

**Operation Description:** Reducing the spread of COVID-19 when working in LCC Buildings

**Operation Location:** Boston West Street Business Support Office

**Persons at Risk:** All employees/contractors

### 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

	S x L + W = R					S x L + W = R			
Lack of social distancing/spacing of key workers / service users when working in Council Building	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>• Only 20% occupancy at any time. If the office is going to exceed this limit alternative accommodation <b>MUST</b> be sought.</li> <li>• A minimum of two metres to be observed whilst at work between employees. Workstations/desks being used must be at least 2m apart.</li> <li>• Poster reminding employees of the 2m distance rule <b>MUST</b> be displayed in all open Council buildings, see section 5 – COVID-19 rules poster.</li> <li>• Guidance from Boston Borough Council must be followed at all times.</li> <li>• Please also refer to "Appendix A Covid 19 Working in Open Buildings"</li> </ul>	4	1	0	4
The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> <li>• Ensure all 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> be thoroughly cleaned before and after 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
Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> <li>• Employees to catch coughing &amp; sneezes in disposable tissue. (Catch it, Bin it &amp; Kill it).</li> <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 the office at all times.</li> <li>• Ensuring all relevant COVID-19 posters are displayed in office to remind employee on basic infection controls/rules/requirement.</li> </ul>	3	2	0	6

					<ul style="list-style-type: none"> <li>Any employee showing signs or symptoms MUST go home and inform their line manager of the area(s) where they have been working so that a "deep clean" can be arranged.</li> <li>Employees encouraged to support and advise other staff when not adhering to guidance.</li> </ul>				
Lack of manager communication & monitoring if employees	5	2	0	10	<ul style="list-style-type: none"> <li>Only work from the office when you are on the rota to do so, if you need to attend for any other reason agree this with your line manager first.</li> <li>Regular team meeting, 1 to 1's and welfare calls to take place either via Teams or another method.</li> <li>Ensure employees are aware of LCC's Employee Wellbeing and Support information. Click <a href="#">here</a> for further information.</li> <li>Any issues reported to HOS Business Support for escalation.</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>	3	1	0	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 LCC buildings.</li> <li>• If employment was recently working in LCC 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 reoccupied.</li> </ul> </li> <li>• Manager to follow the "Reporting employees with COVID19" flowchart for any further reporting requirements, see section 2.</li> <li>• <b>When Available</b> : The testing of essential / key worker and their families/households could allow certain individuals to return to work and/or work from Council buildings</li> </ul>	3	2	0	6
Potential changes to Office Fire Safety procedures/Lack of Fire Marshals	5	3	0	15	<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 when entering and exiting the building, providing all information that is requested.</li> <li>• All employees <b>MUST</b> abide by any localised fire precautions/plans/ requirements.</li> <li>• Any employee who are Fire Marshals are to perform their fire marshal duties within the areas they are working, undertaking a clean &amp; sweep of the immediate areas where they are working and encouraging all employees in those areas to exit the building and head to the assembly</li> </ul>	3	2	0	6

					<p>point(s).</p> <ul style="list-style-type: none"> <li>All 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> </ul>				
Reduced First Aid Provision & First Aider being exposed to Covid 19	5	2	0	10	<ul style="list-style-type: none"> <li>Employees who are First Aiders to log that info on the building signing in form.</li> <li>All first aiders to read and following the information in HSA18, see section 4 – First Aid during COVID-19.</li> <li>For minor injuries to employees, first aiders should not give direct treatment, but maintain 2m distance rule and give instructions to the injured employee on self-treatment.</li> <li>For more serious injuries (not life threatening) the first aider's priority is to ensure appropriate medical support/advice is sought e.g. phone NHS 111.</li> <li>For serious/life threatening injuries the first aider's priority is to ensure emergency services have been contacted (999 or 112).</li> <li>If first aid is required in a lifesaving situation, first aider to follow the controls outlined in the <a href="#">HSA18</a> First Aid during COVID-19.</li> <li>All employees using the building should be aware of where the First Aid boxes are</li> <li>When a First Aider is in the building they notify building users that they are available and which room they are in if necessary</li> <li>Ensuring that any staff who fall within the category of high risk/vulnerable * see below* do not work in the building without authorisation from their manager</li> <li>Staff continue to be encouraged to work from home where possible</li> </ul>	4	1	0	4

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

Directorate:

Resource

Team/Service:

Business Support

**Managers Name :**

Gayle Noden

**Signature:**



**Date:**

18/05/2020

**Persons detailed below have read and understood this Risk Assessment**

Name	Signature	Date