

						<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. • Regular & more frequent hand washing using soap & hot water and using hand sanitise gels in-between. • Arm operated taps insitu. • Ensure HSA15 is posted in a prominent position. 				
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. • Daily MS Teams meeting attended. • 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 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) • Notices clearly displayed with information on how to report property issues. • Check for any hazards especially if site not been used for a week • Clear any debris that blocking or prevent access if safe to do so 	2	1	0	2

						<ul style="list-style-type: none"> Notify PSC if contractor assistance is required Report to the Police if damage has occurred and notify PSC 				
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
Activities 17 and 18 are additional hazards/controls to the above 1-16 that are service specific issues at:- <ul style="list-style-type: none"> Day Centres Youth Centres Waste sites Highways Depot 										
17	Staff supporting service users	4	4	0	16	<ul style="list-style-type: none"> Must be more than 1 member of staff on duty at any one time Service/Operational specific risk assessments must be in place that includes additional controls measures for reducing/managing the COVID 19 hazards whilst undertaken/providing that service/operation. Individual risk assessments may need to be undertaken for employees/services that have high risk issues associated the COVID 19 i.e. medical condition, vulnerabilities etc. Service user asked if they or someone in their household have any symptoms before arrival to site, they will be instructed NOT to be use the site/building if they confirm they or someone within their household DOES have COVID19 symptoms. Service users not touched and social distancing maintained Service users reminded of personal hygiene and supervised hand washing Service users do not access the site 	1	1	0	1
18	Lack of hand washing facilities	4	4	0	16	<ul style="list-style-type: none"> Hand gels/Sanitiser MUST be available on site Hand washing encouraged whenever possible 	2	1	0	2

	on remote/external sites.					<ul style="list-style-type: none"> Occupancy kept to a minimum Sites cleaned daily Cleaning wipes MUST be made available on site Ensure Balfour Beatty are aware of LCC procedures as tenants in LCC buildings 4 handwashing sinks available (to meet the requirements of 10 staff members), cleansing wipes and alcohol hand gel also freely available with stringent checks to ensure in excess of 70% alcohol and that they are within use by date. Efficient and speedy stock rotation. 				
Activity 19 is an additional hazards/controls to the above 1-18 that's a service specific issue at:- <ul style="list-style-type: none"> Boston Children`s Centre, Norfolk Lodge, 27 Norfolk Street Mablethorpe Children`s Centre, Stanley Avenue, Thorpe Sands Skegness Children`s Centre, Brunswick Drive (within Skegness Infant Academy) Spalding Children`s Centre, Banks Avenue (on site of St Paul`s Primary School) Lincoln Birchwood Children`s Centre, Birchwood Avenue Lincoln Central Children`s Centre, St Andrew`s Close (on site of Bishop King CE VA Primary School) Sleaford Children & Young People`s Centre, Money`s Mill Complex, Carre Street Bourne Children`s Centre, Queen`s Road (shared building with Youth Centre) Grantham Swingbridge Children`s Centre, Trent Road (on site of The West Grantham Academy St John`s) 										
19	Attending a midwife appointment	4	3	0	8	<ul style="list-style-type: none"> Public MUST only attend on an appointment basis, public without an appointment will be asked to leave. Public kept separated / isolated by using several rooms as waiting areas. Midwife and business support on site to control numbers Sites cleaned after each session Not applicable to the Carlton Road site 	1	1	0	1
Activity 20 is an additional hazards/controls to the above 1-16 that's a service specific issue at:- <ul style="list-style-type: none"> All registration offices are open except Bourne Not open to the public 										
20	Members of the public just turning up					<ul style="list-style-type: none"> Registrars inform them that the service is not available in person and inform them what they need to do Display notices on the door to inform public the building is closed 				

*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
Boston and Skegness Adults LD Team		26.05.20
Helen Hawksworth and Childrens Health Team		26/05/20