

APPENDIX 2

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>General risk assessment for Employees returning to work following partial relaxation of COVID lock down period. Recovery Phase</p> <ul style="list-style-type: none"> • Services preparing to resume previous work and activities. • Return to work subject to National UK Government guidance. • Service re-start will be subject to tight controls for an unspecified length of time. • 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. 					
Service		Department \ team		Review Date	/ /	/ /	/ /
Assessor(s)		Assessment Date	/ /	By			
Identify the significant Hazards	Identify who might be harmed & how	<ul style="list-style-type: none"> • Identify how the risk is currently controlled • 	Assess the risk level with the controls	Identify any further actions	Risk level after any additional controls	Action	Target date

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	(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		
Criteria for critical teams/essential workers with requirement to access the workplace	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Potential spread of infection through face to face contact/contaminated surfaces.</p>	<ul style="list-style-type: none"> Line Managers will review & prioritise work activities and consider requests to attend the workplace. Line managers to limit numbers and frequency of persons attending the workplace. Vulnerable persons/or those Shielding are not permitted to attend the workplace. Review and revise risk assessments and safe methods of work. Line managers advise and consult with employees or employee representatives regarding changes in working and operational procedures and DCC site rules. Site Rules to be issued to all employees/Team members. 	5	2	10 (M)	<ul style="list-style-type: none"> Continue to monitor national guidance on Corona virus testing for key workers and respond accordingly as an organisation. Managers to consider the benefits of employees/team attending the workplace for limited periods to reduce isolation, improve morale and maintain team dynamics. 					
Non-compliance with site rules and social distancing requirements	<p>Who: Employee, colleagues and any other contacts.</p>	<ul style="list-style-type: none"> Site Rules to be issued to all employees/Team members 	5	2	10 (M)						

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

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		<ul style="list-style-type: none"> Report any incidence of reported covid symptoms in the workplace(DCC A/I system). 									
<p>Increased numbers of employees attending Council offices/facilities</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Increased 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"> 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). Regular hand washing guidance distributed (signage also 	5	2	10 (M)	<ul style="list-style-type: none"> Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if/when advised. 					

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		<p>displayed) and common knowledge.</p> <ul style="list-style-type: none"> • Employees should attend the workplace on foot or by car in preference to public transport. • Physical distancing between cars in the car park should be observed. 									
<p>Access and egress to buildings, internal traffic routes, stairs and lifts.</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: 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"> • Where possible, implement a one way system for in/out routes to buildings and access stairs. (reinforced by suitable signage). • Install taped floor markings at 2m spacing at access/egress points as a visual cue for physical distancing discipline. • Implement a 'keep to the left policy' in all walkways and corridors (reinforced by suitable signage). • Demarcate 2m Safe zone around general signing in point/clock in screens where use cannot be avoided. • Cleaning/hygiene stations to be located in close proximity to entrances/ signing in points. 	5	2	10 (M)						

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<p>Insufficient social distancing space within workplace, and congested room layouts</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: 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"> Managers to risk assess requirement for employee to attend workplace. Managers to control numbers attending at any time, based on available space (e.g. rota system, staggered start/finish times, queue systems) Hot desking is not permitted. All workstations should be kept clear of all paperwork, books, drawings and unnecessary clutter to enable hygienic cleaning (clear desk policy). 	<p>5</p>	<p>2</p>	<p>10 (M)</p>	<ul style="list-style-type: none"> 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). Review capacity of meeting rooms and consider removing tables to enable physical distancing (2m rule). Consider installing Perspex type screens in smaller meeting rooms to enable 1:1 meetings. 					
<p>Insufficient space/access to Welfare facilities, toilets/mess rooms/dining areas.</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: 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"> Limited numbers of employees permitted in workplace to enable physical distancing (2m rule) and improve access to welfare facilities. Numbers of employees in mess rooms/dining rest areas to be strictly limited to enable physical distancing. Pre-prepared food/sandwiches should be eaten at the workstation in 	<p>5</p>	<p>2</p>	<p>10 (M)</p>						

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		<p>preference to a communal area.</p> <ul style="list-style-type: none"> • Employees should not prepare 'rounds' of drinks for colleagues, individuals should prepare their own drinks/food only. • Any shared cooking equipment (e.g. microwave oven) must be suitably and hygienically cleaned before and after use) • Communal cups, plates and cutlery should not be used unless hygienically steam cleaned. • Access to toilet areas/rest rooms to be limited to enable physical distancing.(e.g. one person at a time) • All facilities cleaned frequently to enhanced levels with anti-bacterial cleaning products. 									
Increased cleaning requirement/burden	<p>Who: FMU/Other cleaners</p> <p>How: Potential spread of infection through face to face contact/contaminated surfaces.</p>	<ul style="list-style-type: none"> • Increased cleaning regime in place with special attention to regular touch points. • Provision of suitable PPE for cleaning staff. • Hygiene notices displayed at all pertinent locations. 	5	2	10 (M)	<ul style="list-style-type: none"> • Monitoring by FMU Cleaning supervisors. 					

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

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<p>Meetings Projects/Teams/1:1/ informal ad-hoc</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: 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"> • Webex video conferencing and other technology solutions are the preferred method of conducting meetings. • 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. • Tool box talks can be conducted in open air spaces. • Small team meetings/briefings to be conducted in suitable area to enable physical distancing (2m rule). • Use of technology e.g. projectors or TV screens to present/share information. 	<p>5</p>	<p>2</p>	<p>10 (M)</p>	<ul style="list-style-type: none"> • Consult with ICT and review available technology/software packages e.g Teams, Zoom, Google Classroom. • 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. 					
<p>Customer facing activities (Employees/ members of the public (e.g. Receptions/payment counters)</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Potential spread of infection through face to face contact/contaminated surfaces.</p>	<ul style="list-style-type: none"> • Avoid customer facing activity by promoting alternative contact methods such as telephone, email, electronic payments etc. • Advertise new preferred methods of contact to customers 	<p>5</p>	<p>2</p>	<p>10 (M)</p>						

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	<p>Potential Inability to carry out social distancing.</p>	<p>via website/social media/message banners on correspondence etc.</p> <ul style="list-style-type: none"> • 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). • 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 social distancing requirements. • 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). 									
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		<ul style="list-style-type: none"> • Develop and implement a safe system of work to reduce exposure for employees (including emergency procedures following contact with potential covid positive visitor). • Provide information, instruction and training for customer facing employees. • Provide information and prominent reinforcement signage for visitors and members of the public (including penalties for failing/refusing to observe the required procedures. • DCC Unacceptable behaviour signage displayed in a prominent position as a point of reference. • Provide personal protective equipment for customer facing employees as a final resort. • Hygienic cleaning materials must be available at all reception areas. • Anti-bacterial Hand Gels to be made available at all reception areas. 									
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<p>Site Visits E.g. Work sites, Schools, Care Homes, Citizens homes</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: 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"> Line Managers to review & prioritise work activities. All site visits to be sanctioned by Line Manager. Essential site visits only to be carried out. All site visits to managed sites should be by appointment only. Communicate with Site Managers before attending, to establish rules in place for accessing that site. Maintain physical distancing rules (2m+) at all times. 	5	2	10 (M)						
<p>Use of vehicles</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> Only essential travel to be carried out. Persons travelling for work purposes should travel in separate vehicles i.e. driver only. 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. 	5	2	10 (M)						

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		<ul style="list-style-type: none"> • Vehicle cabs and door handles to be cleaned/sanitised before and after use. • Frequent handwashing/sanitising gel to be used. • Vehicles parked in car parks to be parked to allow social distancing (2m+ spacing). 									
<p>Use of shared/communal equipment</p>	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Potential spread of infection through face to face contact/contaminated surfaces.</p>	<ul style="list-style-type: none"> • Use of shared equipment/tools to be minimised. • Equipment to be cleaned/sanitised before and after use. • Single operator to be assigned to use equipment if practicable. • Personal computers and mobile phones/headsets to be used in preference to communal equipment. • Staff to be discouraged from using the vision time terminal and Clock in/out through mobile devices or personal laptop where possible. • Communal office equipment such as 	<p>5</p>	<p>2</p>	<p>10 (M)</p>						

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		photocopiers, vision time terminals to be cleaned before/after use with hygienic wipes										
Information, Instruction, Training Supervision of Hygiene Precautions	<p>Who: Employee, colleagues and any other contacts.</p> <p>How: Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> • Maintain up to date knowledge of the latest national guidance, and any supporting DCC guidance via LINC, email or Facebook page. • Line managers advise / disseminate information to employees, any changes in working practice and operational procedures to reflect the latest national guidance. • Regular briefings for employees – using best available methods/technology 	5	2	10 (M)	<ul style="list-style-type: none"> • Continue to monitor national guidance and respond accordingly as an organisation and as an individual 						

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

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