



**IPSWICH**  
BOROUGH COUNCIL

## COVID Secure Workplace Recovery Risk Assessment

**This risk assessment should be completed in conjunction with the H&S guidance for Building Managers document.**

The guidance document contains a checklist of hazards you should include and others to consider. These lists are not exhaustive, and the risk assessment should also include anything that is specific to your building or way of working. The risk assessment should be thorough but succinct and identify all of the hazards.

“A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.” (HSE)

Once completed, risk assessments should be emailed to [health&safety@ipswich.gov.uk](mailto:health&safety@ipswich.gov.uk).

If you would like to discuss completion of the risk assessment, please contact Paula Juster or Julian Smith.

### Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Building Managers must work with any other employers, tenants or contractors sharing the workplace so that everybody’s health and safety is protected. In the context of COVID-19 this means working through these steps in order:

1. In every workplace, increasing the frequency of handwashing and surface cleaning.
2. Operational areas and building managers should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, building managers should make every reasonable effort to comply with the social distancing guidelines set out by the government and IBC guidance notes (keeping people 2m apart wherever possible).
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, operational areas 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.
4. Further mitigating actions include:
  - 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
  - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
  - 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)
5. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
  6. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

Risk Level - It is recognised that levels of risk will vary over the course of the pandemic period with levels of community infection/ possible localised outbreaks and with observance of recommended public health measures by the public. The Covid-Secure approach to this risk assessment aims to adopt universal hygiene and distancing precautions wherever these are reasonably practicable and to identify specific additional mitigation where social distancing cannot be maintained. HSE confirm that, where possible, people should be kept 2m apart and if this is not viable, keeping 1m apart with risk mitigation is acceptable.

The recommendations in the rest of this document are ones you should consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

**COVID Secure Risk Assessment**

**Site: Greenways Work Base  
Thorington Hall Barn**

**Date of Assessment:  
07/07/2020**

**Author: James Baker**

**Date of review:  
07/12/20**

<b>Risk Location &amp; the hazard</b> <small>(Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)</small>	<b>Who might be at Risk?</b> <small>Staff, Visitor, Cllr., Contractor, Customer</small>	<b>Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk</b>  <small>Things you are already doing to reduce the risk (see checklist for guidance)</small>	<b>What Further Action is Necessary?</b> <small>Any additional control measures or equipment that you need</small>	<b>Action by Who?</b> <small>Who is responsible for the further action?</small>	<b>Action by When?</b> <small>When the action will be done by</small>
Before Re-opening	Staff, volunteers	Before Reopening One 'Covid Secure' sign for entrance to barn, and 1 toilet sticker and 1 handwashing sign to be installed. Explain arrangements to newly returning staff or volunteers by email/phone prior to arrival.	Ensure required Covid related signage is in place as soon as available. Signage ordered on spreadsheet.	Building manager (James Baker)	20/07/20
Coming to/leaving work	Staff	Staff to work from home wherever possible. Staff member to unlock and lock building using gloves or wash hands/use corporate supplied hand sanitiser afterwards.	N/a	All staff	10/07/20

		Clean/sanitise touched areas (door handles, light switches) at the beginning and end of the day.			
Moving around building	Staff, volunteers	If more than one person, ensure social distancing is maintained at all times. Do not attempt to pass in narrow areas unless appropriate distance can be maintained.	N/a	All staff	10/07/20
Workplaces/ workstations	Staff, volunteers	If more than one person, ensure adequate spacing of work areas. No sharing of tools or equipment unless thoroughly sanitised between users	N/a	All staff	10/07/20
Meetings	Staff, volunteers, visitors	No face to face meetings to be held inside the building.	N/a	All staff	10/07/20
Common areas	Staff, volunteers	Breaks to be taken at work area or outside. Accessing tools etc in store – only touch those required. Sanitise before returning to store. Toilet is outside main building – one person at a time.	N/a	All staff	10/07/20
Incident procedures (fire/first aid)	Staff, volunteers	Fire and First Aid procedures to remain the same, but with social distancing at Assembly Point. First Aiders to follow latest IBC, HSE and government guidance relating to safely treating people, and additional safety items added to First Aid kits if required.	N/a	All First Aiders	20/07/20
Customers / Visitors / Contractors	Staff, volunteers, contractors	No customers or visitors permitted. Essential contractors only associated with safe running of the building, to enter, by appointment only. Contractors to be briefed on Covid measures in the building and strict social distancing to be maintained, and record of any visitor details to be retained. Encourage hand washing on arrival.	N/a	All staff	10/07/20
Cleaning / Hygiene	Staff, volunteers	Toilet to be one person only at a time. Signage to advise on proper handwashing etc. Toilet lid down sticker to be fixed. Clean all equipment/tools between uses. Frequent cleaning of all regular touch items. All waste to be removed at end of each day, including used wipes etc. If a known case of Covid 19 occurs, refer to separate specific	N/a	All staff	10/07/20

		guidance for correct cleaning procedures. Naturally well-ventilated building.			
Face coverings	Staff, volunteers	Face coverings are not required as social distancing will be maintained. Staff and volunteers may wear a face covering if they choose to do so as an additional measure.	N/a	All staff	10/07/20
Shift patterns / work groups / work travel	Staff, volunteers	Normally only one person in the barn at a time. Patterns and usage to be planned and clearly communicated between staff and authorised volunteers. No sharing of work vehicles.	N/a	All staff	10/07/20
Goods in/out	Staff, volunteers	Any deliveries to be quarantined for 72 hours if possible, or thoroughly cleaned if required sooner.	N/a	All staff	10/07/20
Other risks from service activities	Staff, volunteers	See separate RA for site based work with volunteers under Covid restrictions and normal operational RAs for practical tasks.	N/a	All staff	10/07/20
Ventilation	N/A	No air handling system installed. Very well naturally ventilated space.	N/a	N/A	N/A

Furthermore, this risk assessment doesn't cover staff/tenant induction back into the building, but this is being agreed with HR/TMT.

**Any other comments:**

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