

Operation Description: Reducing the spread/infection of Covid -19 when working in open buildings
Operation Location: Horncastle Registration Office
Persons at Risk: All employees/contractors/public/family members

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	<p>Applicable to all LCC employees:</p> <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	<p>Applicable to all non-essential / non- key workers:</p> <ul style="list-style-type: none"> • Not allowed to work from LCC buildings, MUST remain in Lockdown and working from home as per Government Instruction. <p>Applicable to essential / key workers:</p> <ul style="list-style-type: none"> • Can/is the employee self-isolating from the "high-risk" individual within their household:- <ol style="list-style-type: none"> 1. 3.If NO then will NOT be allowed to Work in open building(s), MUST remain in Lockdown and working from home as per Government Instruction 2. If YES further investigation by the line manager will be required to establish length of self-isolation i.e. more than 14 days, are they showing/had any symptoms? Where suitable self-isolation is confirmed and no symptoms present this employee may be considered to work from an open building with any specific controls implemented depending on their situation i.e. can we employee remain isolated when working in an open building e.g. working alone in a POD. An individual risk assessment will have to be completed identifying any specific controls for this individual to ensure all concern safety. • 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. 	5	1	0	5

3.	Employees working in open buildings without knowledge of symptoms or asymptomatic	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 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. • Occupancy levels set for all sites to keep attendees to a minimum • Staff to adhere to Social Distancing (SD) rules and where needed SD enforced. • Staff failing to adhere to SD rules may be asked to leave the building. • 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, see hazards No 6 & 7 	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 be sent home immediately • Employee MUST self-isolate and remain at home • Employee MUST NOT come into any open buildings. • If employment was recently working in an open building(s) manager MUST 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"> • 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. 	3	2	0	6

						<ul style="list-style-type: none"> • 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. 				
5.	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"> • Occupancy levels of buildings to be identified and adhered to • Notices put on all entrances to remind staff about social distancing • A minimum of two metres to be observed whilst at work between employees. • DO NOT sit next to anyone, ensure you have at least empty workstations between occupied workstations (ensuring the minimum 2 meter gap is achieved) • Poster reminding employees of the 2m distance rule MUST be displayed in all open Council buildings, click on the insert document below.  <p>Covid19 Poster 1.jpg</p>	4	1	0	4
6	Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> • Employees informed and reminded to catch coughing & sneezes in disposable tissue. (Catch it, Bin it & Kill it) • 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). • Ensure alcohol based hand gel is available within offices and 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. 	3	2	0	6

						<ul style="list-style-type: none"> HSA15 poster to be displayed in all LCC buildings. 				
7	Insufficient cleaning of open buildings to reduce the infection risk	4	3	0	12	<ul style="list-style-type: none"> 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 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. 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. 	4	2	0	8
8.	Members of the public entering an LCC displaying symptoms of Covid-19	5	3	0	15	<ul style="list-style-type: none"> 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 risk assessed on case by case basis. Sanitiser available in reception area. Visible signs/markers on walls/floors showing where people need to stand to achieve 2m Social Distancing (SD). 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. Call PSC if made aware of someone displaying symptoms so that clean can be arranged and advice sought from PH 	4	1	0	4
9	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 here for further guidance.</i></p> <ul style="list-style-type: none"> Identify where this is not being carried out and identify level of risk. Sites reminded that statutory tests still need to be completed and recorded 	4	1	0	4

10	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"> 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 employees using LCC building MUST sign the register when entering and exiting the building, providing all information that requested. All employees MUST abide by any localised fire precautions/plans/ requirements. Any employees who are Fire Marshals are to perform their fire marshal duties within the areas they are working, undertaking a clean & 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). 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 Sites reminded that statutory tests still need to be completed and recorded 	3	2	0	6
11	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 buildings, notices and signage informing staff of the location of the FA box. 	4	2	0	8

						<ul style="list-style-type: none"> • First Aiders to 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 • 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. • 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. 				
12	Staff lone working/isolated working in open buildings	3	3	0	9	<ul style="list-style-type: none"> • 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. • All staff using building MUST follow the local arrangement for signing in/out • Staff using building to adhere to fire safety precautions/procedures, see section 9 for further fire safety control measures. 	3	1	0	3
13	The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> • Where possible not do use shared I.T. equipment i.e. mouse, keyboards, telephones. Use your laptop or desktop and your own mouse/keyboard. • Where shared equipment is used, it MUST be 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
14	Lack of manager communication &	4	2	0	8	<ul style="list-style-type: none"> • Only employees who have been authorised by their line manager will be allow to work from LCC buildings, see Working in LCC 	3	1	0	3

	monitoring if employees					<ul style="list-style-type: none"> buildings flowchart within the manager COVID toolkit, Click here. Line manager to Ensure regular communication with remote employees. All employees to install Microsoft Team onto their laptop/desktops where possible. Click here for further guidance. Line manager to ensure employees are aware of LCC's Employee Wellbeing and Support information. Click here for further information. 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"> https://www.instagram.com/lincolnshirecc/ https://en-gb.facebook.com/lincolnshirecc/ https://twitter.com/lincolnshirecc?lang=en 				
15	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"> 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
16	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 	2	1	0	2
Activity 20/21/22 is an additional hazards/controls to the above 1-16 that's a service specific issue at Horncastle RO										
20	Members of the public just turning	4	4	0	16	<ul style="list-style-type: none"> Customer Service Centre to advise any telephone callers that the offices are not open and inform them what they need to do. 	3	3	0	9

	up					<ul style="list-style-type: none"> • Death registrations to be conducted via telephone until further notice. • Display notices on entrance doors to inform public the building is closed for all but those with pre-booked appointments. • Timing of appointments to be amended to allow for a gap between them. 				
21	Face to Face Appointments with Public in Registration Room	5	3	0	12	<ul style="list-style-type: none"> • Couples to be sent document outlining procedures in place to minimise risk beforehand • All appointments will be pre-booked • No member of the public should attend if they are exhibiting any sign of infection. • The minimum number of customers should attend the appointment • Shared Building Staff to be made aware of shared areas that may be used by customers • Signage (laminated posters) to be in place re physical distancing, use of hand sanitizer and hand washing • Screens to be erected on desks in registration rooms • Doors to remain open where possible to reduce the need to touch handles. • Pens to be wiped between appointments • Seperate hand sanitizer bottles will be available for staff and customers to use before the appointment • Registrar to maintain 2 metres distancing when meeting customers, when couple are asked to check certificate/ register entry • Appointments will be timed to minimise the risk overlap of couples as they enter/leave the premises to minimise accidental contact. 	4	1	0	4
22	Marriage Ceremonies	5	3	0	15	<ul style="list-style-type: none"> • Shared Building Staff to be made aware of shared areas that may be used by wedding party • Couples to be sent document outlining procedures in place to minimise risk beforehand. • No member of the public should attend if they are exhibiting any sign of infection. 	4	1	0	4

						<ul style="list-style-type: none"> Signage (laminated posters) to be in place re physical distancing, use of hand sanitizer and hand washing Ceremonies will only take place in licensed RO ceremony rooms subject to that room being made available Physical distance of 2 metres must be kept at all times All ceremonies will be 2+2+2- this may be increased depending on the available floor space in the ceremony room in compliance with Government Social Distancing Guidelines, if revised All spare chairs to be moved to discourage use by guests Two chairs placed for witnesses. Space for bride and groom to stand during ceremony to be demarcated, e.g. by placement of chairs Registrar to maintain 2 metres distancing when public are asked to check certificate/ register entry and during the ceremony itself Ceremonies will be timed to minimise the risk overlap of couples as they enter/leave the premises to minimise accidental contact. Where practicable, a 'one way system' for entering/leaving the building will be in operation to support this. Once the wedding party have left the building at the end of the ceremony, they will not be supervised by Registration staff. Separate hand sanitizer bottles will be available for staff and wedding party to use before the ceremony Separate pens to be used by staff and wedding party to sign the register. Doors to remain open where possible to reduce the need to touch handles. Pens to be wiped between ceremonies Staff to use a piece of blotting paper only for them when leaning on the register to sign, avoiding touching the same surface as the couple and witnesses 				
--	--	--	--	--	--	--	--	--	--	--

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

Lincolnshire County Council – Risk Assessment



Directorate: **Team/Service:**

Managers Name : **Signature:**

Date:

Persons detailed below have read and understood this Risk Assessment

Name	Signature	Date