

Operation Description:	Reducing the spread/infection of Covid -19 when working in open buildings
Operation Location:	All offices in use – <ul style="list-style-type: none"> • Office accommodation • Laboratory
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	Fully qualified/professional/ management/ and/or persons above 25yrs = 0	4 – 8	Low Risk
Minor Injury = 1	Very Unlikely = 1		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	3	23	<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	3	8
2.	Employee who have "Very high risk" individuals within their household and /or dependent transmitting Covid 19 to them.	5	3	3	18	<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"> 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 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. <ul style="list-style-type: none"> • The testing of essential / key worker and their families/households 	5	1	3	8

						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.	Employees working in open buildings without knowledge of symptoms or asymptomatic	5	3	3	18	<ul style="list-style-type: none"> Exclude "Very High Risk" as per 1 & 2 Staff split into cohorts for shift working. Reduces employees they are in contact with and creates known cohort. Reduces number of employees in building and facilitates Social Distancing in labs. 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. Ensure that this is communicated to LCC tenants i.e Balfour Beatty (Highways Depots) 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 	4	1	3	7
4	Employee has suspected/ contracts or is notified of contact with infected	5	3	0	15	<ul style="list-style-type: none"> Exclude "Very High Risk" as per 1 & 2 Employee MUST be sent home immediately Employee MUST self-isolate and remain at home Employee MUST NOT come into any open buildings. 	4	2	3	11

	<p>person via "test & trace" Covid 19 virus having worked in building or at work.</p>					<ul style="list-style-type: none"> • 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. • 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. • Staff split into cohorts for shift working. Reduces employees they are in contact with and creates known cohort. 				
5.	<p>Lack of social distancing/spacing of key workers when working in open Building – higher risk areas /pressure points i.e. corridors, lifts.</p>	5	3	0	15	<ul style="list-style-type: none"> • Exclude "Very High Risk" as per 1 & 2 • Occupancy levels of buildings to be identified and adhered to • Notices put on all entrances to remind staff about social distancing • Sign in sheets located outside so employee can use alternative entrance, relieves pinch point • Contractors / Visitors to wait outside and wait for assistance. Samples to be left outside. Reduces traffic in pinch point • A minimum of two metres to be observed whilst at work between employees. • Toilets & locker room operated on a 'one in / one out' basis; poster and notices displayed informing employees of this and 	4	1	3	7

						<p>communicated via Int. comms.</p> <ul style="list-style-type: none"> • DO NOT sit next to anyone, ensure you have at least empty workstations between occupied workstations (ensuring the minimum 2 meter gap is achieved) • If you can't achieve the 2m gap in your normal work area/location try other rooms/locations within the building to identify an area(s) where this can be achieved. • Laboratory areas reduce to 1 person per lab or social distance as per markings on floor. • Poster remaining employee 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> <ul style="list-style-type: none"> • Staff split into cohorts for shift working. Reduces employees they are in contact with and creates known cohort. • Vehicle Keys & paperwork moved to another area to reduce pressure on sample reception • Contactless delivery • External sample drop-off to reduce pressure on sample reception • Employees onsite limited. Consultants have to book in, only 2 allowed at any one time. 				
6	Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> • Exclude "Very High Risk" as per 1 & 2 • Employee 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). Or use alcohol sanitiser. • Ensure alcohol based hand gel is available within offices and being used by employees to sanitise hands. 	4	1	3	7

						<ul style="list-style-type: none"> 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 sent 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. Staff split into cohorts for shift working. Reduces employees they are in contact with and creates known cohort. Social distancing measures implemented. Employees onsite limited. Consultants have to book in, only 2 allowed at any one time. 				
7	Insufficient cleaning of open buildings to reduce the infection risk	5	3	0	15	<ul style="list-style-type: none"> Exclude "Very High Risk" as per 1 & 2 Daily clean by VINCI. Additional VINCI staff have been trained to provide resilience. 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 made available in offices/buildings to enable employee to maintain a good level of cleaning/hygiene on hard surfaces. Employees perform pre-shift and post-shift cleaning inc. high traffic areas. 	4	2	3	11
8.	Members of the public, other contractors, entering an LCC displaying symptoms of Covid-19	5	3	0	15	<ul style="list-style-type: none"> Notices on the entrance to deter public entering if they display symptoms Barriers across sample reception to deter "walk-ins" Sanitiser available/cleaning stations in high use areas. Visible signs/markers on walls/floors showing where people need to stand to achieve 2m Social Distancing (SD). Public / Contractors to wait outside. Doorbell for attracting attention. 	4	1	0	4

						<p>Table for leaving parcels. SD measures in place within building.</p> <ul style="list-style-type: none"> • Call PSC if made aware of someone displaying symptoms so that clean can be arranged and advice sought from PH • Contactless delivery policy enacted. • External sample drop-off, to reduce the need for third party to enter building 				
9	<p>Missed, Statutory maintenance visits not taking place, Potential for building to become non-compliant</p>	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"> • Weekly update from VINCI where they have failed to gain access to carry out maintenance tasks. • In-house mandatory testing has continued due to on-going staff presence. • VINCI must book in advance so that personnel levels are monitored and maintained • Duty Manager present to ensure continuity and supervise 	4	1	0	4
10	<p>Potential changes to Office Fire Safety procedures/Lack of Fire Marshals / Missed statutory tests (weekly fire alarm test etc)</p>	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 • Operating "user registers", all employees using LCC building MUST sign the register then entering and exiting the building, providing all information that requested. • All employees MUST abide by the localised fire 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 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 " e-learning course. 	3	1	3	6

						<ul style="list-style-type: none"> Duty Manager present to ensure continuity and supervise Responsible person for the site ensures that the fire alarm testing continues to be undertaken and recorded 				
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. First Aiders identified to staff via noticeboard 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. Duty Manager assigned as appointed person for emergencies. At least one nominated first aider present on each shift 	4	1	3	7
12	Staff lone working/isolated working in open buildings	3	3	0	9	<ul style="list-style-type: none"> lone worker risk assessment completed by manager. Additional lone worker devices issued. 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. Staff who already have/use the Orbis lone worker device will be expected to use this when working alone or isolated within open buildings. Supervisor and duty manager onsite to monitor lone workers. 	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 do not use shared I.T. equipment i.e. mouse, keyboards, telephones. Use your laptop and your own mouse/keyboard, works mobile etc. Ensure all your personal I.T. equipment is thoroughly cleaned before & especially after use in the office/building before taking it home. Where shared equipment is used, it MUST thoroughly cleaned before use with an appropriate anti-bacteria product i.e. 	4	1	3	7

						<p>wipes/spray and then cleaned again after use with the same product.</p> <ul style="list-style-type: none"> • A good supply of appropriate anti-bacteria cleaning materials MUST be available at all times. Locate next to shared equipment wherever possible. • Regular & more frequent hand washing using soap & hot water and using hand sanitise gels in-between. • Ensure HSA15 is posted in a prominent position. • Signage displayed on shared equipment e.g. photocopiers & map info pc to remind users to clean equipment • Signature sheet to remind users of common items that need cleaning and to record when done. • Supervisor and duty manager onsite to monitor 				
14	Lack of manager communication & monitoring if employees	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 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 new 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
15	Property related issues/incidents, no one to report to e.g. locking/unlocking safe access/ egress	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

	alarms					<ul style="list-style-type: none"> • Clear any debris that blocking or prevent access if safe to do so • Notify PSC if contractor assistance is required • Report to the Police if damage has occurred and notify PSC • Supervisor and duty manager onsite to monitor • A supervisor, and at least one other nominated key holder on each shift. 				
16	External contractors on site (lack of supervision, transmission of COVID-19)	5	2	0	10	<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 their own personal protection measures e.g. wipes and have them on their person. • Contractor to provide appropriate PPE to their staff • Permit-to-work system in place for unplanned works / non-statutory functions • Duty Manager and supervisor on site to monitor & control. 	4	1	0	4

*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