










					<p>where this can be achieved.</p> <ul style="list-style-type: none"> <li>Poster remaining employee of the 2m distance rule MUST be displayed in all open Council buildings, click on the insert document below.</li> </ul>  <p>Covid19 Poster 1.jpg</p>					
6	Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> <li>Employee informed and reminded 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 offices and being used by employees to sanitise hands.</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 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 <a href="#">here</a>.</li> <li><a href="#">HSA15</a> poster to be displayed in all LCC buildings.</li> </ul>	3	2	0	6
7	Insufficient cleaning of open buildings to reduce the infection risk	4	3	0	12	<ul style="list-style-type: none"> <li>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</li> <li>Daily update given by VINCI to highlight any resource issues.</li> <li>Additional VINCI staff have been trained to provide resilience.</li> <li>Reducing the no of buildings that are open will reduce the risk of resource issues arising.</li> <li>High traffic/risk areas/locations to be cleaning more frequently i.e. door handles, toilets, access/regress points.</li> <li>Where Property Services have received confirmation that an employee or services user that's confirmed COVID have been</li> </ul>	4	2	0	8

						<p>in/used an areas within the building a "Deep Clean" will be undertaken.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>				
8.	Members of the public entering an LCC displaying symptoms of Covid-19	5	3	0	15	<ul style="list-style-type: none"> <li>Some main offices are open for payment of critical payments – there is a screen in place between the LCC staff and the public.</li> <li>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.</li> <li>Notices on the entrance to deter public entering if they display symptoms</li> <li>Sanitiser available/cleaning stations in reception/high use areas.</li> <li>Visible signs/markers on walls/floors showing where people need to stand to achieve 2m Social Distancing (SD).</li> <li>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.</li> <li>Call PSC if made aware of someone displaying symptoms so that clean can be arranged and advice sought from PH</li> </ul>	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 <a href="#">here</a> for further guidance.</i></p> <ul style="list-style-type: none"> <li>Identify where this is not being carried out and identify level of risk.</li> <li>Weekly update from VINCI where they have failed to gain access to carry out maintenance tasks.</li> <li>Sites reminded that statutory tests still need to be completed and recorded</li> </ul>	4	1	0	4
10	Potential changes to Office Fire Safety	4	3	0	20	<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> </ul>	3	2	0	6

	<p>procedures/Lack of Fire Marshals / Missed statutory tests (weekly fire alarm test etc)</p>	4	3	0	12	<ul style="list-style-type: none"> <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 then entering and exiting the building, providing all information that requested.</li> <li>All employee <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 encourage all employees in that areas to exit the building and head to the assemble point(s).</li> <li>All LCC employees working within LCC buildings <b>MUST</b> have completed the mandatory "Fire Safety Awareness 2020-21" e-learning course. Click <a href="#">here</a> to access.</li> <li>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.</li> <li>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.</li> <li>Responsible person for the site to ensure that the fire alarm and emergency light tests continue to be undertaken and recorded</li> <li>Int Comms to remind staff that this a requirement</li> <li>Sites reminded that statutory tests still need to be completed and recorded</li> <li>Where there are significant changes to either fire precaution or building use a review of the buildings Fire Risk Assessment must be undertaken.</li> </ul>	4	2	0	8
11	Lack of First Aiders on site	4	3	0	12	<ul style="list-style-type: none"> <li>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.</li> </ul>	4	2	0	8

						<ul style="list-style-type: none"> <li>• First Aiders the 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 <a href="#">here</a></li> <li>• Staff are made aware in the event of an accident, serious injury or health condition they <b>MUST</b> 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.</li> <li>• Any first aider working in an open office <b>MUST</b> 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.</li> </ul>				
12	Staff lone working/isolated working in open buildings	3	3	0	9	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff using building <b>MUST</b> follow the local arrangement for signing in/out</li> <li>• Staff using building to adhere to fire safety precautions/procedures, see section 9 for further fire safety control measures.</li> <li>• Staff who already have/use the Orbis lone worker device will be expected to use this when working alone or isolated within open buildings.</li> </ul>	3	1	0	3
13	The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> <li>• Where possible not do use shared I.T. equipment i.e. mouse, keyboards, telephones. Use your laptop and your own mouse/keyboard, works mobile etc.</li> <li>• Ensure all your 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 available at all times.</li> </ul>	3	2	0	6



						<ul style="list-style-type: none"> <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>				
14	Lack of manager communication & monitoring if employees	4	2	0	8	<ul style="list-style-type: none"> <li>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 <a href="#">here</a>.</li> <li>Line manager to ensure regular communication with remote employees. All employees to install Microsoft Team onto their laptop/desktops where possible. Click <a href="#">here</a> for further guidance.</li> <li>Line manager to 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
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"> <li>Ensure all staff are aware of the process of reporting all property related issues to the Property Service Centre (PSC)</li> <li>Ensure that access can be provided to address the issue</li> <li>Staff to report issues, incidents or concerns to Property Service Centre (01522 555555)</li> <li>Check for any hazards especially if site not been used for a week</li> <li>Clear any debris that blocking or prevent access if safe to do so</li> <li>Notify PSC if contractor assistance is required</li> <li>Report to the Police if damage has occurred and notify PSC</li> </ul>	2	1	0	2
16	External contractors and building users on site	2	2	0	4	<ul style="list-style-type: none"> <li>Only essential contractors to be allowed on site i.e. emergency repairs/statutory maintenance etc.</li> <li>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</li> <li>Any contractor attending site will book in advance</li> </ul>	2	1	0	2

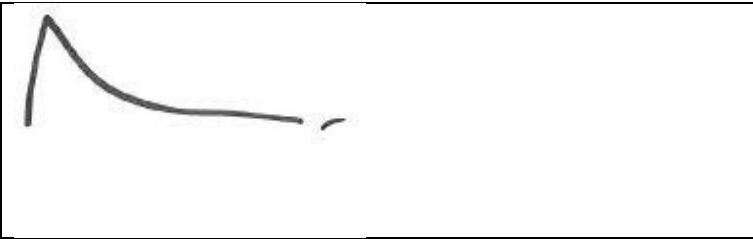
						<ul style="list-style-type: none"> <li>Contractor to supply your staff with Hand sanitizer and must be carried with them</li> <li>Contractor to provide appropriate PPE to their staff</li> <li>Contact made to all external groups who have community use of the building and informed that the centre is no longer available for use during the lockdown</li> </ul>				
<p><b>Activities 17 and 18 are additional hazards/controls to the above 1-16 that are service specific issues at:-</b></p> <ul style="list-style-type: none"> <li>Youth Centres</li> </ul>										
17	Staff supporting service users	4	4	0	16	<ul style="list-style-type: none"> <li>Must be more than 1 member of staff on duty at any one time</li> <li>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.</li> <li>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.</li> <li>Service user asked if they or someone in their household have any symptoms before arrival to site, they will be instructed <b>NOT</b> to be use the site/building if they confirm they or someone within their household <b>DOES</b> have COVID19 symptoms.</li> <li>Service users not touched and social distancing maintained</li> <li>Service users reminded of personal hygiene and supervised hand washing</li> </ul>	4	2	0	8
18	Lack of hand washing facilities on remote/external sites.	4	4	0	16	<ul style="list-style-type: none"> <li>Hand gels/Sanitiser <b>MUST</b> be available on site</li> <li>Hand washing encouraged whenever possible</li> <li>Occupancy kept to a minimum</li> <li>Sites cleaned daily</li> <li>Cleaning wipes <b>MUST</b> be made available on site</li> </ul>	4	2	0	8

\*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

# Timeout Sessions Risk Assessment Form

Date:  Assessed by:  Location:  Assessment No:  Review Date:

Task/Premises:

No.	Activity etc.	Hazard	Persons at risk	Prob 1 10	Sev 1 10	Freq 1 10	Risk rate	Measures/Comments	Result*
	Pre session	"High Risk" employees & young people possibly contracting Covid 19 vulnerable	Staff & Young person					<ul style="list-style-type: none"> <li>• Case workers share any medical concerns or additional needs of the young person (s) with staff prior to the session</li> <li>• Any young person identified as vulnerable e.g. with underlying health conditions that may be affected by the current threat will not be permitted to attend</li> <li>• YP emergency contact details are shared by the case worker and kept up to date</li> <li>• Any members of staff with under lying health issues or those within vulnerable groups are advised to self-isolate and work from home</li> <li>• Case workers contact the young person (s) prior to attending the session to check on the health of the young person.</li> </ul>	

								<ul style="list-style-type: none"> <li>• Case workers inform the carers about the "timeout" sessions and request they make contact if the young person shows any signs/symptoms of COVID 19.</li> <li>• Staff inform line manager asap if feeling unwell and advised to not attend the session</li> </ul>	
	Initial arrival	Employees & young people in open buildings without knowledge of symptoms or asymptomatic	Staff & Young person					<ul style="list-style-type: none"> <li>• Signs on all entrance doors reminding staff &amp; young people not to enter if they are experiencing symptoms</li> <li>• Signage informing staff &amp; young people of what COVID symptoms are</li> <li>• Staff to create a safe holding area for when young people first arrive so they can ask yp about their health and how they feel today and monitor the visible health of the young person before entering the rest of the building.</li> <li>• Occupancy levels set for all sites to keep attendees to a minimum</li> <li>• Staff &amp; young people to adhere to Social Distancing (SD) rules and where needed SD enforced.</li> <li>• Staff &amp; young people failing to adhere to SD rules may be asked to leave the building.</li> <li>• Good person hygiene and building cleaning regime to be implemented. All staff/young people to sanitize their hands as they come into the youth center, during sessions, before going home, and advised</li> </ul>	

								repeat when they get home. <ul style="list-style-type: none"> <li>• Tissues are available around the center</li> </ul>	
	During the session	Transmission of COVID	Staff & Young person					<ul style="list-style-type: none"> <li>• All sessions only allow for 1 yp to attend at any one time, unless they are from the same house hold in which two may attend</li> <li>• Hand sanitiser is located around the centre</li> <li>• YP are encouraged to sanitize frequently</li> <li>• Activities are planned that reduce contact situations and allow for social distancing (no sharing/passing activities)</li> <li>• Each person will be allocated their own equipment to use for the activities to reduce the risk from sharing.</li> <li>• Gloves are available for staff and young people</li> <li>• Between each activity the staff wipe down the equipment and area</li> <li>• Disposable cups are used for refreshments</li> </ul>	
	After the session	Transmission of COVID	Staff & Young person					<ul style="list-style-type: none"> <li>• Young person sanitizes hands before leaving</li> <li>• Staff check out with the young person and any concerns raised are shared with case holder</li> <li>• Equipment and surfaces used will be sanitized using disposable paper towels or disposable cloth/wipes</li> </ul>	

	Centre Cleaning	Cleaning out of hours not adequate/ taking place	Staff & Young person					<ul style="list-style-type: none"> <li>• The number of cleaning visits has been increased. Any change in the cleaning rota and availability is communicated to LCC who inform the service area.</li> <li>• Cleaning staff ensure that all toilet/bathroom facilities are well stocked</li> <li>• Cleaning staff ensure that cleaners’ resources are adequate and are effective against Coronavirus.</li> <li>• Cleaning staff ensure door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>• Soap dispenser and hand towels within toilets are checked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>•</li> </ul>	
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\*Result: **T** = Trivial risk, **A** = Adequately controlled, **N** = Not adequately controlled (see Action Sheet), **U** = Unable to decide – further information required