

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

Operation Location: Mablethorpe Children's Centre

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

	S x L + W = R					S x L + W = R			
Contact with public visiting the office/centre	5	3	0	15	<ul style="list-style-type: none"> • Business Support are to sign in on the public's behalf. • Hand sanitiser gel must be available on reception and in the office. Reception pens must be wiped with appropriate antibacterial wipes/spray before and after being used by a member of the public. • The reception desk area and door handles must be wiped down with appropriate antibacterial wipes/spray at the start and end of each day or after every visit by a member of the public • If you are passed anything by a service user all staff should wash their hands thoroughly or use an appropriate hand sanitiser. • Members of the public allowed in reception but only as few as can safely distance 2m from each other. Any others to be asked to wait outside • Public to be escorted to health room by midwife 	4	2	0	6
Lack of social distancing/spacing of key workers/public when working in Council Building	5	3	0	15	<ul style="list-style-type: none"> • A minimum of two metres to be observed whilst at work between staff. • Poster reminding employees of the 2m distance rule MUST be displayed in all open Council buildings • Hand sanitizer should be available at all times 	4	1	0	4
The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> • Ensure all personal IT equipment which is shared is thoroughly cleaned before use & especially after use in the office/building before taking it home. • Where shared equipment is used, it MUST be thoroughly cleaned before use with an appropriate anti-bacterial product i.e. wipes/spray and then cleaned again after use with the same product. • A good supply of appropriate anti-bacterial 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

Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> • Employees 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 the office at all times. • Ensure all relevant COVID-19 posters are displayed in the office to remind employee of basic infection controls/rules/requirement. • 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 if necessary 	3	2	0	6
Lack of manager communication & monitoring if employees	5	2	0	10	<ul style="list-style-type: none"> • 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. • Regular team meetings, 1 to 1s and welfare calls to take place either via Teams or another method. • 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 	3	1	0	3

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 for at least 7 days Employee MUST NOT come into any LCC buildings. If employment was recently working in LCC 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 reoccupied. Manager to follow the "Reporting employees with COVID19" flowchart for any further reporting requirements, see section 2. When Available : The testing of essential/key worker and their families/households could allow certain individuals to return to work and/or work from Council buildings 	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"> 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 buildings MUST sign the register when entering and exiting the building, providing all information that is 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 encouraging all employees in those areas to exit the building and head to the assembly 	3	2	0	6

					<p>point(s).</p> <ul style="list-style-type: none"> All employees working within LCC buildings MUST have completed the mandatory "Fire Safety Awareness 2020-21" e-learning course. Click here to access. 				
<p>Reduced First Aid Provision & First Aider being exposed to Covid 19</p>	<p>5</p>	<p>2</p>	<p>0</p>	<p>10</p>	<ul style="list-style-type: none"> Employees who are First Aiders to log that info on the building signing in form. All first aiders to read and follow the information in HSA18, see section 4 – First Aid during COVID-19. 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. 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. For serious/life threatening injuries the first aider's priority is to ensure emergency services have been contacted (999 or 112). If first aid is required in a lifesaving situation, first aider to follow the controls outlined in the HSA18 First Aid during COVID-19. All employees using the building should be aware of where the First Aid boxes are When a First Aider is in the building they notify building users that they are available and which room they are in if necessary 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 Staff continue to be encouraged to work from home where possible 	<p>4</p>	<p>1</p>	<p>0</p>	<p>4</p>

Directorate:

Resources

Team/Service:

Business Support

Managers Name :

Jeanette Amaral

Signature:

Date:

18/05/2020

Persons detailed below have read and understood this Risk Assessment

Name	Signature	Date