

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

**Operation Location:** Horncastle Children's Centre

**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 public visiting the office/centre	5	3	0	15	<ul style="list-style-type: none"> <li>• Business Support are to sign in on the public's behalf.</li> <li>• Hand sanitiser gel must be available on reception and in the office. Reception pens must be wiped with appropriate antibacterial wipes/spray before and after being used by a member of the public.</li> <li>• The reception desk area and door handles must be wiped down with appropriate antibacterial wipes/spray at the start and end of each day or after every visit by a member of the public</li> <li>• If you are passed anything by a service user all staff should wash their hands thoroughly or use an appropriate hand sanitiser.</li> <li>• Only 1 member of the public allowed in reception at a time, others should be asked to wait outside</li> <li>• Public to be escorted to health room by midwife</li> </ul>	4	2	0	6
Lack of social distancing/spacing of key workers/public 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 staff. If this cannot be maintained then hot desks must be taken out of use</li> <li>• Poster reminding employees of the 2m distance rule <b>MUST</b> be displayed in all open Council buildings</li> <li>• Hand sanitizer should be available at all times</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 IT equipment which is shared is thoroughly cleaned before use &amp; especially after use in the office/building before taking it home.</li> <li>• Where shared equipment is used, it <b>MUST</b> be thoroughly cleaned before use with an appropriate anti-bacterial product i.e. wipes/spray and then cleaned again after use with the same product.</li> <li>• A good supply of appropriate anti-bacterial 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
Coughing & sneezing of personnel & lack of basic	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> </ul>	3	2	0	6

hygiene.					<ul style="list-style-type: none"> <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>• Ensure all relevant COVID-19 posters are displayed in the office to remind employee of 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 if necessary</li> </ul>				
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 meetings, 1 to 1s 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 news 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

<p>Employee has suspected/ contracts Covid 19 virus at work</p>	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 for at least 7 days</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
<p>Potential changes to Office Fire Safety procedures/Lack of Fire Marshals</p>	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 employees using LCC buildings <b>MUST be</b> signed onto 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 employees 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</li> </ul>	3	2	0	6

					<p>employees in those areas to exit the building and head to the assembly point(s).</p> <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>				
<p>Reduced First Aid Provision &amp; First Aider being exposed to Covid 19</p>	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 follow 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
					<ul style="list-style-type: none"> <li>All toys, re-use, re-love clothes and non wipeable furnishings will be removed from the reception area into temporary storage or covered</li> <li>Excess leaflets will be removed from leaflet racks</li> </ul>				

Members of the public entering Centre for Health Visitor and Midwifery appointments	5	3	0	15	<ul style="list-style-type: none"> <li>• CSSAs will sign all visitors into and out of the building thereby preventing re-use of reception pens</li> <li>• Patients will be asked to wash their hands on entering and before leaving the centre</li> <li>• Patients will be asked to wait in the waiting area and the midwife or Health Visitor will fetch them from the waiting area</li> <li>• Toilets will be segregated for public and staff</li> <li>• Kitchen facilities will be one in one out</li> <li>• All non wipeable chairs will be removed from receptions, hallways and health rooms and replaced with portable wipeable plastic folding chairs or adequately covered</li> <li>• A breast feeding area will be designated in another room for mothers if needed</li> <li>• All appropriate Covid signage will be put up in the centre</li> <li>• Hand sanitiser and anti bacterial wipes will be available at the centre</li> <li>• The CSSA will wipe down the chairs in reception/waiting area after every visit, also the appropriate door handles</li> <li>• The midwife/health visitor will be responsible for cleaning the furniture and equipment in the health room in between visits</li> <li>• Service users have been advised by letter to wear a mask for the appointment, but this isn't compulsory.</li> </ul>	4	1	0	4
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**Directorate:** Resources

**Team/Service:** Business Support

**Managers Name :** Jeanette Amaral

**Signature:** Jeanette Amaral

**Date:**

21/07/20

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

<b>Name</b>	<b>Signature</b>	<b>Date</b>