

# Lincolnshire County Council – Risk Assessment

## Grantham Area Office

<b>Operation Description:</b>	Reducing the spread/infection of Covid -19 when working in open buildings
<b>Operation Location:</b>	All offices in use – <ul style="list-style-type: none"><li>• Office accommodation</li><li>• Fire Stations</li><li>• Registration offices</li><li>• Highways Depots</li><li>• Children's Centres</li><li>• Youth Centres</li><li>• Day Centres</li><li>• Economic Regeneration</li><li>• Waste Services</li></ul>
<b>Persons at Risk:</b>	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

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	0	20	<b>Applicable to all LCC employees:</b> <ul style="list-style-type: none"> <li>Not allowed to work in open building(s), <b>MUST</b> remain in Lockdown and working from home as per Government Instruction.</li> </ul>	5	1	0	5
2.	Employee who have "Very high risk" individuals within their household and /or dependent transmitting Covid 19 to them.	5	3	0	15	<b>Applicable to all non-essential / non- key workers:</b> <ul style="list-style-type: none"> <li>Not allowed to work from LCC buildings, <b>MUST</b> remain in Lockdown and working from home as per Government Instruction.</li> </ul> <b>Applicable to essential / key workers:</b> <ul style="list-style-type: none"> <li>Can/is the employee self-isolating from the "high-risk" individual within their household:-                             <ol style="list-style-type: none"> <li>If <b>NO</b> then will NOT be allowed to Work in open building(s), <b>MUST</b> remain in Lockdown and working from home as per Government Instruction</li> <li>If <b>YES</b> further investigation by the line manager will be required to establish length of self-isolation i.e. more than 14 days, are</li> </ol> </li> </ul>	5	1	0	5

						<p>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.</p> <ul style="list-style-type: none"> <li>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 <a href="#">here</a>.</li> </ul>				
3.	Employees working in open buildings without knowledge of symptoms or asymptomatic	5	3	0	15	<ul style="list-style-type: none"> <li>Signs on all entrance doors reminding staff not to enter if they are experiencing symptoms</li> <li>Signage informing staff of what COVID symptoms are</li> <li>Notices and Int. Comms – staff asked to notify PSC is they experience symptoms so that Property can risk assess the requirement for a deep clean.</li> <li>Occupancy levels set for all sites to keep attendees to a minimum</li> <li>Staff to adhere to Social Distancing (SD) rules and where needed SD enforced.</li> <li>Staff failing to adhere to SD rules may be asked to leave the building.</li> <li>Ensure that this is communicated to LCC tenants i.e Balfour Beatty (Highways Depots)</li> <li>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 <a href="#">here</a>.</li> <li>Good person hygiene and building cleaning regime to be implemented, see hazards No 6 &amp; 7</li> </ul>	5	1	0	5

4	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 open buildings.</li> <li>If employment was recently working in an open 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 evacuated.</li> </ul> </li> <li>Manager to follow the "Reporting employees with Covid 19" flowchart for any further reporting requirements, see reporting flowchart in managers COVID 19 toolkit, click <a href="#">here</a>.</li> <li>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 <a href="#">here</a>.</li> </ul>	3	2	0	6
5.	Lack of social distancing/spacing of key workers when working in open Building – higher risk areas /pressure points i.e. corridors, lifts.	5	3	0	15	<ul style="list-style-type: none"> <li>Occupancy levels of buildings to be identified and adhered to</li> <li>Notices put on all entrances to remind staff about social distancing</li> <li>Sign in sheets in office locations</li> <li>Ensure that this is communicated to LCC tenants i.e Balfour Beatty (Highways Depots)</li> <li>A minimum of two metres to be observed whilst at work between employees.</li> <li>Toilets will be operated on a 'one in / one out' basis; poster and notices will be displayed informing employees of this and communicated via Int. comms.</li> <li>DO NOT sit next to anyone, ensure you have at least empty</li> </ul>	4	1	0	4

						<p>workstations between occupied workstations (ensuring the minimum 2 meter gap is achieved)</p> <ul style="list-style-type: none"> <li>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.</li> <li>Only one person to use the lift at one time</li> <li>Where possible and the design of the building one way system in and around the office/building to the established i.e. if two or more staircases in a building some to be used only for going up and other for only going down (<b>normal use for emergency evacuation</b>).</li> <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 send 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	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</li> </ul>	4	2	0	8

	reduce the infection risk					<p>stations, waste sites, site specific cleaning arrangement will be identified for these locations</p> <ul style="list-style-type: none"> <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 in/used an areas within the building a "Deep Clean" will be undertaken.</li> <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 procedures/Lack of Fire Marshals / Missed statutory tests (weekly fire alarm test etc)	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> <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</li> </ul>	3	2	0	6



						<ul style="list-style-type: none"> <li>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>				
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> <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 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.</li> <li>Any first aider working in an open office MUST 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>	4	2	0	8
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 MUST 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> <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>	3	2	0	6
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.	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> </ul>	2	1	0	2

	locking/unlocking safe access/ egress alarms					<ul style="list-style-type: none"> <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>				
16	External contractors 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> <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> </ul>	2	1	0	2

**\*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

**Lincolnshire County Council – Risk Assessment  
Grantham Area Office**

