

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

Description of what is being assessed	<p><i>*This is a SAMPLE/TEMPLATE RISK ASSESSMENT – The contents of the template are not exhaustive but can be used to help develop a risk assessment relevant to your Service teams and activities.</i></p> <p><i>Each Service needs to undertake their own risk assessment in relation to the work activities of their staff to prevent or reduce any potential risk of exposure to Corona virus.</i></p> <p><i>The risk ratings in red are indicative ratings only Assess and score the Risks based on your Service Information and work activities*</i></p> <p><i>Please Delete this red text when you develop your own risk assessment.</i></p> <p><b>General risk assessment for Employees returning to work following partial relaxation of COVID lock down period. Recovery Phase</b></p> <ul style="list-style-type: none"> <li>Services preparing to resume previous work and activities.</li> <li>Return to work subject to National UK Government guidance.</li> <li>Service re-start will be subject to tight controls for an unspecified length of time.</li> <li>Through media coverage and DCC guidance, all Employees are aware of (and conditioned to) covid-19 symptoms, physical distancing requirements and personal hygiene/handwashing precautions.</li> </ul>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Service</b></td> <td style="width: 25%;"></td> <td style="width: 25%;"><b>Department \ team</b></td> <td style="width: 25%;"></td> <td style="width: 10%;"><b>Review Date</b></td> <td style="width: 10%; text-align: center;">/ /</td> <td style="width: 10%; text-align: center;">/ /</td> <td style="width: 10%; text-align: center;">/ /</td> </tr> <tr> <td><b>Assessor(s)</b></td> <td></td> <td><b>Assessment Date</b></td> <td style="text-align: center;">/ /</td> <td><b>By</b></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Service</b>		<b>Department \ team</b>		<b>Review Date</b>	/ /	/ /	/ /	<b>Assessor(s)</b>		<b>Assessment Date</b>	/ /	<b>By</b>										
<b>Service</b>		<b>Department \ team</b>		<b>Review Date</b>	/ /	/ /	/ /																
<b>Assessor(s)</b>		<b>Assessment Date</b>	/ /	<b>By</b>																			
<b>Identify the significant Hazards</b>	<b>Identify who might be harmed &amp; how</b>	<ul style="list-style-type: none"> <li>Identify how the risk is currently controlled</li> <li></li> </ul>	<b>Assess the risk level with the controls</b>	<b>Identify any further actions</b>	<b>Risk level after any additional controls</b>	<b>Action</b>	<b>Target date</b>																

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

	(Provide an approximation of the numbers of people exposed to the hazard)	• (If you are planning a new activity, what will you be doing to control the risk?)	Severity	Likelihood	Risk Level H / M / L	(These actions are something you could or should do, they may or may not reduce the risk further).	Severity	Likelihood	Risk Level H / M / L		
<b>Criteria for critical teams/essential workers with requirement to access the workplace</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>Line Managers will review &amp; prioritise work activities and consider requests to attend the workplace.</li> <li>Line managers to limit numbers and frequency of persons attending the workplace.</li> <li>Vulnerable persons/or those Shielding are not permitted to attend the workplace.</li> <li>Review and revise risk assessments and safe methods of work.</li> <li>Line managers advise and consult with employees or employee representatives regarding changes in working and operational procedures and DCC site rules.</li> <li>Site Rules to be issued to all employees/Team members.</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>Continue to monitor national guidance on Corona virus testing for key workers and respond accordingly as an organisation.</li> <li>Managers to consider the benefits of employees/team attending the workplace for limited periods to reduce isolation, improve morale and maintain team dynamics.</li> </ul>					
<b>Non-compliance with site rules and social</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p>	<ul style="list-style-type: none"> <li>Site Rules to be issued to all employees/Team members</li> </ul>	5	2	10 (M)						

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

<b>distancing requirements</b>	<p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p>	<ul style="list-style-type: none"> <li>• Signage displayed to reinforce site rules and guidance.</li> <li>• Nominated Managers and Supervisors will monitor and enforce site rules and social distancing requirements.</li> <li>• Employees not complying to be reminded by Managers of Government guidelines and DCC rules.</li> <li>• Disciplinary actions will be taken against individuals who repeatedly/wilfully fail to follow any site/DCC Rules.</li> </ul>									
<b>Current health of Employees attending the workplace and their fitness to work</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Personal assessment by employee to confirm that they are Covid Symptom free with no other seasonal illness/allergy etc. before attending workplace.</li> <li>• If feeling unwell/displaying covid symptoms to leave workplace immediately and follow self-isolation guidelines.</li> <li>• Line Managers to monitor general health</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>• Monitor and follow National Government guidelines.</li> <li>• Monitor requirements for COVID 19 testing of individuals.</li> </ul>					

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		and wellbeing of employees. • Report any incidence of reported covid symptoms in the workplace(DCC A/I system).									
<b>Increased numbers of employees attending Council offices/facilities</b>	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> Increased potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.	• Home working to be carried out whenever possible and is the default work option where practicable. • Manager's permission is required to access the workplace. • Managers to risk assess the requirement for employee to attend workplace & control numbers attending at any time e.g. rota system, staggered start/finish times. • Line managers to limit numbers and frequency of persons attending the workplace. • Vulnerable persons/or those Shielding are not permitted to attend the workplace. • Social distancing 2m rule applies in all areas (including lifts and stairways).	<b>5</b>	<b>2</b>	<b>10 (M)</b>	• Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if/when advised.					

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		<ul style="list-style-type: none"> <li>Regular hand washing guidance distributed (signage also displayed) and common knowledge.</li> <li>Employees should attend the workplace on foot or by car in preference to public transport.</li> <li>Physical distancing between cars in the car park should be observed.</li> </ul>									
<b>Access and egress to buildings, internal traffic routes, stairs and lifts.</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p>	<ul style="list-style-type: none"> <li>Where possible, implement a one way system for in/out routes to buildings and access stairs. (reinforced by suitable signage).</li> <li>Install taped floor markings at 2m spacing at access/egress points as a visual cue for physical distancing discipline.</li> <li>Implement a 'keep to the left policy' in all walkways and corridors (reinforced by suitable signage).</li> <li>Demarcate 2m Safe zone around general signing in point/clock in screens where use cannot be avoided.</li> </ul>	5	2	10 (M)						

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		<ul style="list-style-type: none"><li>• Cleaning/hygiene stations to be located in close proximity to entrances/ signing in points.</li></ul>									
<b>Insufficient social distancing space within workplace, and congested room layouts</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential Inability to carry out social distancing.</p>	<ul style="list-style-type: none"><li>• Managers to risk assess requirement for employee to attend workplace.</li><li>• Managers to control numbers attending at any time, based on available space (e.g. rota system, staggered start/finish times, queue systems)</li><li>• Hot desking is not permitted.</li><li>• All workstations should be kept clear of all paperwork, books, drawings and unnecessary clutter to enable hygienic cleaning (clear desk policy).</li></ul>	5	2	10 (M)	<ul style="list-style-type: none"><li>• Review furniture and room layouts – consider placing workstations temporarily out of use/removing to enable social distancing and safe access to/from workstations (2m distance).</li><li>• Review capacity of meeting rooms and consider removing tables to enable physical distancing (2m rule).</li><li>• Consider installing Perspex type screens in smaller meeting rooms to enable 1:1 meetings.</li><li>•</li></ul>					
<b>Insufficient space/access to Welfare facilities, toilets/mess rooms/dining areas.</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"><li>• Limited numbers of employees permitted in workplace to enable physical distancing (2m rule) and improve access to welfare facilities.</li><li>• Numbers of employees in mess rooms/dining rest areas to be strictly</li></ul>	5	2	10 (M)						

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

	Potential Inability to carry out social distancing.	<ul style="list-style-type: none"><li>limited to enable physical distancing.</li><li>• Pre-prepared food/sandwiches should be eaten at the workstation in preference to a communal area.</li><li>• Employees should not prepare 'rounds' of drinks for colleagues, individuals should prepare their own drinks/food only.</li><li>• Any shared cooking equipment (e.g. microwave oven) must be suitably and hygienically cleaned before and after use)</li><li>• Communal cups, plates and cutlery should not be used unless hygienically steam cleaned.</li><li>• Access to toilet areas/rest rooms to be limited to enable physical distancing.(e.g. one person at a time)</li><li>• All facilities cleaned frequently to enhanced levels with anti-bacterial cleaning products.</li></ul>									
Increased cleaning requirement/burden	Who: FMU/Other cleaners	<ul style="list-style-type: none"><li>Increased cleaning regime in place with</li></ul>	5	2	10	<ul style="list-style-type: none"><li>Monitoring by FMU Cleaning supervisors.</li></ul>					

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

	<b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.	special attention to regular touch points. <ul style="list-style-type: none"> <li>• Provision of suitable PPE for cleaning staff.</li> <li>• Hygiene notices displayed at all pertinent locations.</li> </ul>			(M)						
<b>Lack of/Insufficient access to Hygiene/Cleaning materials for employees</b>	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.	<ul style="list-style-type: none"> <li>• Workstations cleaned regularly by Cleaning staff.</li> <li>• Access to alcohol gels for hand cleansing.</li> <li>• Guidance to all employees on regular hygienic cleaning of workstations.</li> <li>• Cleaning wipes provided to sanitize fixed workstation equipment e.g. keyboards, screens etc.</li> <li>• Site Managers to re-supply, replenish materials as required.</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>• Team Managers to review provision of hand gels to team members.</li> </ul>					
<b>Use of personal protective equipment (PPE) within the workplace</b>	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> Potential spread of infection through prolonged use of PPE, hand to mouth/face contact, contact with	<ul style="list-style-type: none"> <li>• The routine use of disposable gloves in the workplace is not recommended due to increased likelihood of spreading infection.</li> <li>• The routine use of face masks within the workplace is not</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>• Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if advised.</li> </ul>					



## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

	contaminated surfaces.	currently advised by UK Government. <ul style="list-style-type: none"> <li>Regular hand washing with soap and water / hand gels will be encouraged in accordance with NHS guidelines.</li> </ul>									
<b>Meetings Projects/Teams/1:1/ informal ad-hoc</b>	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential Inability to carry out social distancing.	<ul style="list-style-type: none"> <li>Webbex video conferencing and other technology solutions are the preferred method of conducting meetings.</li> <li>Face to face meetings in the workplace to be agreed/arranged in advance with no ad-hoc desk side meetings to enable social distancing to be observed.</li> <li>Tool box talks can be conducted in open air spaces.</li> <li>Small team meetings/briefings to be conducted in suitable area to enable physical distancing (2m rule).</li> <li>Use of technology e.g. projectors or TV screens to present/share information.</li> </ul>	<b>5</b>	<b>2</b>	<b>10 (M)</b>	<ul style="list-style-type: none"> <li>Consult with ICT and review available technology/software packages e.g Teams, Zoom, Google Classroom.</li> <li>Managers to consider the balance of risk versus the benefits to employees/teams attending the workplace for limited periods to improve team efficiency, morale and maintain team dynamics.</li> </ul>					

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

<b>Customer facing activities (Employees/ members of the public (e.g. Receptions/payment counters))</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential Inability to carry out social distancing.</p>	<ul style="list-style-type: none"> <li>• Avoid customer facing activity by promoting alternative contact methods such as telephone, email, electronic payments etc.</li> <li>• Advertise new preferred methods of contact to customers via website/social media/message banners on correspondence etc.</li> <li>• When face to face communication is still required, substitute physical face to face contact by other technical means such as video technology such as webex/zoom/ Facetime. (e.g. Potential for public video conference terminal in reception areas).</li> <li>• Where face to face contact is unavoidable, install engineering controls such as Perspex screening to segregate reception staff from visitors/customers, physical distance barriers, taped floor markings indicating</li> </ul>	5	2	10 (M)						
---	---	---	---	---	-----------	--	--	--	--	--	--

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		<p>social distancing requirements.</p> <ul style="list-style-type: none"><li>• Implement one way pedestrian systems (e.g. separate in/out doors, keep left systems for pedestrian routes/corridors, stairs for ascending/others for descending where practicable).</li><li>• Develop and implement a safe system of work to reduce exposure for employees (including emergency procedures following contact with potential covid positive visitor).</li><li>• Provide information, instruction and training for customer facing employees.</li><li>• Provide information and prominent reinforcement signage for visitors and members of the public (including penalties for failing/refusing to observe the required procedures).</li><li>• DCC Unacceptable behaviour signage displayed in a prominent position as a point of reference.</li></ul>									
--	--	--	--	--	--	--	--	--	--	--	--

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		<ul style="list-style-type: none"> <li>• Provide personal protective equipment for customer facing employees as a final resort.</li> <li>• Hygienic cleaning materials must be available at all reception areas.</li> <li>• Anti-bacterial Hand Gels to be made available at all reception areas.</li> </ul>									
<b>Site Visits</b> E.g. Work sites, Schools, Care Homes, Citizens homes	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.	<ul style="list-style-type: none"> <li>• Line Managers to review &amp; prioritise work activities.</li> <li>• All site visits to be sanctioned by Line Manager.</li> <li>• Essential site visits only to be carried out.</li> <li>• All site visits to managed sites should be by appointment only.</li> <li>• Communicate with Site Managers before attending, to establish rules in place for accessing that site.</li> <li>• Maintain physical distancing rules (2m+) at all times.</li> </ul>	5	2	10 (M)						

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

<b>Use of vehicles</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>Only essential travel to be carried out.</li> <li>Persons travelling for work purposes should travel in separate vehicles i.e. driver only.</li> <li>Where not practicable e.g. Refuse vehicles. two persons maximum per vehicle driving with windows fully open. Additional crew members to travel in a separate vehicle.</li> <li>Vehicle cabs and door handles to be cleaned/sanitised before and after use.</li> <li>Frequent handwashing/sanitising gel to be used.</li> <li>Vehicles parked in car parks to be parked to allow social distancing (2m+ spacing).</li> </ul>	5	2	10 (M)						
<b>Use of shared/communal equipment</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/</p>	<ul style="list-style-type: none"> <li>Use of shared equipment/tools to be minimised.</li> <li>Equipment to be cleaned/sanitised before and after use.</li> </ul>	5	2	10 (M)						

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

	contaminated surfaces.	<ul style="list-style-type: none"> <li>• Single operator to be assigned to use equipment if practicable.</li> <li>• Personal computers and mobile phones/headsets to be used in preference to communal equipment.</li> <li>• Staff to be discouraged from using the vision time terminal and Clock in/out through mobile devices or personal laptop where possible.</li> <li>• Communal office equipment such as photocopiers, vision time terminals to be cleaned before/after use with hygienic wipes</li> </ul>									
<b>Information, Instruction, Training Supervision of Hygiene Precautions</b>	<p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Maintain up to date knowledge of the latest national guidance, and any supporting DCC guidance via LINC, email or Facebook page.</li> <li>• Line managers advise / disseminate information to employees, any changes in working practice and operational procedures to reflect the latest national guidance.</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>• Continue to monitor national guidance and respond accordingly as an organisation and as an individual</li> </ul>					

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		<ul style="list-style-type: none"> <li>Regular briefings for employees – using best available methods/technology</li> </ul>									
<b>Air Conditioning &amp; forced air ventilation systems.</b>	<b>Who:</b> Employee, colleagues and any other contacts.  <b>How:</b> <ul style="list-style-type: none"> <li>Potential spread of infection through face to face contact/contaminated surfaces/distribution via air circulating systems.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance routines</li> <li>Regular monitoring of the condition and operation of all air conditioning, forced air ventilation and similar air handling equipment.</li> <li>Regular monitoring of the condition of filters to maintain the proper replacement rate of indoor air. (exceeding normal maintenance frequency)</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>Review monitoring frequency over time. Consider modifying frequency either way</li> </ul>	5	2	10 (M)	Facilities management unit (FMU)	Determined by FMU

Risk Matrix	Severity
-------------	----------

## Appendix 2

### Health and Safety Risk Assessment

GRA 2018

		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	1 Unlikely	Very Low	Low	Low	Low	Medium
	2 Rare	Low	Low	Medium	Medium	Medium
	3 Possible	Low	Medium	Medium	Medium	High
	4 Likely	Low	Medium	Medium	High	High
	5 Very Likely	Medium	Medium	High	High	Very High

#### Examples of Severity

Risk Types	Injury	Negligible injury but worth recording	Minor cuts, bumps and bruises	Injury with short term effect or visit to hospital	RIDDOR Level event	Single/multiple fatalities
	Damage/Loss	Negligible damage but worth recording	Minor building or equipment damage	Damage to equipment or property – short term effect	Temporary loss of facility or equipment	Total loss of building or equipment.
	Effect on Service	Negligible effect but worth recording	Effect on some Service/Citizens	Noticeable effect on Service/Citizens	Detrimental effect on Service/Citizens	Loss of Service/ Adverse PR