

## HEALTH & SAFETY RISK ASSESSMENT

This document details the significant findings of the risk assessments relating to:

<b>Name of Event/Activity:</b>	Limited return to work at Civic Centre after coronavirus lockdown has been lifted/partially lifted. This is not a full return to the Civic Centre offices but a limited opening for those who cannot work from home for a specific reason. ( less than 50 members of EBC staff in the building ) Not safe to open Civic Centre to customers yet, keep closed during lockdown.No visitors or customers	
<b>Date risk assessment undertaken:</b>	5 June 2020	
<b>Name(s) of staff who undertook the risk assessment:</b>	Lisa Harrington – Health & Safety Advisor	

This assessment is in **addition** to the Council-wide risk assessment for office-based tasks.

### Method

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks ( the probability or likelihood of the harm being released, and the severity of the consequences ) and decide on precautions/control measures

Step 5 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

The definition of “**hazard**” is: Something with the potential to cause harm.

The definition of “**risk**” is: The likelihood of that potential being realized.

Therefore, to prioritise risks the probability or likelihood of something happening is considered together with its severity.

This can be expressed as: **Risk = Probability x Severity**

### Evaluation

### Likelihood/probability

- |          |   |
|----------|---|
| <b>1</b> | Very low – less than once every 5 years |
| <b>2</b> | Low – once every five years             |
| <b>3</b> | Medium – once a year                    |
| <b>4</b> | High – up to 10 times a year            |
| <b>5</b> | Very high – over 10 times per year      |

Multiplied by

### Severity/Impact

- |          |  |
|----------|--|
| <b>1</b> | Insignificant injury: no absence from work             |
| <b>2</b> | Minor injury: absence from work of fewer than 3 days   |
| <b>3</b> | Moderate injury: absence from work of 3 days or longer |
| <b>4</b> | Major injury to one person or death of one person      |
| <b>5</b> | Multiple major injuries and/or multiple deaths         |

Risk Rating Numbers ( RRNs ) are calculated by multiplying the score for likelihood by the score for severity. ( i.e. L x S = RRN ).

The lowest RRRN is 1 ( 1 x 1 = 1 ) and the highest RRRN is 25 ( 5 x 5 = 25 )

### Risk Matrix

<b>Severity/Impact</b>	<b>5</b>	5	10	15	20	25
	<b>4</b>	4	8	12	16	20
	<b>3</b>	3	6	9	12	15
	<b>2</b>	2	4	6	8	10
	<b>1</b>	1	2	3	4	5
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<b>Likelihood/Probability</b>				

<b><u>RED</u></b>	Immediate action required. Ensure resources are allocated to reduce risk. Consider removing hazard if possible.
<b><u>AMBER</u></b>	Tolerable within the short term. Consider interim controls to be replaced by permanent controls.
<b><u>GREEN</u></b>	Proportionate steps to reduce and review risk. Do not detract resources from higher risks.

**Review**  
 This risk assessment will be reviewed by the Manager as circumstances change which may affect their continued validity and will be reviewed at least annually.

**Review your risk assessment and update if necessary** - you should review your risk assessment whenever there are changes to the "4 P's":

- people
- plant/equipment
- place
- process/procedure

If there are no changes to these, then you should review your risk assessment annually, as there may have been changes to the hazard, the likelihood of those hazards being realised, or the severity of the consequences.

After you have reviewed your risk assessments you might find that no amendments are required, but it is important to go through the review stage to ensure that the risk assessments are still relevant.

The assessments will need to be produced for checking each time the location is audited.

<b>What is the Hazard?</b>	<b>Limited number of staff returning to work at the Civic Centre following Coronavirus COVID-19 lockdown. This is not a full return to the Civic Centre offices but a limited opening for those who cannot work from home for a specific reason. ( less than 50 staff )</b>				
<b>Who might be harmed?</b>	Staff or Contractors ( inc cleaners )				
<b>How might they be harmed?</b>	<p>Illness or death following contracting COVID-19. Infection passed</p> <ul style="list-style-type: none"> <li>• from staff member to staff member</li> <li>• from staff member to non-employee</li> <li>• from non-employee to staff member</li> </ul> <p>E.g. where the infection has occurred due to an employee continuing to interact with colleagues and customers when they themselves are infected and symptomatic, thus against our guidance to self-isolate</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth when the person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>				
<b>Evaluation of risk before control measures listed below</b>					
<b>Likelihood</b>	<b>4</b>	<b>Severity</b>	<b>5</b>	<b>Overall Risk</b>	<b>20</b>
<b>Control Measures</b>	<ul style="list-style-type: none"> <li>• Staff are encouraged to work from home where this is possible. The Council has the technology to enable remote working. Home working should be the default position until further advised by Government.</li> <li>• Where home working is not possible or suitable, we will consider allowing a small number of staff ( less than 50 ) to return to work in the Civic Centre offices <b>if</b> they want to – no one will be forced to return to EBC premises at the moment.</li> <li>• Managers to assess the number of staff in their teams wanting to work in the office to ensure that 2m social distancing can be achieved.</li> <li>• Managers to arrange working patterns to limit the number of staff within each wing at any one time.</li> <li>• Fully implement PHE's Guidance for Employers and Businesses on Coronavirus.</li> <li>• Follow guidance from HSE – “Working Safely During the Coronavirus Outbreak – A Short Guide”</li> <li>• Talk to staff about what to do and what is put in place – use HSE publication “Talking with Your Workers About Preventing Coronavirus”</li> <li>• This risk assessment will be shared with staff before they decide to return to the Civic Centre and each person will receive a letter explaining what we have done.</li> <li>• Government have published “Working Safely During Covid-19 In Offices and Contact Centres”</li> <li>•</li> </ul>				

## Control Measures

- Staff told the Government's advice re shielding if they are vulnerable and self-isolating if they or a member of their household is symptomatic.
- Staff are aware of the social distancing rules issued by the Government. Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business
- Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe.
- Information on Bridge it with coronavirus information and guidance.
- Follow advice from Public Health England ( PHE )
- Staff are aware of the PHE advice regarding additional hygiene measures and the use of PPE for specific roles.
- Encourage proper handwashing
- Display posters encouraging people to wash hands and how to wash hands properly and frequently.
- Hand sanitiser wipes put at entrance to the Civic Centre with a sign telling people to wipe their hands before entering.
- Hand sanitiser ( minimum 70% alcohol ) on each wing of the Civic Centre and in other Council buildings
- PHE say surgical type masks will not protect the wearer from contracting the virus but staff are permitted to wear masks if they choose.
- new or expectant mothers or staff with compromised immune systems to work from home
- Staff can work from home where possible if self-isolating or concerned they may catch virus at work
- Encourage staff to use the stairs instead of lifts
- put up signs in the Civic Centre at all lifts entrances and in all lifts reminding people that it is one person per lift.
- Hand sanitiser outside lifts for use after pressing lift buttons.
- hand sanitiser at entry and exit points – signage at these points encouraging use
- Increased cleaning by contract cleaners focussing on high touch points such as door handles and bannisters/hand rails.
- Sanitising wipes or domestic cleaning products ( e.g. clothes and anti-bacterial sprays ) to be provided in buildings to enable staff to wipe down desks/keyboards/mice/phones.
- Hand sanitiser to be made available in high touch point areas.
- Toilets – staff requested to only have one person at a time in each toilet area as cubicles/sinks close together. Consider adding locks to outer doors so that person inside can lock the door and prevent other people coming in.
- Staff wellbeing is addressed through a range of initiatives and activities advertised on Bridge it.
- No face-to-face meetings to be held, all meetings to be held virtually..
- Meeting rooms – signage on each door to read 'not in use for meetings' - lock those meeting rooms with no PCs so that rooms cannot be used
- Info on Bridge-it and signage in each area re cleaning and new rules for being in the office.
- Signage in the kitchens for the kettles and fridges – use wipes before and after using kettle, fridge, taps etc. and wash your hands. Keep cups in lockers.
- Fridges – clean fridge handle before and after use and wash your hands. All items will be disposed of each Friday – no exceptions. Don't share products such as milk, Names on people's food/drink items so no one else can use. No shared food e.g. cakes and other goodies.

**Control Measures**

- All coffee machines in the building taken out of use.
- Microwaves available for use in kitchen area but with signage to remind staff to clean down with materials provided after use.
- Dining seating ( in canteen ) rearranged to ensure social distancing.
- Showers remain in use. Cleaning materials and instructions signage provided.
- Opening windows and doors frequently to encourage ventilation, where possible. Wipe handles before opening and wipe after, wash hands. Window handles added to cleaning schedule.
- Clear and clean desks needed. Remove all items except computer equipment
- Signs for stationery cupboards – use what you touch, don't share items
- Cupboard doors – signage on wipe clean before and after and wash hands.
- Cleaning procedures for goods and merchandise entering the site. Signage in DHC about how to receive packages etc. No non-business deliveries.
- Information on Bridge-it re face coverings. Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.
- Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these
- set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe
- Individual induction for return to the building in a video on Bridge it so that people can see what measures have been taken before they come back.

**Evaluation of risk *after* control measures listed above**

<b>Likelihood</b>	<b>2</b>	<b>Severity</b>	<b>5</b>	<b>Overall Risk</b>	<b>10</b>
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<b>What is the Hazard?</b>	<b>Mental ill-health from return to working in Civic Centre</b>				
<b>Who might be harmed?</b>	<ul style="list-style-type: none"> <li>Staff who have returned to working in the Civic Centre</li> </ul>				
<b>How might they be harmed?</b>	Mental ill-health or stress from worrying about working in the office and whether or not it will be safe. Staff may feel pressured to return before they feel safe or comfortable doing so.				
<b>Evaluation of risk before control measures listed below</b>					
<b>Likelihood</b>	<b>3</b>	<b>Severity</b>	<b>3</b>	<b>Overall Risk</b>	<b>9</b>
<b>Control Measures</b>	<p>No one will be forced to return to EBC premises until the Government say that it is safe to return to normal. However, where home working is not possible or suitable, we will consider allowing a small number of staff to return to work in the Civic Centre if they want to.</p> <ul style="list-style-type: none"> <li>Staff told the Government's advice re shielding if they are vulnerable and self-isolating if they or a member of their household is symptomatic. Shielding or vulnerable staff to continue working from home.</li> <li>Staff are aware of the social distancing rules issued by the Government.</li> <li>Information on Bridge it with coronavirus information and guidance.</li> <li>Follow advice from Public Health England ( PHE )</li> <li>Staff are aware of the PHE advice regarding additional hygiene measures and the use of PPE for specific roles.</li> <li>Staff told they can recommence working from home again if they do not feel safe working in the Civic Centre.</li> <li>Information on Bridge-it re face coverings. Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</li> <li>set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</li> <li>Individual induction to the building for people returning so they are clear about social distancing. Consider a video on Bridge it so that people can see what measures have been taken before they come back.</li> </ul>				

<b>Control Measures</b>	<p>Before allowing staff to return to the Civic Offices, Managers should consider:</p> <ul style="list-style-type: none"> <li>• What work activity will they be doing (and for how long)?</li> <li>• Can it be done safely?</li> <li>• Do you need to put control measures in place to protect them?</li> </ul> <p>Managers to keep in touch with those working from the office if the manager or rest of the team is working from home and ensure regular contact to make sure they are healthy and safe.</p> <p>If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect <u>stress levels and mental health</u>.</p> <ul style="list-style-type: none"> <li>• Mental health first aiders.</li> <li>• EAP.</li> </ul>
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<b>Evaluation of risk <i>after</i> control measures listed above</b>					
<b>Likelihood</b>	<b>2</b>	<b>Severity</b>	<b>3</b>	<b>Overall Risk</b>	<b>6</b>