Corporate Risk Assessment Guidance - COVID-19 Secure
STAFF USING COUNCIL VEHICLES

Introduction to Guidance:

The purpose of these guidance documents is to enable services to carry out a high-level risk assessment and consider the overall risk of reinstating services that have either been stopped or severely reduced. It provides advice on the types of controls you should be attempting to implement and a risk matrix that advises on the level of risk. This guidance **DOES NOT** replace the requirement for managers to undertake service COVID-19 risk assessments, once the decision has been made to reinstate a service. At the end of the guidance is a template to enable you to record these service COVID-19 risk assessments.

Please consider the following before you begin the initial assessment:

- That those that can work from home should continue to do so
- Consider the numbers of staff required to operate safely and effectively, particularly if it is clear that social distancing cannot be affectively applied.
- If it is not possible to ensure staff can maintain a 2m Social distance, services should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission, as outlined in this guidance.
- Ensure those working from home have completed the DSE Self-Assessment for Working from Home

Find the attached link below where the self-assessment checklist and further guidance can be found

https://employeeportal.lbbarnet.local/home/covid-19/Health---Safety-Guidance.html or https://www.barnet.gov.uk/internal/health-and-safety

Name of Service/Department		Name of Team	
Name of Person Completing		Job Title	
Date of Completion		Review Date if Required	*Review if government advice changes*

LIKELIHOOD	
3	Almost Certain or Probable – High Risk
2	50/50 – Medium Risk
1	Improbable – Low Risk

1–2 Low	2 Medium	3 High
Can apply all guidance and controls	Can apply most of guidance and controls. Requires immediate attention to bring the risk down to an acceptable level.	Cannot apply enough of the guidance to control risk. Stop immediately – the risk is too high. Consider viability of operating service if controls cannot be introduced.

Subject/Risk	Who may be affected	Government Guidance	Examples of methods to apply guidance	Can apply controls (circle applicable)
Staff susceptible to COVID-19 transmission as a result of not being able to exercise social distancing in the workplace.	•Staff •Contractors •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. • Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. • If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the alternative option that does not involve frontline work. If this is not possible, they should be offered the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, they should not be employed in that role. Particular attention must also be paid to people who live with clinically extremely vulnerable individuals. See Appendix for further information	Members of staff that are clinically extremely vulnerable must continue to self-isolate and remain at home. Staff who are clinically vulnerable should continue to work from home. Where a clinically vulnerable cannot work from home and are essential to the running of the service, a risk assessment and suitable controls must be in place before they return to the workplace. The controls must include the ability to social distance and they must not be employed in any role where high-risk activities may be carried out, for example personal care. In those circumstance the workplace would not be suitable for their return. Members of staff that are clinically extremely vulnerable must continue to self-isolate and remain at home. Staff who are clinically vulnerable should continue to work from home. Where a clinically vulnerable cannot work from home and are essential to the running of the service, a risk assessment and suitable controls must be in place before they return to the workplace. The controls must include the ability to social distance and they must not be employed in any role where high-risk activities may be carried out, for example personal care. In those circumstance the workplace would not be suitable for their return Employees must be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	ALL SOME NONE

			Employees should be provided with information and Public Health England (PHE) guidance regarding self-isolation and social distancing.	
			This information should be cascaded through supervisors and appropriate communication channels that are suitable for the service. It should be communicated to staff via directly, at team meetings, displayed on staff notice boards etc.	
			Provide support to staff to so they can work safely and effectively from home, ensure they have remote access to work systems. Some staff may need loan of DSE equipment to work from home, in this case, follow procedures provided by the SHaW team at:	

People who need to self-isolate	Staff	Staff showing potential COVID-19 symptoms (e.g. continuous cough or/and temperature and/or loss of smell or taste sense) This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	Ensure staff showing systems do not attend the workplace Enable workers to work from home while self-isolating if appropriate. Where practicable this may be in an alternative role f they cannot continue in their substantive pose (https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/)	ALL SOME NONE
Social Distancing	Staff	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites. Maintain social distancing in the workplace wherever possible. • Where the social distancing guidelines cannot be followed in full in relation to a particular activity, service should consider whether that activity needs to continue for the service to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other if possible.	Social distancing spacing must be implemented at the workplace where queuing is likely to occur i.e. rotating/automatic doors, reception desk, turnstiles when swiping passes (consider deactivating to reduce congestion) etc. Reduce the maximum occupancy for lifts or remove from use, providing hand sanitiser for the operation of lifts and encouraging use of stairs where possible. Reduce congestion by having more than one entry point to the office. Staggering arrival and departure times at work to reduce crowding into and out of the office. Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible. Staggering break times to reduce pressure on break rooms or places to eat. The pandemic is being tracked daily and mitigations will be adapted to reflect any changes made to this advice.	ALL SOME NONE

		• Using back-to-back or side-to-side working (rather than face to-face) whenever possible.	Stagger the seating of staff so a member of staff has no one opposite or next to them. Rotate this throughout the week and ensure all desks and equipment is sanitised every day.	
		• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	Once a desk is occupied ensure it is not used by another member of staff during that day	
		• Social distancing applies to all parts of a service, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings.		
Symptoms of COVID -19	Staff	Staff showing potential COVID-19 symptoms or have underlying health issues must self-isolate in line with Public Health England guidelines. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again	If an employee becomes unwell with a new continuous cough or a high temperature or a loss of sense of smell and taste in the workplace, then they must be sent home and advised to follow the self-isolate at home guidance and seek further advice from NHS. Line managers should maintain regular contact with staff members during this time. Line managers should offer support to staff who are affected by Coronavirus or has a family member affected. If advised that a member of staff or service user has developed COVID-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Team to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	ALL SOME NONE
Hygiene	Staff, Contractors, Drivers	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face	Consider additional provision of handwashing facilities, or hand sanitiser where not possible, at entry and exit points	ALL SOME NONE

		and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular and clear reminders and signage to maintain hygiene standards. Providing hand sanitisers in multiple locations in addition to washrooms. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Providing more waste facilities and more frequent rubbish collection. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities	and while on the move in and around the office, for example welfare facilities and kitchens.	
Keeping the workplace clean	Staff	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, keyboards, reception area using appropriate cleaning products and methods. Liaise and receive guidance and instructions from CSG FM team which will be useful for your team/service. Workstations and equipment including desks, keyboards, screens and chair handles and controls to be cleaned/sanitised each day	ALL SOME NONE

Changing room and showers	Staff	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Ensure clear guidance is in place for changing rooms, shower and wash room cleaning; have in place arrangements amongst employees to avoid congestion of the facilities at your place of work. Consider also increasing the frequency of cleaning, staff should avoid using when cleaning is in progress. If usage by staff of changing and shower rooms will exceed available facilities, give consideration to how staff are staggered/rotered to manage demand of the facility. Review arrangements and modify if necessary to ensure government guidelines continue to be maintained.	ALL SOME NONE
Management and Control of Contractors and Visitors	Contractors	Steps that will usually be needed: Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene must be explained to visitors on or before arrival. Limiting the number of visitors at any one time. Limiting visitor times to a specific time window and restricting access to required visitors only. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. Maintaining a record of all visitors, if this is practical.	Ensure good communication of COVID19 control arrangements between contractors and clients – create Safe System of work and share with contractors. Consider that colleagues from other teams and partnership organisations may also be in the building; Consultants and contractors may also be visiting. It is also likely that cleaners, security staff and other contractors may be on the premises. Guidance can be provided to visitors using: • signage or visual aids • before arrival by phone or sending an email • if practical display information on website Where a visitor host has been identified their Covid-19 training can include sharing relevant risk assessment and result. Rotate staff who need to be in the office to perform tasks, critical staff only should be considered.	ALL SOME NONE

| | | Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.

Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. | Staff can be placed in fixed teams to limit others they come into contact with.

Fixed teams or partner groups can work on rotation on specific days. | |
|---|---|---|---|---|
| **Hot desking** | Staff | Social Distancing – reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England.

Taking steps to review work schedules including start & finish time/shift patterns, working from home etc to reduce number of workers on site at any one time. Also relocating workers to other tasks.

Redesigning processes to ensure social distancing in place.

Conference calls to be used instead of face-to-face meetings. | As other staff members will be working from home or remotely, encourage staff to work in fixed team arrangements and to work from other floors, if the work activities will allow it and it is safe to do so.

Avoid use of hot desking and spaces, if this is not possible, then ensure cleaning of workstations between users/occupants including chairs and work equipment.

Designate desk areas of specific areas to specific fixed teams, use desk signage to limit usage and enable social distancing when working in office space. | ALL   SOME   NONE |
| **Seating arrangement** | Staff | Review layouts and processes to allow people to work further apart from each other.

Using floor tape or paint to m ark areas to help workers keep to a 2m distance.

Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face. | It may not be possible to use floor tape or paint to mark areas to help workers keep to a 2m distance. If it is not possible to move furniture or workstations apart, then consider organising for staff in the office to sit side by side or facing away from each other rather than face to face.

It may also be possible for some teams to arrange for screens to be used to separate one another. | ALL   SOME   NONE |

		Only where it is not possible to move workstations further apart, using screens to separate people from each other. Managing occupancy levels to enable social distancing. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	Floor or banks of workstations may also be managed so that desk occupancy is limited to allow staff to sit at least 2 meters apart. Spare seats can be removed to discourage usage or sign placed on desks and chairs marking them "Not to be used".	
Use of Personal Protective Equipment (PPE) & Face Covering	Staff	Where PPE is already used as part of your work activity to protect against non-COVID-19 risks, you must continue to do so. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. This is most relevant for short periods indoors in crowded areas. If you can, wear a face covering if you need to use public transport. Wearing a face covering is optional and is not required by the law. If you	Personal Protective Equipment (PPE) is not necessary in an office environment. When managing the risk of COVID-19, additional PPE beyond what is usually worn in workplace situations is not beneficial. This is because COVID-19 is a different type of risk to the risks normally face in a workplace. Managing the risks of transmitting COVID-19 needs to be done through: - Social distancing, hygiene and fixed teams or partnering.	ALL SOME NONE

| | | choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and after taking them off.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.

Tell workers to:

• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

• Change your face covering if it becomes damp or if you've touched it.

• Continue to wash your hands regularly.

• Change and wash your face covering daily.

• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

• Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on. | | |

		https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering		
Travel to the office	Staff	Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face.	Where possible, staff should avoid using public transport. Identifying where staff can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work in order to maintain social distancing. Colleagues who cycle into work should take road safety precautions, they should use the correct safety clothing and follow guidelines for social distancing whilst cycling. Enquiries should be made and information provided to staff about additional parking facilities and bike racks. Managers and staff can stagger arrival and departure times to the office to maintain social distancing. Consider increasing car parking spaces and provide cycle racks for staff	ALL SOME NONE
Communication and Training	Staff, Cleaners	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. Display clear signage of procedures for entering, exiting and getting around including for visitors (i.e. delivery personnel) Using visual communications, for example, whiteboards or signage, to explain safe working practices around the	ALL SOME NONE

			working site to reduce the need for face-to-face communications.	
Meetings and conferences		Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and must maintain 2m separation throughout. Avoiding transmission during meetings, for example, avoiding sharing pens and other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Do not encourage staff to arrange meetings in enclosed spaces. If in-person meetings are absolutely necessary, use only well-ventilated spaces or open spaces. Use remote working tools to avoid in-person meetings wherever possible. During meetings, avoid sharing pens or other objects.	ALL SOME NONE
First aid/fire and other emergencies	Staff	In an emergency, for example, an accident or fire, people do not need to stay 2m apart and if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	In an emergency, for example an accident or fire, staff and managers will need to be clear of the rules as it may be unsafe to stay 2 meters apart. Therefore, rules should be established with the CSG facilities management team, local fire marshals/wardens or custodians and ensure that arrangements are communicated to staff, clearly and regularly refreshed. First aiders will need to maintain hygiene and 2m distance as much as possible while attending to the casualty. The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough	ALL SOME NONE

| | | | droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Further information can be found at:

https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/

First aiders to be given information from the Resuscitation Council (https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/)

Ensure that procedures for reporting accidents and incidents of near-miss on the corporate HSMS system for accident/incident reporting are clear. Line managers should also ensure they know what do to when needing to review and investigate reported incidents. | |
| **Mental Health and Wellbeing** | Staff | Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). | Refer to Mental Health guidance at the following website: - https://www.barnet.gov.uk/internal/mental-health-and-wellbeing

Have very open and regular communication to help employees understand and feel comfortable with how their safety is being looked after | ALL   SOME   NONE |

Appendix Definitions	
Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.

Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/full-guidance-on-staying-athome-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others

Corporate Risk Assessment Guidance - COVID-19 Secure
USE OF OFFICES

Date:	

Assessors Name:		Position:		Review Date:	Ongoing – as per government guidance updates

Directorate:		Service:		Team:		Date:	

Description of assessment	Coronavirus (COVID-19)

Location Details	

Subject/Risk	Who may be affected (highlight anyone at special risk)	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Social Distancing						•							

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Contaminated Equipment						•							
Contaminated Surfaces						•							
Protection of vulnerable staff						•							
Interaction with Public/Contractors						•							

Guidance Notes

SEVERITY						
5	5	10	15	20	25
3	3	6	9	12	15
1	1	2	3	4	5
	1	2	3	4	5
LIKELIHOOD					

LIKELIHOOD – RISK OF EXPOSURE	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY/OUTCOME – INFECTED	
5	High Risk Group
3	Infected
1	No Infection

1–4 LOW	5&6 MEDIUM	10–9 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Additional comments:

1. This risk assessment needs to be discussed with the Trade Unions

2. All control measures must be effectively communicated to staff