

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)



Operation Description: Reducing the spread/infection of Covid -19 when working in County Offices
Operation Location: County Offices
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		Unlikely = 2				4 - 8	Low Risk

Version: 4.0

Date Aug 2020

To be reviewed regularly in line with Government COVID-19 guidance

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)



absence less than 3 days) = 2					
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.	<p>Employees who were shielding due to being "Clinically Extremely Vulnerable" from 1st Aug 2020 the shielding has been paused for this group.</p> <p>Click HERE for further Guidance.</p>	5	3	0	15	<p>Applicable to all LCC employees</p> <p>Controls for managers/employees MUST implement for employees who are no longer shielding:</p> <ul style="list-style-type: none"> PRIMARY CONTROL - If employees can work from home allow them to do so. <p>When employees need to work from a LCC building:-</p> <ul style="list-style-type: none"> Ensure a specific COVID Building Risk Assessment employees will be returning been completed on the building employees will be using – click HERE to view completed COVID building RA's Ensure site rules have been completed for the building(s) employees will be working in – Click HERE to view example Site Rules Ensure employees have read and understand the control measures and site rules for the building(s) they will be working from. All employees to follow/implement all COVID-SAFE building control measures and site rules. <p>Additional Controls Managers may need to consider implementing for individual employees to ensure they can remain COVID-SAFE when working in an open building:</p>	5	1	0	5


Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)

						<ul style="list-style-type: none"> • The issuing/use of PPE including Masks/gloves • Issuing individual hand sanitiser/anti bacteria wipes. • Increased Social Distancing (more than 2M/isolation i.e. working in an office/POD on their own. • Limiting the amount of time they work from an open building i.e. only going into a building to do essential work, when leaving as soon as work is completed. • Limiting what buildings employees can work from • Consider alternative work this employee can undertake which means they can either work from home more or reduces the amount of time they need to spend in an open building. • No shared equipment, employees must only use their IT equipment i.e. issued with personal keyboard, mouse, etc. 				
2	Employees working in County Offices without knowledge of symptoms or asymptomatic	5	3	0	15	<ul style="list-style-type: none"> • Signs are on all entrance doors reminding staff not to enter if they are experiencing symptoms • Signage is displayed informing staff of what COVID symptoms are • Notices and Int. Comms – staff are asked to notify PSC if they experience symptoms so that Property can risk assess the requirement for a Covid specialist clean. • Occupancy levels set for County offices working on space available, employees will be turned away if this occupancy level is reached • All staff to enter and leave via the rear entrance – all other entrances will only be available for emergency evacuation purposes. • All exit doors to have signage stating the door can only be emergency exit only. • On entering the building, all staff must immediately sanitise hands before undertaking any other activity and this must be witnessed by reception staff. 	5	1	0	5

						<ul style="list-style-type: none"> • Staff must sign in on staff register. • Staff will then be asked to read site rules and Covid mitigation controls and sign to say that they have understood them and agree to adhere to them. • Staff will be issued with site specific instruction in relation to fire safety and First Aid. • Staff to adhere to Social Distancing (SD) rules and where needed SD enforced. This will be reinforced by posters and verbal instructions/visual markings. • Staff failing to adhere to SD rules will be asked to leave the building. • LCC tenants i.e Vinci, Kier and West Yorkshire Pensions to be informed and asked to comply with the site rules and access arrangements • Good personal hygiene reinforced by posters and within site rules, and building cleaning regime to be reviewed, see hazards No 6 & 7 				
3	Employee has suspected/contracted Covid 19 virus at work	5	3	0	15	<ul style="list-style-type: none"> • Employee MUST sent home immediately • Employee MUST self-isolate and remain at home • Employee MUST NOT come into any open buildings. • If employment was recently working in County Offices, the staff members manager MUST 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"> • Manager to record date & time of reporting to PSC & record the type of cleaning that is specified by the PSC e.g. CV19 deep clean & prep (fogging & sanitising). • Manager to record the date & time the office/area was vacated & cordoned off • Manager to record the date & time the office/area is evacuated. • Manager to follow the "Reporting employees with Covid 19" 	3	2	0	6

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)

						<p>flowchart for any further reporting requirements, see reporting flowchart in managers COVID 19 toolkit, click here.</p> <ul style="list-style-type: none"> • Non LCC staff such as Vinci, Kier, WYP to follow their own organisations process for notification and LCC to be informed immediately as the landlord of the building • 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 here. 				
4.	Lack of social distancing/spacing of key workers when working in County Offices – higher risk areas /pressure points i.e. corridors, lifts.	5	3	0	15	<ul style="list-style-type: none"> • Occupancy levels of County Offices must be adhered to • Notices put on all entrances to remind staff about social distancing and included in the site rules at reception • Receptionist to record those entering and leaving • Ensure that any Covid 19 communications are circulated to LCC tenants i.e Vinci, Kier and West Yorkshire Pensions • A minimum of two metres to be observed whilst at work between employees. This is to be adhered to at all times. • 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 and to tenants. • DO NOT sit next to anyone, ensure you have an empty workstation either side of your desk (ensuring the minimum 2 metre gap is achieved). This may mean sitting at an alternative desk. Where hazard tape has been put in place to prevent use of the area, this must not be removed. • If you can't achieve the 2m gap in your normal work area/location contact the Property Service Centre (55555, option 3) to identify potential solutions. • Only one person to use the lift at one time and only if essential use of the lift is required ie mobility issues or to avoid moving and handling issues. • Use of stairs to be encouraged • Do not use stair handrail where possible 	4	1	0	4

					<ul style="list-style-type: none"> Do not cross on stairs between 1st to 2nd floor All staff must follow the signage and keep left . Stairways to be used as Normal in the event of an emergency evacuation. Poster reminding employee of the 2m distance rule MUST be displayed in all open Council buildings, click on the insert document below.  <p>Covid19 Poster 1.jpg</p>					
5	Coughing & sneezing of personnel & lack of basic hygiene.	5	3	0	15	<ul style="list-style-type: none"> Employee informed and reminded to catch coughing & sneezes in disposable tissue. (Catch it, Bin it & Kill it). This to be reinforced by the addition of posters around the building. Wash hands thoroughly after sneezing or coughing (wet hands & add soap & thoroughly wash hands in hot water for a minimum of two rounds of Happy Birthday). Alcohol based hand gel will be available within offices to be used by employees to sanitise hands. All relevant Covid 19 posters are displayed in offices to remind employee on basic infection controls/rules/requirement. Any employee showing signs or symptoms WILL 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 here. Refer to hazard 3 HSA15 poster is displayed in all LCC buildings. 	3	2	0	6
6	Insufficient cleaning frequency to reduce the infection risk	4	3	0	12	<ul style="list-style-type: none"> Daily cleans undertaken with special attention taken to high contact areas, and cleaning staff on site throughout the day to clean high volume areas. Additional VINCI staff have been trained on cleaning processes to provide resilience and resources will be reviewed on a daily basis High traffic/risk areas/locations to be cleaning more frequently i.e. door handles, toilets, access/regress points. Where Property Services have received confirmation that an 	4	2	0	8

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)

					<p>employee has COVID symptoms and have been in/used an areas within the building, that area will be closed off and a "Deep Clean" will be undertaken.</p> <ul style="list-style-type: none"> 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. 					
7.	Members of the public entering the building.	5	3	0	15	<ul style="list-style-type: none"> Notices on the entrance to deter public entering if they display symptoms Members of the public will be turned away from County Offices reception and redirected to Orchard House reception. 	4	1	0	4
8	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 here for further guidance</i></p> <ul style="list-style-type: none"> All statutory maintenance and visits will be undertaken. This will be monitored and recorded by VINCI facilities and reported to LCC Corporate property on a monthly basis. 	4	1	0	4
9	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"> All employees working in open offices must familiarise themselves with the Safety Alert HSA 16. This will be displayed in the building. All staff entering will be provided with fire procedures information and will be asked to sign that they have read and understood. All building users MUST abide by the fire precautions plans and requirements. Any employees who are Fire Marshals are to perform their fire marshal duties within the areas they are working, undertaking a clean & sweep of the immediate areas where they are working and encourage all employees in that areas to exit the building and head to the assembly point(s). However this does not replace the use of 	3	2	0	6

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)

						<p>the register at reception. Staff must sign in and out each time they enter/leave the building so that there is an accurate record of all building users at all times.</p> <ul style="list-style-type: none"> Whoever is on reception is responsible for taking the register to the assembly point. All LCC employees working within LCC buildings MUST have completed the mandatory "Fire Safety Awareness 2020-21" e-learning course. Click here to access. Vinci Facilities will ensure that the fire alarm and emergency light tests continue to be undertaken and recorded. This will be monitored by LCC Corporate Property. Where there are significant changes to either fire precaution or building use a review of the buildings Fire Risk Assessment will be undertaken. 				
10	Lack of First Aiders on site	4	3	0	12	<ul style="list-style-type: none"> First Aid boxes will be placed / displayed in prominent positions in the buildings, notices and signage informing staff of the location of the FA box. A central number to be provided for all First Aid emergencies – the contact number will be within the site rules provided to staff entering the building and also on the Health and safety noticeboards. 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. 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. 	4	2	0	8
11	Staff lone working/isolated working in County Offices	3	3	0	9	<ul style="list-style-type: none"> Any staff lone working must have had a lone working risk assessment completed by their manager. They must also notify reception on entry to the building that they will be a lone worker. All staff using building MUST follow the local arrangement for signing in/out 	3	1	0	3

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)

						<ul style="list-style-type: none"> Staff using building to adhere to fire safety precautions/procedures, see section 9 for further fire safety control measures. Staff who already have/use the Orbis lone worker device will be expected to use this when working alone or isolated within open buildings. 				
12	The use and cleaning of IT & other equipment	5	3	0	15	<ul style="list-style-type: none"> Do not share I.T. equipment i.e. mouse, keyboards, telephones. Use your own laptop and your own mouse/keyboard, works mobile etc. Ensure all your personal I.T. equipment is thoroughly cleaned before & especially after use in the office/building on entry and exit. Where shared equipment is used, it MUST thoroughly be cleaned before use with an appropriate anti-bacteria product i.e. wipes/spray and then cleaned again after use with the same product. Anti-bacterial cleaning materials will be made available within the building. Regular & more frequent hand washing using soap & hot water and using hand sanitise gels in-between. Stocks of soap and gel will be renewed frequently. HSA15 will be displayed in prominent position in the building. 	3	2	0	6
13	Lack of manager communication & monitoring of employees	4	2	0	8	<ul style="list-style-type: none"> All employees must have authorisation from their manager to work from County Offices in line with the flowchart in managers COVID toolkit, Click here. All line managers with any employees working remotely. 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 news 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

Lincolnshire County Council – Risk Assessment – County Offices Main Building (UPRN - L4101)



14	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"> All staff will be made aware of the process of reporting all property related issues to the Property Service Centre (PSC) Staff to report issues, incidents or concerns to Property Service Centre (01522 555555) 	2	1	0	2
15	External contractors on site	2	2	0	4	<ul style="list-style-type: none"> Only essential contractors will 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 All Contractor to use to provide appropriate PPE where necessary. 	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 – County Offices
Main Building (UPRN - L4101)**

