

Lincolnshire County Council – Risk Assessment Template



Operation Description: Legal Services Business Support & LSL staff
Operation Location: 45-49 Newland, Lincoln
Persons at Risk: Business Support Staff & LSL Staff

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

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HAZARD	Assessment				CONTROL MEASURES TO REDUCE THE RISK	Re-assessment			
	S	L	W	R		S	L	W	R
Clinically Vulnerable or Clinically Extremely Vulnerable employees possibly contracting Covid 19	5	4	0	20	<ul style="list-style-type: none"> All employees considered for working in the building will be assessed as to whether they fall into either of the vulnerable groups No Clinically Extremely Vulnerable employees will be allowed to work from the building Clinically Vulnerable employees may be allowed to work from the building subject to a positive risk assessment. 	5	1	0	5
Employee who have Clinically Extremely Vulnerable individuals within their household and /or dependent, transmitting Covid 19 to them.	5	3	0	15	<ul style="list-style-type: none"> All employees considered for working in the building will be assessed as to whether they have within their households individuals who fall into Clinically Extremely Vulnerable group. No employees who have in their household Clinically Extremely Vulnerable individuals will be allowed to work from the building 	5	1	0	5
Employees working in open buildings without knowledge of coronavirus symptoms	5	3	0	15	<ul style="list-style-type: none"> Signs on all entrance doors reminding staff not to enter if they are experiencing symptoms Signage inside the offices informing staff of COVID symptoms and preventative measures – see signage posters below: <div style="text-align: center;">  <p>COVID19 Posters to be Displayed.docx</p> </div> <ul style="list-style-type: none"> All resident staff will be required to sign a copy of this risk assessment to demonstrate they understand the risks and controls in place for the management of Covid 19 in LSL offices. 	5	1	0	5
Office – procedure for arrival and departure	5	4	0	20	<ul style="list-style-type: none"> All staff: BS staff will be advised the day before which staff will be on site the following day. 	5	2	0	10

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- On entering the building via their designated entrance Staff should wash their hands/sanitise hands.
- Immediately on arrival staff must log with BS they have arrived at work and their names will be entered on the paper staff register. On leaving the offices for any reason (including lunch) and at the end of the day staff must contact BS to ensure the staff register is updated with their movements (essential for fire risk).
- Staff MUST at all times adhere to social distancing and be 2m (6.6ft) away from another member of staff.
- Staff MUST NOT congregate in areas to chat.
- **LSL childcare staff:**
- Legal staff sitting in 45 Newland should enter LSL offices via the Archway entrance next to Room 19 and leave via the back door at 49 Newland(opposite Information & PII Team room).
- Legal staff sitting in 49 Newland should enter LSL offices via the Archway entrance next to Room 19 and leave via the back door at 49 Newland (opposite Information & PII Team room)
- **BS staff & Other LSL staff:**
- BS Staff & Other LSL staff should enter 45 Newland by the Front Door and exit by the rear door into the car park.
- Collection of post – BS staff to leave the offices by the rear door, return via the front. Collect the post or DX from the relevant area adhering to sanitizing arrangements in these locations. Return by the front door. Do not stop and talk with Post Room Staff or Commissionaires, any queries should be done via telephone or email not face to face.
- On completion of post/DX– wash/sanitise hands.
- Staff should contact EG or RC for sealing to be undertaken and arrange a time for this to be done. This should be completed in DC's

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					Office alone.				
Office Layout & Movement	5	4	0	20	<ul style="list-style-type: none"> All Staff: Staff MUST NOT congregate in areas to chat. Before commencing work desks/equipment should be wiped clean including telephones. Staff should only sit at their assigned desk and not at any one else's; each desk will have a name posted on it. Staff must liaise with colleagues by phone or email rather than face to face contact. Ensure breaks are taken and get some fresh air during your lunch break Staff to make contact through the What's App Group on a Tuesday morning for the weekly Sit Rep Report. Will only use the kitchen and toilet area and photocopier that has been designated for them by their manager; all facilities operated on a one in and one out basis strictly. Staff must also keep a record of areas of the building that they have been to (Movement Register). Staff should try and limit movement around the building but if this is not possible they must log areas visited each day (via business support). This log should remain next to the Visitors Book for access. Internal doors can be wedged open during the day to prevent continual contact of door handles but these MUST be removed at 	5	2	0	10

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					<p>night or in the event of a fire.</p> <ul style="list-style-type: none"> When visitors are in the building office areas used by resident staff should have their doors closed. <p>Business support staff:</p> <ul style="list-style-type: none"> Old reception entrance – Room 15 - School Appeals should use the copier room for access and exit and use the copier room for all work undertaken. A Staff register must be completed by BS staff each day to notify Property Services who is attending the site. This is completed by BS by 10am. The white board in the main office should indicate what hourly slots there are available through the day and this should be updated at the end of each day for the day coming. 				
<p>Staff Visitors to the building during Covid 19 – limited to prevent risk of contamination and safety measures that are in place</p>	5	4	0	20	<ul style="list-style-type: none"> All staff wishing to access the building should send a request through Legal_Support who will notify the resident staff which visitor is in the building and their time of visit. A time and date will be arranged, the requirements of the visit and assistance at the offices will be made clear by email. Prior to arrival each staff visitor will have to complete an Office Visit Request Form  <p>Office visit request form.docx</p> <ul style="list-style-type: none"> A Staff register must be completed each day to notify Property Services who is attending the site. This is completed by BS by 10am. The white board in the main office should indicate what hourly slots there are available through the day and this should be updated at the end of each day for the day coming. 	5	3	0	15

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				<ul style="list-style-type: none"> • Staff collection stationery will have this placed in DC's Office and be sent a time slot for collection. They will be given instruction on entrance and exit to the building, location of sanitizer and wipes. • Staff visiting the building MUST have access to hand sanitiser on arrival, they must enter and leave through the front door and be asked to sanitise hands on arrival and leaving the building. • Staff visiting should limit movement and not enter the business support office, if possible they should undertake any business requirements from DC's Office. A telephone directory is in DC's office for staff visitors for telephone contact to be made if required. Staff visiting should not stand in corridors or walk ways talking to other staff. • Social distancing must be adhered to at all times. • Staff visiting the office and using copiers must ensure that these are wiped down after use. • Staff visitors leaving the office must contact BS prior to leaving and notify them of all areas they have been in, this includes kitchens and toilets. • Staff visiting other areas of the building need to have this logged in the Movement Register and be reminded of washing hands and wiping areas touched. • DC's office to be wiped down after visits. • No ad-hoc callers. 				
Office Safety procedures during Covid 19	5	4	0	<ul style="list-style-type: none"> • You MUST WASH YOUR HANDS regularly. • Wash your hands if you cough, go to the toilet, use the kitchen, eat or handle food. • If you cough or sneeze do this in to the crease of your elbow or in a tissue and then dispose of this safely. • Avoid touching your face 	5	2	0	10

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					<ul style="list-style-type: none"> • Stay at home if you are ill • Catch it. Bin it. Kill it. • Adhere to social distancing regulations (2 meters) • Avoid contact with people – no talking in groups in offices or corridors. • Stay in the building as much as possible – only exit for post/dx/storage in 51 or basement files/ or lunch breaks. • If accessing basement use furthest doors away from Reception, do not walk through Orchard House. Wash your hands on return. • Kitchen and copier rooms – 1 in 1 out, no gathering in these areas. • Kitchen area – high touch surface must be wiped down after use, such as taps, work tops, water boilers and water dispensers. • Staff who are classed in a vulnerable category should not be at work in the office and a Manager should be notified • Staff on site must ensure that stocks of hand sanitiser, wipes and gloves are maintained by contacting the PSC on 55555 option 3. 				
Employee has suspected/ contracts Covid 19 virus at work	5	4	0	20	<ul style="list-style-type: none"> • If you have any symptoms such as a high temperature, new/continuous cough, loss or change to you sense of taste whilst working in LSL Offices you must notify Sue Urwin/Toni Geraghty <p><u>And:</u></p> <ul style="list-style-type: none"> • Employee WILL go home immediately • Employee will be advised that they MUST self-isolate and remain at home • Employee WILL NOT be allowed to come into any open buildings. 	5	2	0	10

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					<ul style="list-style-type: none"> • If employee was recently working in an open building(s) manager WILL notify the Property Service Centre (01522 555555, option 3) to enable an assessment prior to deep cleaning of the office/area(s). • 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 record the date & time the office/area was vacated & cordoned off • Manager to record the date & time the office/area is evacuated. • Manager will follow the "Reporting employees with Covid 19" flowchart for any further reporting requirements, see reporting flowchart in managers COVID 19 toolkit, click here. • In the event of a potential Covid 19 case in the workplace, resident staff will be alerted as soon as possible by email or What's App and discussions will take place with them regarding movement and contact of all resident staff . Staff will be notified of the status of the potential Covid 19 case and next steps. <p>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.</p>				
<p>A Service User might put business support staff /Legal Staff at risk of physical harm and/or verbal abuse due to office closures from</p>	5	4	0	20	<ul style="list-style-type: none"> • Notices are placed on all external doors advising Visitors that the offices are not open and that they should contact the main Legal Services contact number 01522 552524 to speak to someone. • Business Support Staff or Legal staff should under no circumstances let anyone into the building unless they have arranged access 	5	2	0	10

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Covid 19					<p>through the business support team.</p> <ul style="list-style-type: none"> • If staff have any concerns they should contact PSC (Property Service Centre) on 55555 option 3. • Business Support staff on reception to be made aware by Legal Staff (and vice versa Legal Staff to be made aware by Business Support Staff) on site of any service user issues/threats where there is a possible, probable or almost certain risk of potential physical harm and/or verbal abuse • Business Support Staff to advise Legal Staff Team of any potentially threatening alerts received from other sites within the Lincoln Campus or Lincoln Area. • Legal Staff to make Business Support staff on reception aware if a Service User’s mood should change whilst at Court which might then impact on them, i.e. escalation procedure • Any incident which occurs to be reported to CLO and Business Support Team Leader for review and controls update where appropriate • Any affected staff to receive appropriate support from colleagues/managers and/or given contact details for the Employee Counseling and Support Service Staff should: • withdraw themselves from the situation and put themselves in a place of safety • Activate the silent email alert and notify of the level of the threat. Amber – Person acting suspiciously, Red, aggressive, obstructive behavior, Black – Emergency/Serious Accident, Green – Incident Over. Email: Reception Alert. • Ask/ring for help from a member of the Commissionaires on 01522 552742 if unable to email. • Police involvement to be considered if threat is significant or assault 				
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					<p>occurs in line with Lincolnshire County Council Policy. Dial 101 and give previous incident number if this is available.</p> <ul style="list-style-type: none"> Notify staff within the building for their personal safety. Business Support Staff to monitor access doors so that staff can enter the building quickly without having to use access cards and alert the service user that they work here. Report the incident to the Responsible Person on site and complete an online P03 incident report. 				
External contractors on site	2	2	0	4	<ul style="list-style-type: none"> Only essential contractors will be allowed on site i.e. emergency repairs/statutory maintenance etc. All contractors will be required 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 Contractors will supply their staff with Hand sanitizer which must be carried with them Contractors will provide appropriate PPE to their staff Contractors will complete the LSL movement sheet. 	2	1	0	2
Potential changes to Office Fire Safety procedures/Lack of Fire Marshals / Missed statutory tests (weekly fire alarm test etc)	4	3	0	12	<ul style="list-style-type: none"> All employees working in open offices must familiarise themselves with the Safety Alert HSA 16 Any changes to the normal fire safety procedures within a building MUST be communicated to employees i.e. change of day/time of the fire alarm testing. All open LCC buildings will now be operating "user registers", all employee using LCC building MUST sign the register then entering and exiting the building, providing all information that requested. All employee MUST abide by any localised fire precautions/plans/ requirements. Any employee who are Fire Marshals are to perform their fire marshal duties within the areas they are working, undertaking a clean & sweep 	3	2	0	6

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					<p>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"> All LCC employees working within LCC buildings MUST have completed the mandatory "Fire Safety Awareness 2020-21" e-learning course. Click here to access. 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. 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. 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 Sites reminded that statutory tests still need to be completed and recorded <p>Where there are significant changes to either fire precaution or building use a review of the buildings Fire Risk Assessment must be undertaken.</p>				
Lack of First Aiders on site	4	3	0	12	<ul style="list-style-type: none"> First Aid boxes to be placed / displayed in prominent positions in the building notices and signage informing staff of the location of the FA box. 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 here If there is not a Resident Staff member on site who is a Qualified First Aider, Business Support should contact a member of Business Support SMT on 53077 to ascertain who is the Qualified First Aider on campus. 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 	4	2	0	8

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					that may be required for an external line e.g. (9) 999. <ul style="list-style-type: none"> 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 request a re-stock via their normal process if required. 				
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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
Nicola Corby		
Jodie Ogden		
Sarah Cragg		
Anne Earle		
Azra Swandle		

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Adrian Hopkins		
Hina Patel		
Fiona Ely		
Charlotte Nelson		
Brittany Davies		
Nicola Leaning		
Annie Walker		
Kaylie Hammond		
Diane Kotek		
Business Support		
Sally Read		
Ellen Healy		
Dan Codd		
Andrew Hailes		

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Nick Parkes		
Megan Slinger		