on basic infection controls/rules/requirement. 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 here. HSA15 poster to be displayed in all LCC buildings. 				
6	Missed statutory tests (weekly fire alarm test etc) due to reduction in staff	4	3	0	20	<ul style="list-style-type: none"> Responsible person for the site to ensure that the fire alarm and emergency light tests continue to be undertaken and recorded Int Comms to remind staff that this a requirement Fire checks to be completed weekly 	3	2	0	6
7	The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> Ensure all your personal I.T. equipment is thoroughly cleaned before & especially after use. Where shared equipment is used, it MUST thoroughly cleaned before use with an appropriate anti-bacteria product i.e. wipes/spray and then cleaned again after use with the same product. A good supply of appropriate anti-bacteria cleaning materials MUST be available at all times. Regular & more frequent hand washing using soap & hot water and using hand sanitise gels in-between. Ensure HSA15 is posted in a prominent position. 	3	2	0	6
8	Property related issues/incidents	2	2	0	4	<ul style="list-style-type: none"> Ensure all staff are aware of the process of reporting all property related issues to the Property Service Centre (PSC) Ensure that access can be provided to address the issue Staff to report issues, incidents or concerns to Property Service Centre (01522 555555) 	2	1	0	2

						<ul style="list-style-type: none"> Staff to follow Business Continuity Plan 				
9	External contractors on site	2	2	0	4	<ul style="list-style-type: none"> Only essential contractors to be allowed on site i.e. emergency repairs/statutory maintenance etc. 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 Any contractor attending site will book in advance Contractor to supply your staff with Hand sanitizer and must be carried with them Contractor to provide appropriate PPE to their staff The staff will sign the visitor in and out of the visitor book. Site access will be limited to the area in which the maintenance is required. 	2	1	0	2
10	Staff supporting children and young people	4	4	0	16	<ul style="list-style-type: none"> Service specific risk assessments in place that include additional controls measures for reducing/managing the COVID 19 hazards whilst undertaken/providing that service/operation is maintained – see attached risk assessment appendix A Children and Young People reminded of personal hygiene and supervised hand washing 	4	2	0	8
11	Contamination of employee vehicle when transporting child or young person to test Centre	5	2	0	10	<ul style="list-style-type: none"> Ensure employee are supplied with appropriate cleaning materials for the interior of their vehicles i.e. alcohol wipes/sprays. Time to be allocated/allowed for employees to clean and disinfect the interior of their vehicle. See Health & Safety Bulletin HSB162 Vehicles and COVID- 19 for further details. Employee to be provided with appropriate PPE and the same for the child/young person 	4	2	0	8

12	Deliveries/Post	2	2	0	4	<ul style="list-style-type: none"> • Delivery drivers must alert the staff team of their arrival and then leave the delivery at the door to the outside office. • All deliveries will be handled using gloves to open and discard of the outer packaging before being considered safe to distribute within the home. • If antibacterial sanitizer can be used to wipe over the item then this is to be done. 	2	1	0	2
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***each square to be colour coded to suit the risk rating**

Directorate: **Team/Service:**

Managers Name : **Signature:**

Date:

Persons detailed below have read and understood this Risk Assessment

Name	Signature	Date