Bradford Council Corporate Covid-19 Risk Assessment

Organisation	Bradford Metropolitan District Council		
Assessor/ Person(s) assisting with the assessment	1) Chris Hardaker - Occupational Safety Manager, 2) Occupational Safety Team	**DATE**	24 June 2020

Covid -19 Corporate Risk Assessment Description	A Corporate Covid -19 risk assessment, offering the collective strategic approach to safely managing the risks and threats arising from the Covid-19 pandemic. This risk assessment forms part of Bradford Council's established Health and Safety management system. It links with other departmental, service, school, task and activity specific Covid-19 risk assessments and safe working processes. This assessment can be also used as a reference document by those developing and reviewing their department, service, task or activity specific risk assessments. This risk assessment document will be under constant review as the Governments management of the Covid-19 pandemic changes, or where there is change to national guidance or significant changes made by Bradford Council or if it is believed to be no longer valid.

Likelihood of Occurrence × Severity of Outcome

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)

Risk Rating Calculation

Likelihood of occurrence X Severity of outcome = Risk Rating

Example:

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

Persons / groups potentially at risk from our undertakings

Employees
Apprentices
New and expectant mothers
Agency workers
Young people
Work experience
Contractors / Sub-Contractors
Members of Public / Pupils
Visitors
Volunteers
Clients / Service users

Links

- Bradford Council Health and Safety at Work Policy.
- Department, School, Service, Task/Activity specific Risk Assessments and Safe Working Processes
- Employee Health and Wellbeing – website - advice and guidance

Corporate Health and Safety Risk Register

Occupational Safety Team and Website - www.bradford.gov.uk/hands/   Policy guidance and templates

Bradnet – Bradford Council Intranet site

References

The following reference documents and the industry best practice guidance have been used to assist in the development of this risk assessment. Other industry specific best practice guidance documents are being developed and made freely available on the internet.

The suite of Government guidance documents – Working Safely during COVID-19 updated 27 January 2022 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

DfE Guidance for schools preparation for reopening https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

and https://www.gov.uk/coronavirus/education-and-childcare

Public Health England https://www.gov.uk/government/organisations/public-health-england

WISH (National Waste Forum) - Construction Leadership Council - Local Authority Building Control (LABC) – CIBSE Heating and Ventilation Guidance for the "heating season"

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Hazard - Covid-19 Virus
Spread and transmission of the Covid-19 virus around the Local Authority and district due to its activities and undertakings.
1. Direct or close person-to-person contact - if an infectious person breathes droplets on a person or picks them up through physical contact with an infectious person.
2. Aerosol transmission - fine droplets of liquid containing virus being breathed out, forming an aerosol and are carried through the air. Persons may become infected if they breathe these in or absorbed via mucus membrane
3. Contact with a contaminated surface - if a person touches a surface contaminated with the virus and then touches their nose, eyes or mouth, they may become infected.
Persons with the Covid -19 virus could present as symptomatic or asymptomatic/pre-symptomatic

Covid-19 Standard Management Controls – across Departments, Services and Schools in the Local Authority	Additional Controls - in use (not all areas)
- Continued working from home for priority 3 group – priority 1 and 2 workers on a phased return to the workplace - Social distancing of more than 1m is encouraged where possible - Regular hand washing throughout the day/shift/session - Use of hand sanitiser to compliment hand washing or where soap and water is not available - Enhanced corporate and local cleaning and hygiene processes - Good ventilation for indoor work areas or shared spaces inc vehicles to be maintained all times - Rollout of the Government led Covid-19 vaccination and booster program - Access to the NHS Test and Trace process (inc PCR and LFT testing programmes) and NHS T&T APP - Use of Personal Protective Equipment (PPE) where identified by risk assessment - Use of face coverings by staff while in corridors transitioning, communal areas and kitchenettes of Council buildings workplaces is encouraged. - Access to additional support regarding Health and Wellbeing via Employee Health and Wellbeing, Public Health Services and external sources/partnerships **Current risk mitigations to remain in place post Step 4**	- Bradford Co-ordination Centre for Covid -19 testing and employee testing facilities - Covid-19 Outbreak Control Plan - Separating workspaces to create safe working zones - Isolation zones or areas within care settings - Integrated Covid-19 Assessment Team and Covid-19 Control Team - In- service Covid-19 testing - Lateral flow testing (LFT) available for employees and schools (Home) - Deep cleaning processes and protocols - Individual temperature testing - NHS Test and Trace App and QR codes **Accidents Emergencies and First Aid** - In an emergency, for example, an accident, provision of first aid, fire or break-in, persons do not have to maintain social distance if it is unsafe to do so. - People involved in the provision of assistance to others must pay particular attention to sanitisation measures immediately afterwards including washing hands.

Control Measures		Assessment of risk				
Hazard areas identified	Notes	Likelihood (score)	Severity of impact (score)	Overall Risk Score	Further action and Controls required	Person(s) responsible for remedial action
Council Responsibilities Risk - The Council fails to protect its employees, others and itself with the regard to the requirements of key health and safety legislation. - Council failure to discharge its duties as required by health and safety legislation; where its actions and omissions, increases the health safety and welfare risks of its employees and others. - Breaches of Health & Safety legislation leading to regulatory costs, employee injury or ill health, foreseeable losses and a reputational risk.	**Controls** - Council is supported by a number of specialised health and safety related services/teams including Occupational Safety Team Employee Health and Wellbeing Team Emergency Management Team Public Health Services Environmental Health Services Workforce Development Team Insurance and Legal Services Safeguarding services (Childrens and Adults) Fire Safety, Asbestos, Legionella Services (Built Environment) - Established Health and Safety at Work Policy with supplementary policies, guidance, procedures, templates and an online accident incident reporting system. - Risk management and risk reduction processes monitored via DMT, Service H&S risk registers, committees, OJCs and health and safety performance monitoring. - The Council consults on H&S matters via established, Trade Union Industrial Relations frameworks, committees and management meetings, OJCs and directly with staff and representatives regarding the, development and sharing of risk assessment findings, related documentation and changes to the workplace arrangements. - Trade Union and Health and Safety representatives available to support their members and raise member concerns with the Council on their behalf. - Feedback information to be sent to command, operations groups, CMT and TUs, IR groups. - The Council adheres to its legal obligation ensuring that suitable reports are made to the HSE under RIDDOR regs for any work related covid-19 exposure events (exposure to a biological disease/agent) - A Managers Service Recovery Process has been developed to assist departments and services to plan their return to work safely, authorisation via Operations Group. This process includes the development of assurance processes to ensure legal obligations and duties are being carried out.	3	3	**9 MED**	Management of the pandemic and the phased return to operational status Will be kept under constant review	CMT SLT Operations Group HR Occupational Safety Team

	Risk Management and Risk Assessment • Failure to carry out suitable sufficient risk assessments and implement suitable mitigations and controls regarding Covid-19 pandemic. • External influences which may impact on current risk controls – e.g. Further easing of lockdown restrictions increasing transmission risk Reintroduction of lockdown restrictions due to local, city, district wide or national outbreaks or virus variants • Inconsistent or insufficient evidence of risk consideration and decision making regarding Covid-19 risk assessments and safe working processes.	**Notes** • Established risk assessment process and guidance (including General, COSHH, Manual Handling, DSE and Working at Height) are available on the Occupational Safety Website. It promotes the creation of suitable and sufficient assessments and enables assessors to make reasonable judgments. **Five step process to working safely** 1. Complete the risk assessment process and review at regular intervals 2. Maintain established cleaning, hand-washing and hygiene procedures 3. Support people working from home and others back into the workplace 4. Maintain social distancing 1m and or 2m where situations allow 5. Manage transmission risk by implementing additional safety mitigations, e.g. vaccination, testing, face coverings **Controls** • Departments, services and schools are required to continue to review and update existing risk assessments and working processes including Covid-19 as a workplace risk. • Where these are not in place, Departments, services and schools are required to develop new risk assessments and safe working process for Covid-19. • As part of the risk assessment process, management must ensure they consult with employees, trade unions and other employee representatives regarding the development or review of covid-19 related risk assessments. This includes sharing the findings of the risk assessment and decision making process. • Risk assessment guidance has been developed to assist those carrying out Covid-19 risk assessments. Available on the Occupational Safety website along with all the other existing health safety guidance and templates. • An Individual assessment template and guidance has been developed for managers to use when carrying out support assessments/discussions with employees that are vulnerable, BAME heritage or at higher risk of the effects of covid-19. These are available on Bradnet and Occupational Safety website. • Volunteering activities and use of volunteers are subject to the same risk management processes and mitigations. • Additional support and expertise regarding risk assessment process development available from Occupational Safety Team, Employee Health and Wellbeing, Public Health, Built Environment (FM Estates and Properties) • Additional guidance best practice and expertise (industry and service specific) is available to aide the risk assessment process. **(See References page 1)** • Departments and services that are reopening following easing of lockdown must complete the managers "Covid Recovery Pack." Authorisation to reopen when safe to do so will be by either Operations Group or locally via Director or Assistant Director, depending on application. This is a phased approach to retuning service to operational status. • FM Services/Built Environment have inspected buildings and assets as part of Covid secure process and reviewing ventilation in the estate/buildings (July 2021 onwards) Installation of Co2 monitors project ongoing • The Occupational Safety Team (OST) is reviewing risk assessments and working processes as part of the manager's recovery process and other risk assessment work to support services. Where appropriate OST are visiting sites services and schools, as part of supporting risk management processes. • Emergency Plans and Business Continuity Plans may need to be reopened, for example where there is are outbreaks and or return to lockdown status (local /district/national), i.e. closing services and or others returning to emergency measures.	3	3	**9 MED**	• On going review of risk assessments and safe working processes by the Occupational Safety Team as apart of the assurance process. • Phased Safe Recovery Process and Return to Work (priority 1 and 2) currently in progress. Priority 3 still to work from home • Department, services and schools to keep their risk assessments and safe systems under constant review	CMT SLT Operations Group HR Department Service Managers Occupational Safety Team FM
	Assurance Processes	**Controls** • Corporate assurance processes are being implemented to ensure that comprehensive and robust risk assessments have been completed; creation of safe workplaces, a safe workforce and safe processes have been implemented. This work is supported by OST who are advising on the development and review of risk assessments and safe working processes. • Two assurance checklists are available for use – Corporate Health and Safety Assurance Checklist produced by Occ Safety and a Buildings Covid-19 Secure Assurance Checklist produced by FM Built Environment. • Covid Secure certificates issued for buildings by senior management once the assurance checklist is completed. • Managerial "Test and Inspect" processes to be used at local level i.e. individual services. • To date **280** Covid – 19 related risk assessments supported /reviewed by OST. • To date **103 (97%)** council buildings/assets were signed off as Covid-Secure- work completed. • Covid -19 sick absence and related monitoring via the Coronavirus Data Dashboard. • Formation of the Covid-19 Workforce Outbreak Board (Nov 2020 - Mar 2021) Development of the Outbreak Control Plan and outbreak/cluster guidance for managers. • Regular findings information regarding the assurance process will be fed back to senior management and TUs on agreed timescales.	3	2	**6 LOW**		SLT Department Service Managers Occupational Safety Team FM

		Controls	L	S	Risk	Actions	Responsibility

	Workplaces
	Risk of virus transmission arising from poor organisational and or safe working arrangements
		Most workplaces will have additional controls specific to their area and service needs
		
		Note - Risk Controls to remain in place post step 4 of lockdown easing
		
		Building Risk Assessment Covid -19 Secure Controls
		• Inspection programme project for the estate assets to ensure they are safe and fit to re-open – including legionella and ventilation testing including air conditioning units.- Work completed
		• Review of buildings/workspaces re ventilation – some areas may have reduced capacity due to reduced ventilation capability - starting July 2021
		• Review of fire and emergency risk assessments and arrangements.
		• Social distancing encouraged in workplaces, e.g. meeting rooms, showers and changing facilities, passenger lifts and communal areas; social distancing encourage in transitional and communal areas.
		• Hand sanitiser and hand washing facilities at access egress points and available around the workplace.
		• A return to using hand driers in washrooms. Paper hand towels and waste bins still available at some sites.
		• Increased corporate cleaning and hygiene regimes of working environments inc high touch points (door handles, surfaces etc) The use of deep cleaning and or disinfectant misting/fogging of workplaces/areas when necessary.
		• Deep cleaning processes of workspaces are available at request (FM Services)
		• Increased waste collection and disposal process implemented.
		• Use of specialist and clinical waste services for pop up Community Hub testing/vaccination sites
		• Staggered start/ finish and break times to avoid high numbers in one area at any one time.
		• Staggered use of communal areas and changing facilities to maintain social distancing.
		Use of protective screens at receptions and counters, and partitions at some desking where social distancing would be difficult to maintain.
		• Review shift patterns and reduce job rotation.
		• Designated workstations and work areas for priority 1 & 2 workers, inc none sharing of equipment where possible.
		• Hot desking and Touchdown Points to be reintroduced, to help with phased return to workplace. Increased cleaning regimes of these work areas is required between users. Usage to be monitored
		• All workstations and shared equipment and surfaces must be cleaned after use.
		• Tools, equipment and stationary not to be shared where ever possible.
		• Where social distancing cannot be maintained and close working required – best practice
		   o Review if activity needs to continue for the Council to operate
		   o Use of screening, back to back or side by side working (rather than face to face)
		   o Keeping activity time to a minimum
		   o Keeping the number of people social interactions down to a minimum
		   o Increased hand washing and work station and work surface cleaning
		   o Considering the use of PPE inc face masks, gloves, aprons when required
		
		Meetings and meeting rooms:
		• Continued use of digital technology to hold meetings Inc. Tele-conferencing, MS Teams WhatsApp, Zoom.
		• Face to face meetings can take place
		• Where "in person" meetings take place capacities of meeting rooms must not be exceeded so social distancing can be maintained and ventilation capability.
		• Minimum movement around the room during meetings still advised.
		• No refreshments or drinks to be provided for meetings is advised - attendees to provide their own as appropriate.
		• Meeting rooms must be cleaned after use and all waste removed.
		
		Visitors and Contractors
		• All visitors to buildings/sites should be by appointment only. Instruction regarding restrictions and control measures to be given prior to or at start of visit.
		• All visitors are to be escorted/supervised while on and leaving site.
		• All visits and works by contractors can only take place with prior authorisation. Risk assessment, control measure and safe systems of work (RAMS) must be agreed by all parties prior to proceeding with the works. All contractors must adhere to local Covid-19 protocols while on site.
		• Sites and services making use of the NHS T&T QR check-in codes
		• Suitable supervision must be afforded to contractors while on site.
			3	3	**9**
					MED
						• Covid-19 Safety Measures Buildings Project On going improvement works to Council estates and assets
						
						• Phased Safe Recovery Process currently in progress priority 2 groups
							CMT/ SLT
							
							Operations Group
							
							Department Service Managers
							
							Occupational Safety Team
							
							Built Environment (Estates and Properties)

		Controls					
	Workforce Risk of virus transmission due to the lack of suitable control measures for employees to adhere to. (Human error) employees and others failing to adhere to agreed safe control measures or wilfully working against them Employees and others being vulnerable to and or are at a higher risk to the effects of Covid -19 New variants of the virus which are more virulent Possible re-introduction of post testing and quarantine controls for persons returning to the UK from certain overseas destinations or wider international travel (Red lists restricted zones) Re-introduction of national and or local restrictions/lockdowns in response to increased infections rates and or Covid-19 variants	**Controls** • All employees and others attending workplaces must be to best knowledge fit for work and free from Covid-19 symptoms. Anyone showing signs of Covid -19 e.g., a new /persistent cough, high temperature, loss/ change of sense of smell or taste, **must not attend the workplace, stay at home (self isolate).** They must book a PCR test and follow government self-solation guidelines (Test and Trace). • Employees must not attend the workplace and self-isolate whilst waiting for a PCR test result. • Employees and others who become unwell at work or start to present with Covid-19 symptoms **must leave the work place immediately,** go home and self isolate. If not, then isolate to a safe area until arrangements can be made. Book/take a PCR test, follow government guidelines (Test and Trace). • All staff attending work including frontline staff, school staff and others are encouraged to make use of LFT (asymptomatic) home testing kits (twice a week) • As part of the national vaccination rollout, all staff are encouraged to have the two-part vaccination when invited to do so. Those offered a booster vaccination and or flu jab are strongly advised to take up these offers. **Note:** Employees must ensure they inform their line manager at the earliest opportunity if they are unwell (following the established sick absence reporting protocols) or are subject to quarantine (self-isolation) requirements following returning from certain holiday/overseas destinations that are under restriction. • Employees and others attending work must follow all agreed Covid -19 safety control measures applicable to their workplace without putting themselves and others at risk. This includes taking part in LFT home testing X2 weekly. • For those employees and others are working from home should continue to do so unless they are part of the priority 1 and 2 groups (phased return), authorised by Ops Group. Priority 3 groups to return during the next 3 months. • Employees who occasionally visit the workplace (meetings, printing etc.) can only do so via managerial authorisation and must adhere to the risk controls and mitigations. • People who have been double jabbed and who are identified as close contacts will be strongly advised to take LFT for 7 days and self-isolate where a positive result. Those not double jabbed must self-isolate for 10 days • People who have been double jabbed and who are identified as close contacts of a person testing positive with Omicron variant must self-isolate for 10 days regardless of vaccination status. • Employees failing to follow agreed risk controls and mitigations may be subject to disciplinary action **Note**: All employees working from home must complete a DSE workstation self assessment and have an up to date flexible working agreement. • Managers to offer support and supervision on a continual basis using digital technology including 1to1s, team mtgs. • If anyone has any concerns regarding safety at work, needs to raise their concerns to their line manager at the earliest opportunity. **Clinically Extremely Vulnerable (CEV) Risk Group Employees** • Employees in this shielded group do not need to shield at home and can attend work where appropriate, (priority1). However, where possible these employees should be supported to facilitate working from home. Managers must assess and or review Individual assessment. Additional controls maybe required to support the safe return for the employee back in to the workplace. **Wider Vulnerable Risk Group Employees** • Any employees in this wider Vulnerable Risk Group (not shielding), should continue to work from home. Line managers need to complete individual assessments for employees identified in this group. Additional controls maybe required to support the safe return for the employee back in to the workplace (priority 1). **Self-isolating Employees**. • Any employee required to stay home under the latest Government guidelines/Test and Trace process, for example due to having Covid19 symptoms or testing positive via LFT test must inform their line manager following sickness reporting procedures. The employee must self-isolate and not attend the workplace for the prescribed period determined in the latest Government Guidance unless they get 2 consecutive negative test results Employees self-isolating and who are otherwise fit to work, may work from home with their manager's authorisation. **Black, Asian & Minority Ethnic (BAME) Employees** • Line managers to complete individual assessments for all employees who have been in receipt of a letter sent out by Council management (2020). Additional controls maybe required to support the employee in the workplace. **New and Expectant Mothers** • New and Expectant mothers are identified in the Wider Vulnerable Risk Group and must have a New and Expectant Mother's assessment in place, which may include any additional Covid-19 control measures. **Individual Assessments** • Where any employee raises concerns regarding their safety relating to work related Covid-19; managers will carry out an individual assessment. Additional controls maybe required to support the employee in the workplace or to be at work.	3	3	**9 MED**	• Phased Safe Recovery Process currently in progress	CMT/ SLT Operations Group Department Service Managers HR Employee Health and Wellbeing Occupational Safety Team

		Controls				
	Working from home environment E.g. poor workstation set up Unmanaged workloads	**Controls** • All employees working from home must have a Flexible Working Agreement in place – This includes completing a DSE workstation self assessment for their home set up. • Managers to work with employees to resolve issues or concerns arising from DSE assessments. • Employees are allowed to collect workstation equipment to use at home (managers to hold suitable records of equipment taken from the workplace to used at home) Arrangements will be made to deliver heavier items e.g. desks, chairs to home addresses. This includes those who currently have specialised or adaptive equipment in the workplace. • Additional support advice and guidance on workstation setups is available from Employee Health and Wellbeing and Occupational Safety Team. • Guidance documents available on Bradnet (Coronavirus page) Employee Health and Wellbeing and Occupational Safety Team websites. • Managers to keep in regular contact with employees working at home as part of on going support and supervision. **Note** Alternative safe working arrangements will be made for employees who cannot or if it is no longer safe for them to work from home. Priority 1 and 2 workers only now returning to the workplace with priority 3 groups following over the next 3 months as part of an agreed plan	3	2	**6** **LOW**	• Assurance process will monitor the completion and success of this work	CMT/ SLT Department Service Managers HR Employee Health and Wellbeing Occupational Safety Team
	Communication Inconsistency, lacking clarity or unsupportive messages	**Controls** On-going development and distribution of simple clear precise communications, messages, guidance, advice and support across the Local authority, to help keep employees and others up to date using a variety of mediums. For example • Bradnet intranet – Manager, Staff and Brad News, Service newsletters, email alerts, Posters, Letters • Social media - Facebook, Twitter, LinkedIn • Digital technology – Tele – conferencing, MS Teams, Zoom, Whats App • Building signage and notices relating to Covid -19 safe working control measures. • Manager and employee H&S guidance, management guidance and briefing notes • Corporate return to work safely induction module available via Evolve (19/08/2020) including Employer/Employee Covid -19 Secure Pledges - (**1596** completions) • Local service safety tool box talks, team meetings and briefings • "Your Wellbeing Matters" - Facebook page • Notices and posters to inform the public of the safety measures when accessing council services.	3	2	**6** **LOW**	• Assurance process will monitor the completion and success of this work	CMT/ SLT Department Service Managers HR/WFD COMMS
	Site visits Inc construction site, council estates school's public buildings, courts, businesses. private dwellings and home/social care	**Controls** • The need to travel/visit for work purposes must meet legislative requirements or business needs. Alternative digital technology must be considered in the first instance and used where it reduces unnecessary social contacts. In-person mtgs allowed • Risk assessment and safe working processes for work related visiting to be implemented prior to activity taking place. • All work related visits to be pre planned and authorised by management prior taking place. • Staff to adhere to risk controls at the site or setting being visited inc induction, social distancing, hand, respiratory hygiene and any other specific risk mitigations applicable to site. • The Integrated Covid -19 Assessment Team to support home/social care services where Covid -19 is known to exist in a home setting.	3	3	**9** **MED**	• Department and services to keep their risk assessments and safe systems under constant review	Department Service Managers
	Health and Wellbeing Fear stress and anxiety of retuning to the workplace or as part of the on-going effects of the pandemic Social disconnect while at work or working remotely Fatigue and burnout Difficulties with work life balance	**Controls** • Managerial support and supervision 1:1, team meeting, performance monitoring. • Managers to monitor working hours, workloads and annual leave usage. • Advice and support via Employee Health and Wellbeing service and their website inc talking therapies, mental health support service, access to health trainers. • Fast track referral service EHWB. • Stress risk assessment and stress management processes. • Introduction of Mental Health Action Plans (line manager led) • Bradford Council Staff Wellbeing Guide (Apr 2020). • Mental Health training – Evolve – e-learning modules. • West Yorkshire and Harrogate Health and Care Partnership – workforce health and wellbeing. • Signposting to other publically available health and wellbeing information. • Staff confidential helpline.	3	3	**9** **MED**		CMT/ SLT Department Service Managers HR/WFD Employee Health and Wellbeing COMMS

	Personal Protective Equipment (PPE) Risk of virus transmission due to incorrectly worn or used PPE "donning and doffing"	**Notes** • Correctly applied and worn PPE protects the wearer against health or safety risks at work. Where services are already using PPE as part of a work activity to protect against non-COVID-19 risks, they must continue to do so. • Managing the risk of COVID-19 in the workplace, additional PPE beyond what is usually worn is not beneficial as it presents a different risk to what is normally faced in the workplace. This needs to be managed in the first instance through social distancing, hygiene and fixed teams or partnering, not through the use of precautionary PPE. The exception to the above is working in clinical settings, like a hospital, adult/child social care settings such as care homes and domiciliary services or when responding to a suspected or confirmed case of COVID-19. • PPE is only effective when combined with: good hand hygiene (regular hand washing); respiratory hygiene and avoiding face touching with hands or gloves, also following standard infection prevention and control precautions. This includes correctly donning, doffing and safe disposal of PPE. Being bare below the elbows e.g. no watches, jewellery, long sleeves or wearing false nails is a key factor to successful hand hygiene. **Controls** • PPE will be worn where risk assessment controls identify the need for it as part of a number of risk mitigations. • The risk controls will specify what PPE is required e.g. gloves, goggles, face shields, face mask (FFP3, FRSM, IIR), disposable aprons. • Training must be given to employees on correct donning and doffing of PPE, including face fitting of masks, cleaning/storage of reusable PPE and safe disposal of single use or sessional PPE. • Suitable supplies of PPE to be readily available and stocks to be replenished regularly. • Safe working processes to include the safe disposal of used PPE. **Notes - Face Coverings** Face coverings are not PPE and are not manufactured to the same specifications or standards of face masks or respirators and must not be used in the workplace as a risk control instead of appropriate PPE where face masks/respirators are required. • Face coverings (bought or home made) may not protect the wearer, but may protect others if the wearer is infected, and or has not yet developed symptoms. • A face covering is advised to be worn in enclosed spaces where social distancing is not possible e.g. public indoor or enclosed spaces, public transport, NHS buildings. **They must cover both the mouth and nose** when worn. • Where employees chooses to wear a face covering at all times, will be supported to use face coverings safely as per the national guidance. **Post 19 July 2021 (Step 4)** Staff attending workplace are encouraged to wear a face covering in public areas, corridors, transition areas and communal spaces. Staff do not need to wear a face covering at their workstation or desk.	3	3	**9 MED**		Department Service Managers
	Shops, Museums, Libraries Registrars, Markets, Customer Service Centres and Public Buildings	**In addition to Standard Management Controls – page 2 and continuing post 19 July 2021** • Monitoring the number of persons allowed into a space or area to encourage social distancing. • Access via appointment only for some services. • Reducing or no waiting areas. • Some sites and services are making use of the NHS T&T QR check-in codes and other smart technology • Reorganisation of customer areas to help with social distancing and flow of the footfall. • Use of booths, screening at reception and customer interface areas. • Where possible electronic payments only to reduce the need for cash handling. • More use of electronic documents to reduce the need for paper exchange. • Cleaning areas for returned stock e.g. books. • Enhanced cleaning regimes of equipment and areas used by MOPs. • MOPs encouraged to wear face coverings when entering enclosed spaces • Libraries operating a phased reopening from12 April 2021- with a return to full operations 19 July 2021 • Weddings civil partnerships etc. can have guest numbers up to the capacity of the venue with good ventilation controls or restricted numbers where reduced ventilation is identified	3	3	**9 MED**	• Assurance process will monitor the completion and success of this work	Department Service Managers

		Controls					
Schools		**Controls for January 2022 onwards** • Class or group bubbles will no longer be required, but may introduced to manage local outbreaks • Staff and pupils encouraged to take LFT tests prior to attending school and regular weekly testing. • Each school to have an outbreak management plan and or adhere to district outbreak plans • Localised procedures may be implemented to help prevent virus transmission within a school • Where Covid-19 cases are confirmed schools will liaise with the Public Health (Health Protection Teams) to guide them through the appropriate actions to be taken. Schools to also follow both government and local guidance regarding contingencies in view of increasing infections rates and or outbreaks or new variants. • Pupils and young persons aged 11 and above are encouraged to wear face coverings while using public transport and dedicated school transport. • Vaccination programme for 12 to 15 year olds • Keeping buildings well ventilated • Co2 monitors to be sent to schools to aide with above rollout during Autumn/Winter 2021 terms • Schools to offer remote learning to those who are self-isolating • International educational visits can restart.	3	3	**9 MED**		Childrens Services Governors School Management Teams
First Aid Assistance Risk of virus transmission between casualty and first aid responder		**Controls** • Services to review their first aid needs risk assessment. • First Aid training and certification has now restarted • First aiders to maintain social distant where possible when treating causality by encouraging patients to follow instruction on treatments. • First aiders must only spend the minimum time within the breathing zone of the casualty, if not possible suitable PPE to be worn – face mask or shield, gloves, disposable apron. • Where CPR is required, chest compressions will be given only with no rescue breaths. The face of the casualty must be covered with a cloth or towel or turned to the side. • If rescue breaths are needed a mouth/face protective shield must be used. • Emergency Assistance (999) must be called. • All waste materials and single use PPE must be disposed of correctly. • Thorough hand hygiene must be followed after all first aid treatments. • If the casualty and or first aider present with symptoms of covid-19 post treatment, they must inform their manager, follow the current government guidance on self isolation and adhere to the NHS Test and Trace process.	2	4	**Med 8**		Department Service Managers
Handling of goods, merchandise and other materials Inbound and outbound goods Deliveries and collections		**Controls** • Under no circumstances must any personal non work-related deliveries or collections be made to or from the work place. • Working processes developed and refined to reduce the risk of transmission by continuing to reduce the number of physical contacts with objects to the lowest level. • Delivery and collection schedules/round sheets organised to limit the exposure to large crowds and rush hours where practicable. • Wash and or sanitise hands before and after handling goods and merchandise. • Centralising pick-up and drop-off collection points. • Where possible, deliveries and collections to be pre-booked to allow gatehouse/security to maintain minimum numbers present on site at any one time. • Where appropriate drivers will be asked to stay in their vehicles where this does not compromise their safety and existing safe working practice. • Greater use of electronic paperwork, and reviewing procedures to enable safe exchange of paper copies where needed, for example, (transport/delivery/collection documents) • Drivers to be allowed access to welfare facilities. • Supply chain joint ventures are encouraged, aiming to bulk buy through joint procurement frameworks increasing volumes to reduce the number of deliveries needed and shortages. • Where manual handling processes allows, single workers to load and unload deliveries/collections using mechanical aids. Some items may require assistance from others	3	2	**6 LOW**	• Assurance processes will monitor the completion and success of this work	Department Service Managers

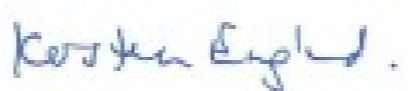|						
	Vehicles Fleet vehicles and equipment Passenger transport Pool cars Hired vehicles Grey fleet vehicles	**General Controls** • Ensure regular cleaning of vehicles, in particular between different users (all high touch points) • Frequent hand washing and or hand sanitising (drivers and passengers). • Where good hand hygiene and regular vehicle cleaning cannot be maintained hand sanitiser and disinfectant wipes to be available. • Maintain good ventilation in vehicles where possible during use. • Ensuring welfare facilities are available for drivers and visiting drivers to use. **Actions for shared use vehicles** • Keys to be wiped daily with a disinfectant wipes. • Steering wheel, gearstick handbrake other hand controls door handles inside and outside to be wiped at change of occupants with a disinfectant wipe, shared fleet vehicles to be cleaned at start and end of each shift. • On collection of pool car keys or fuel cards, employees to use a disinfectant wipe on retrieval and return. **Passenger transport (clients and service users)** • When embarking/disembarking passengers at the road side and sites ensure social distancing measures are maintained wherever possible. • Driver and passenger assistant/escort to ensure regular hand hygiene is maintained through hand washing or using sanitiser. • Service users inc parents and carers to be briefed about the control measures in place. • Wherever possible the same buses will be used and fixed pairing/groupings. • Consideration must be given to a seating plan as appropriate. • Pupils and young persons aged 11 and above to wear face coverings while using dedicated school transport (autumn term). Vehicle contact points to be cleaned at the start and end of every shift and at change over, using the usual cleaning products or disinfectant wipes. Contact points include: • Doors, rear doors, boot and hatch handles Fuel cap • Steering wheel Seat belt and release button • Gear stick Hand brake • Steering Wheel Mirrors • Passenger lift controls Keys and fobs • Fuel cards PDA's and other mobile devices • Fuel pumps to be cleaned/wiped daily, user advised to wear disposable gloves where available. • Employees to maintain good hand hygiene through hand washing or hand sanitisation prior to vehicle usage and throughout the day. • All waste and personal belongs to be removed from fleet vehicles at the end of every shift. **Work related travel – site visits, care visits, collections and deliveries** • The need to travel for work purposes to be reduced where possible. • Delivery and collection schedules/round sheets organised to limit exposure to large crowds and rush hours where practicable. • Increase ventilation in vehicles during use. • All shared vehicles to be cleaned between shifts and handover – see general controls above. • Whilst undertaking deliveries/collections social distancing and good hand hygiene to be maintained. • All drivers to be provided with disinfectant hand wipes and hand sanitiser, PPE only when necessary. • Employees using public transport for work purposes need to adhere to government guidelines regarding face coverings.	3	3	**9** **MED**	• Assurance process will monitor the completion and success of this work	Department Service Managers
	Sport and Leisure Centres **Theatres** **Outdoor events**	• Sports centres gyms and swimming pools are now fully reopen – A stepped reopening program completed. • Outdoor events have restarted • Outdoor centres are reopen offering a full service including residential stays • Theatres have returned to full operations with mitigations • Visitor centres reopen	3	3	**9** **MED**		

Review

Date of Review	Reviewed by	Review Notes: Changes - Actions taken (additions, deletions)
24 July 2020	C Hardaker	Minor amendments due to changes in government guidelines regarding proposed cessation of shielding (01/08/2020) – face coverings in enclosed spaces 24/07/2020. Name change of Silver Command Group to Operations Group
30/31 July 2020	C Hardaker	Minor amendments due to additional restrictions for persons returning from a number of holiday destinations now excluded from the travel corridor imposed by government. Various minor wording changes to aide clarification of control measures. Additional risk considerations added around localised restrictions due to increased infection rates. Sport and Leisure Centres added.
07 August 2020	C Hardaker	Minor amendments to clarify wearing of face coverings for MOPS in Councils public buildings and the continuation of "Shielding" due to local restrictions.
20/21/26 August 2020	C Hardaker	Review and amendments to site visiting to now include social/home care activities, raising the risk level to Medium. Implementation of the corporate Covid -19 Induction (Employer Employee pledge) e-learning module. Communications reducing risk score to Low. General minor wording changes to strengthen control measures across the document. Assurance – current data for risk assessment review and Covid-19 Secure sign offs (buildings) Coronavirus dashboard Pending changes to the use of face coverings in schools and on dedicated school transport
07 September 2020	C Hardaker	Due to lifting of local restrictions 08/09/2020 - Sports and Leisure Centres - the phased re-opening of these establishments noted
16/20/26 October 2020	C Hardaker	Minor wording changes – including NHS App and QR codes, restart of first aid training, update of number of risk assessment reviewed and buildings that are now Covid– Secure. Amending the notes on shielding.
16 November 2020	C Hardaker	Minor additional wording – CIBSE heating and ventilation guidance, Covid-19 Outbreak Control Plan, Covid-19 Control Team and Covid-19 Workforce Outbreak Broad
04 -18 January 2021	C Hardaker	Several amendments and changes due to the national lockdown restrictions 04 January 2021. Areas amended – social distancing and extended use of face masks and face coverings in the workplace. Closure of sport centres, libraries and museums. Closure of schools and colleges except to key workers and those identified as vulnerable. Request for staff identified as CEV to shield (gov requirement). Introduction of LFD testing in schools, Vaccination programme in health and social care settings as part of the national rollout part 1. Development of Covid-19 outbreak and cluster management guidance.
11 March 2021	C Hardaker	Several amendments and changes made as part of the Government's "roadmap" lockdown easing. Opening of schools 08 March 2021 and the introduction of workplace LFD testing across schools and some Council frontline services; wider use of face coverings in schools; continued rollout of the national vaccination process.
20 April 2021	C Hardaker	Several minor amendments as the lockdown easing roadmap continues to (step 2). Changes also includes the end of shielding (CEV), the opening of sports centres, libraries, outdoor centres and the restarting of educational visits.
17 May 2021	C Hardaker	Update and minor amendments as the lockdown roadmap continue to step 3. Changes opening up of indoor spaces for public use e.g. museums, theatres, sport centres. International travel requirements and quarantine arrangements. Overnight educational residential visits. Removal of face masks in secondary schools. Closure of the LFD test centres – moving to home testing
19 – 26 July 2021 11-19 August 2021	C Hardaker	Update and minor amendments as the lockdown roadmap continues to Step 4. Reflects the need to retain the Council's existing risk mitigations and control measures. This includes continued working from home where possible. Further fully reopening of services, e.g. sport centres and theatres. Proposed changes to self-isolation (16 Aug) and arrangements in schools Autumn term 2021 e.g. masks/bubbles/outbreaks
23 – 29 October 2021	C Hardaker	Review of all the risk controls in view of changes to national guidance and advice, where new controls have been implemented and removal of those no longer applicable. As examples, changes include vaccination requirements (health care and schools), risk controls in schools, employee priority groups returning to the workplace, self-isolation requirements for close contacts, reduced social distancing requirements, re-introduction of touchdown points and

		CO2 monitoring.
6 December 2021	C Hardaker	Face covering s in schools Self-isolation post international travel red list and PCR /LFT testing. Working from home reintroduced priority 2-3 phased return to work groups on hold
7 February 2022	C Hardaker	Decision to relax Covid controls in the workplace and restart the group 2 phased return to work program. Minor amendments to controls to align with latest government guidelines.

Risk Assessment Acceptance

Note: Management/ Assessor accepts the contents of this risk assessment document and the management controls (safety mitigations) and that it will be subject to regular review to ensure it remains valid

	Name and Sign	Date
Risk Assessment Author	C Hardaker	24 July 2020
Senior Management	Kersten England	29 Oct 2020