

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

**Operation Location:** Roseberry House

**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 service users visiting the office	5	3	0	15	<ul style="list-style-type: none"> <li>Business Support are to sign in on the service users behalf.</li> <li>Hand sanitiser gel must be on reception for service users at all times and not passed to them by Business Support.</li> <li>Reception pens must be wiped with appropriate antibacterial wipes / spray after being used by a service user.</li> <li>The reception desk must be wiped down with appropriate antibacterial wipes / spray after attending to each service user.</li> <li>After attending to a service user all staff should wash their hands thoroughly or use an appropriate hand sanitiser.</li> <li>Only 1 service user / family allowed in reception at a time, others should be asked to wait.</li> </ul>	4	2	0	6
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>A minimum of two metres to be observed whilst at work between employees.</li> <li>To ensure this is achieved only one workstation is to be used in each Business Support office.</li> <li>Ensure that if you need to enter the other office you ensure that you make your colleague aware to enable them to move 2m away if necessary.</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>When service users attend reception ask them to wait behind the 2m line on the floor. If they need to move forward to sign or collect anything staff to move 2m back from the desk to allow them to do this.</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> thoroughly cleaned before 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</li> </ul>	3	2	0	6

					<ul style="list-style-type: none"> <li>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>				
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> <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> </ul>	3	2	0	6
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>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"> <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

					point(s). <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:**

15/05/2020

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

Name	Signature	Date