

CORPORATE RISK ASSESSMENT – COVID - 19

RA Working With The Public & Staff

Council Buildings & External Visits

Authority/Employee Name :	HARLOW DISTRICT COUNCIL
Service:	ENVIRONMENT & PLANNING
Assessing Manager’s Name:	MICHAEL PITT / JACKIE DAVIES
Assessing Manager’s Job Title:	ENVIRONMENT & LICENSING MANAGER / H & S OFFICER
Date Assessment Completed:	14TH MAY, 2020 (V1)
Date for Revision:	FOLLOWING GOVERNMENT GUIDELINES AND WHEN ANY SIGNIFICANT CHANGES OCCUR

Corporate Generic Risk Assessment – COVID – 19 Foreword

The following risk assessment (RA) has not been set out using the risk matrix of likelihood X consequence calculation. Nationally there is not enough information known and understood to be able to adopt this method. Activity, who is at risk, hazards and control measures are suitable and acceptable.

Lack of hard fact and fluid guidance means we acknowledge specifically that the RA remains dynamic – RA’s to be kept under review and change as data/guidance occurs.

A working group of nominated staff, titled, COVID-19 RA, meets on a regular basis to review any current changes. The Union are included in this process.

The group reviews how the RA and derived team RAs work, and reworks the RA as needed. Existing RA’s for tasks still apply and should continue use.

The use of PPE, whether to provide, what and to who is not resolved within this RA. Specific Teams will have specific needs and work activities that require different responses, if at all, to PPE provision. There is relevance to PPE within and at the end of this RA document.

If support is required to assist Managers in applying this RA suitably to their own workspace, guidance can be sought from the Health & Safety Team, through the safety.officer email link.

Consideration must be given to contractors coming onto site/building – a systematic approach to ensuring they have their own RA’s covering COVID guidance measures. Any cleaners working within buildings should have sufficient RA’s which comply with COVID guidance measures.

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Activity	Person at risk	Significant Hazards	Risk Control Measures
<p>Handling and Moving</p> <p>Carrying out of all activities within the workplace – internally and whilst dealing face to face with members of the public</p> <p>Shared areas Staff / Public</p>	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>Ensure hands are washed regularly and thoroughly (approx. 20 seconds per wash)</p> <p>Use of tissues - Catch it, Kill it, Bin it should apply</p> <p>Implement , where possible - reduction of individual bins and replace with swing top lidded bins placed at intervals around the building – hand sanitiser will be placed nearby</p> <p>Deliveries of supplies should be minimised as much as possible – careful handling of goods should be undertaken and thorough hand washing should follow</p> <p>Maintain social distancing of 2 metres apart when working, walking and moving around the work environment and out in public areas</p> <p>Be mindful of crowding when accessing areas to wash hands more frequently – toilets & kitchen areas will be busier – avoid entry & wait if possible – keep your own antibacterial gel/wipes available as a substitute measure if at all possible</p> <p>Guidance by Managers should provide a CONSISTENT approach to PPE – is it required, when and reasons for wearing; Job activity to be considered, (face to face contact with elderly, vulnerable, potentially known infected persons)</p> <p>(See end of RA for further comments)</p>

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<p>Handling and Moving</p> <p>Carrying out of all activities within the workplace – internally and whilst dealing face to face with members of the public</p> <p>Shared areas Staff / Public</p>	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>PPE remains a last resort and should not be necessary unless all other preventative measures have been considered – Social distancing and washing hands should be adequate if sustained</p> <p>If PPE use is felt necessary, clarity is required in respect of ;</p> <p>Gloves Face Masks (see end of RA for further comments)</p> <p>Consider any allergies if PPE to be used</p> <p>Ensure process in place for stock and provision of any PPE, replacement and frequency - signing in and out of equipment to ensure one use only and supplies adequate – make sure disposed of appropriately – Facilities to provide and distribute – all supplies to be coordinated through the Facilities Team only</p>
			<p>Using hand gel and antibacterial wipes are not encouraged as it is maintained that regular & thorough washing of hands is preferable. Hand gel can be obtained from the Facilities Team for use out on site and where washing of hands is not available, but will not be distributed as standard</p>
			<p>Ensure hand washing is carried out thoroughly when using shared items within the kitchen and toilet areas – Microwave, fridge/freezer, hot water boiler, taps, food/milk bottles, cupboards, doors, toilet seat, toilet roll, soap dispensers etc.</p> <p>Maintenance/services to be prioritised to ensuring the sanitisation of key areas such as hand rails, door handles, push plates, lift buttons and welfare room/areas. General sweeping /mopping may be reduced within the workplace</p>

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<p>Handling and Moving</p> <p>Carrying out of all activities within the workplace – internally and whilst dealing face to face with members of the public</p> <p>Shared areas Staff / Public</p>	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>Ensure that your own equipment is wiped clean before and after use, (as this may have been used by someone in your absence) – telephone, head set, computer switches, mouse keyboard, light remote, wipe board/pens, chargers, radio, desk surfaces etc.</p> <p>Avoid hot desking Avoid sharing pens and other equipment/objects</p> <p>Wash hands after accessing the photocopier/scanner/print room Wash hands before and after eating</p> <p>When making transactions, or in a position where by you are dealing with public making transactions, if possible it should be encouraged that payments are carried out by bank card/contactless payment or online as opposed to handling cash</p> <p>Use gel/antibacterial wipes as required and dispose of appropriately, however where possible always wash hands</p> <p>If there is a request to clean/sanitise an area after a potential Covid-19 patient, (e.g. public toilet) , contact the Facilities Team who will assess and arrange/manage to ensure additional controls are in place, and secure area for cleansing</p> <hr/> <p>Recommend marking floors with tape, or use barriers, ensuring a 2 metre distance is measured allowing social distancing to be maintained</p> <p>Limit access into buildings, (staff/public) – this must be managed to avoid over crowding and queues – Agree maximum numbers and stagger movement – rota timetable for staff</p>
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<p>Handling and Moving</p> <p>Carrying out of all activities within the workplace – internally and whilst dealing face to face with members of the public</p> <p>Shared areas Staff / Public</p>	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>Staff encouraged to work standard, or planned hours only – buildings to have reduced opening and closing times – helps to manage and limit possible exposure over longer periods of time</p> <p>Ensure publicity, signage, posters and social media, for the public in particular, is clear and provided before entering any building informing of measures that are in place. Messages are to be clear and consistent including visual aids, available in other languages, to ensure equality, inclusive communication</p> <p>Consider one way systems where possible and use of doors/entrances, this must be properly sign posted to avoid confusion</p> <p>Consider restricting access to some areas within buildings to minimise further unnecessary potential exposure</p> <p>Consider removal or taping up of chairs/seating to discourage groups sitting and gathering</p> <p>Review working locations/environment – guidance informs to sit side by side or back to back as opposed to face to face – maintain 2 metre distancing – use screen dividers if an option</p> <p>Limit employees present in each Team at any one time and try to keep the same few people working at this given time</p> <p>Limit numbers accessing lifts, stairwells and movement around the buildings – waiting in landings where possible, otherwise pass quickly and continue</p> <p>Ensure social distancing is maintained when/if using the smoking shelter</p>
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			<p>Consider signing in and out of buildings to assess numbers present. This enables a review on movement and hence able to measure and reconsider working patterns and schedules</p> <p>Consider signing in method used as to limit any potential transfer</p>
<p>Meetings internal & external</p>	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>Where ever possible meetings and gatherings are not to take place – if you are communicating face to face this time period should be kept as short as possible</p> <p>Encourage virtual meetings – Zoom, Skype, Facetime etc. with colleagues/Teams</p> <p>Public areas to be screened with barriers to protect both staff and public – (as cash area) to include receptions, interview spaces and any front line contact areas</p> <p>Communicate via telephone calls with other staff members/public or by email where possible</p> <p>Mail shot information if required to members of the public as necessary</p> <p>Use social media, via the Communications Team, to promote Council services, notices and update on any current actions</p> <p>Councillors/Cabinet to carry out virtual Zoom meetings going forward – training to be provided as required</p> <p>Consider if any visit is really necessary and cannot be carried out in any other way</p>

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<p>Carrying out residential & business visits</p>	<p>Employees Councillors Members of the public</p>	<p>Risk of disease transmission from hands / mouth / nasal</p> <p>Risk of spread – not all symptoms are recognised – someone could be asymptomatic and show no signs</p>	<p>Ensure social distancing is maintained at all times if absolutely necessary that you enter a property/premise – inform member of public/premise owner that you will be adhering to the social distancing measures</p> <p>Understanding of residents//businesses not wanting Council staff in their properties/premises to be taken seriously and possibly not pursued at this time</p> <p>Immediately leave property if social distancing measures are not being followed</p> <p>If possible you should not come into contact with any other people/visitors within the property/premise - any discussions to be had at the door, maintaining 2m distancing</p> <p>If you are to enter and touch anything in the property/premise wear disposable or washable gloves during the visit and dispose of appropriately. On leaving the property/premise Ideally wash hands thoroughly with soap and water if at all possible, or with hand wipes / sanitiser</p> <p>Where possible ensure adequate ventilation of your surroundings</p> <p>Do not prop open fire doors unless they are fitted with a retainer/self closer connected to the alarm system to activate automatic shutting</p>
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- In the first instance if you can work from home then this should be encouraged – If unable to work from home, and travelling to your workplace, observe Government guidelines, particularly if travelling by public transport
- Managers should monitor staff wellbeing, stay connected and keep in touch
There is support and guidance available by accessing the Employee Assistance helpline - Call **0808 168 2143**
- If you are suffering from any symptoms, or anyone in your household is showing symptoms, stay at home and self isolate. After 7 days or if symptoms worsen, contact your doctor to seek medical advice going forward - For further information access www.gov.uk/coronavirus
- Ensure that you protect yourself and follow the Government guidelines if you fall within the vulnerable/at risk categories
- Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically - It is important, if you choose to use face-coverings, that they are worn properly, covering your mouth and nose & disposed of correctly/washed after use

Wash your hands before putting them on and taking them off. Face coverings can also encourage the wearer to compromise how effective they are by handling their face/mask more often potentially with a greater risk of spreading any possible infection

- Ensure that the Staff Safety Register (SSR) is checked prior to any visits with members of the public/property – If 'caution' states to be visited in pairs only, assess if visit is really necessary - thoroughly risk assess prior to visit – consider can issue be dealt with via a letter – seek further advice from your Manager
- If necessary on any visit undertaken remove yourself from the property/premise if you feel at risk of violence / aggression
- Ensure regular contact maintained with office/Manager/buddy if out on visits/site – still apply the Lone Working procedures you have in place, in/out board if located in a building, text/phone call to colleague checking in and out
- In an emergency situation, i.e.: fire, you do NOT have to maintain the 2 metre distance if it is unsafe to do so. If you are assisting others in particular need, as soon as you are able, you must immediately wash your hands and carry out sanitation measures

Line Manager/Employees Signature:		Date:	
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