

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.

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.

Service delivery in outbreak period.

Information about the virus

A coronavirus is a type of virus (not bacteria). The incubation period of COVID-19 is 10 days.

Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature, lost sense of smell/taste.

For most people, coronavirus (COVID-19) will be a mild infection.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

The risk of infection with COVID-19 is understood to be determined by a number of factors including:

- Routes of transmission (exposure to droplets/contact/airborne),
- Work with symptomatic and asymptomatic persons,
- All secretions (except sweat) and excretions are regarded as infectious,
- Virus survival in environment is believed to be variable with material/temperature/chemicals/sunlight – guidance advises reduced infectivity is achieved in 72 hours,

- Air borne aerosols are cleared by ventilation proportionate to the number of air changes per hour,
- Availability of hand washing facilities/materials,
- Degree of personal separation achievable,
- Disinfection regime,
- Availability of PPE

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.
2. It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door handles or shaking hands then touching own face). There is currently little evidence that people who are without symptoms are infectious to others.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the workplace they should be sent home and advised to follow the [stay at home guidance](#).

If they need clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the workplace or send any staff home, unless specifically advised to by the Contact Track and Trace service. Keep monitoring the [government response page](#) for the latest details.

Guidance on facemasks

The need for facemasks should be determined by risk assessment in accordance with up to date Public Health England guidance (broadly this will be for close personal contact with symptomatic persons, contact with body fluids or work in a contaminated environment).

Universal Precautions

Everyone can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. [Posters, leaflets and other materials](#) are available.

Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal and maintain 2m distance from other people where practicable. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Where working from home is possible this has been enabled. Other work has been adapted to comply with the social distancing or PPE guidelines set out by the government.

A communication strategy has been adopted to ensure staff are fully briefed and appropriately supported. Stay at home guidance has been communicated to managers to ensure isolation procedures are followed.

COVID Secure Risk Assessment:	Site: Cemeteries Office	Date of Assessment: 08/07/20	Author: Mike Houchell	Date of review: 29.10.20
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Risk Assessment Purpose:	This assessment covers all aspects of Cemetery operations in relation to Covid-19. The service area has been operational throughout the pandemic and has been regularly checking and adapting to the current legislation and guidance as it changes in relation to congregation numbers and infection control. Where possible the service has adapted to on-line services by increasing the information available to customers to consider in advance, as well as offering friends and family to view the service from home via a secure web link. Staff have formed small work groups and where possible have adapted to working from home. In addition staff have been upskilled and cross trained to cover key roles in the event that staff need to isolate.
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Risk Location & the hazard (Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)	Who might be at Risk? Staff, Visitor, Cllr., Contractor, Customer	Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk Things you are already doing to reduce the risk (see checklist for guidance)	What Further Action is Necessary? Any additional control measures or equipment that you need	Action by Who? Who is responsible for the further action?	Action by When? When the action will be done by
Before "Reopening"	Staff, visitors, contractors	Where possible office staff to continue to work from home Max 3 staff working from the office at any time at set locations (currently only 1 staff member based in office) Minimal staff on site Staff working in social bubbles to control those who would need to isolate in the event of a confirmed positive test. Staff upskilling to ensure cover is available in key roles should there be a need Guidance for customers detailing procedures available on - line and signage displayed at front of office. Appointment only starting at 10am last appointment being 3.00pm daily Funeral details all on-line, forms can be completed by customer and emailed in Funeral Directors to continue to collect ashes and return to the family. Change forms to complete and return on-line. Covid secure sign on entrance to building			
Coming To / Leaving Work	Staff	Car park available close to building No car sharing Staggered start times			

Moving Around Buildings	Staff, visitors & contractors	Social distancing signage in place Public and staff designated areas Staff use back door to access office if required by appointment			
Movement in communal and floor plate walkways		Generally, only one member of staff based in the cemetery office Home working to continue Staggered breaks			
Internal staircase		N/A			
Workplace/Workstations	Staff & contractors	Workplace assessment detailing number of workstations available see site plan Staff wipe down contact surfaces before and after using workstations No hot desking Chairs and IT removed from unused desks Personal belongings removed from desk areas			
Meeting Rooms	Staff, visitors & contractors	Currently no public meetings held on site Staff encouraged to communicate via phone or teams etc Staff meeting where face to face take place in the open air Public meetings by appointment only Where possible public to be advised to attend on own update policy As staff return to the workplace after WFH leave or Furlough briefings to update them are undertaken by supervisors			
Common Areas Photocopiers	Staff, visitors & contractors	Photocopy machine, selgiene ultra available to spray on paper towel and wipe before and after use Seating plan meeting rooms Additional copy machine to be positioned in the Crematorium building to remove the need for staff to attend the Cemetery office. Records room one at a time, signage on door to remind staff			
Break Out Areas		See kitchen Currently only one member of staff on site at any given time			
Kitchens		Items placed in fridge to be within a container, contact surfaces cleaner with disinfectant cleaner before and after use Additional tables removed form kitchen area Stock removed from kitchen area to tidy and reduce Microwave contact surfaces cleaned before and after use using disinfectant cleaner Sink available for hand washing Dish washer for washing up			

		No sharing of mugs, plates & cutlery			
Reception Area	Staff, contractors, visitors	Appointment only Main Door locked Intercom Video doorbell outside main door for communication			
Toilets	Staff	Toilet for staff only Cleaned daily by contractor Cleaning kit within toilet for staff to clean contact surfaces after use Sink with soap and water for hand washing			
Incident Procedures Fire Evacuation		Staff to follow current EAP Current fire risk assessments reviewed and remain the same. Social distancing will not be enforced during an evacuation but will be at the muster point			
First Aid		Staff follow current EAP First Aid policy updated and equipment to cover covid-19 added to kits, face masks, wipes & face shield			
Customers/Visitors/ Contractors Contractors		Visitors by appointment only Contractors pre appointment only arranged via Cemetery team or MCS Contractor and visitor sign in books for Test & Trace			
Cleaning and hygiene		Hygiene posters on display Cleaning specification reviewed Staff clean touch surfaces throughout operation cleaner in after hours Sinks available in kitchen and toilet for hand washing Cleaning station in toilet for staff use only			
Bin Store/Bins on floors	Staff, visitors and Contractors	Bins reduced where possible Suitable liner used in all bins Empties at least daily, knotted and disposed on in A / B waste bins			
Work Travel Pool Cars		Car park available close to building Vehicle sharing avoided when attending meetings, max two staff when working on site, specific RA available Staff follow Head office guidance relating to the use of pool cars if used at Grafton			

Goods In/Out	Staff, contractors	Post and parcels to be opened on arrival, packaging disposed of and hands washed. Larger deliveries organised to be delivered to compound yard.			
Ventilation	Staff, visitors and contractors	Weather permitting windows can be opened to increase air flow MCS carried out site inspection to identify any ventilation system along with suitability Occupancy numbers set considering air flow			

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: The office team is small, currently operating with only one or two staff present, grounds staff are encouraged to communicate via phone where possible to minimise contact time. Due to the nature of the business this department has had to remain operational working within the guidance available.

COVID Secure Risk Assessment:	Site: Crematorium	Date of Assessment: 09/07/20	Author: Mike Houchell	Date of review: 14.10.20
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Risk Location & the hazard <small>(Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)</small>	Who might be at Risk? Staff, Visitor, Cllr., Contractor, Customer	Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk Things you are already doing to reduce the risk (see checklist for guidance)	What Further Action is Necessary? Any additional control measures or equipment that you need	Action by Who? Who is responsible for the further action?	Action by When? When the action will be done by
Crematorium Risk of the spread of Covid-19	Staff, visitors, contractors	<i>Not applicable building has been operational throughout pandemic due to the nature of business</i> Operating to guidelines followed - www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic Collection of ashes change policy, so ashes are collected by funeral director not public return Covid secure signage on entry to building			
Coming to / Leaving work	Staff	Chapel operates one way in and out this is managed by funeral directors but supervised by staff on site exit doors held open on door hooks as public leave and closed again after by funeral director			
Moving around buildings	Staff, visitors & contractors	Staff areas clearly segregated by secure doors or barriers with signage Social distancing managed by funeral director and staff on site during briefing Staff and funeral directors wear face coverings in public facing areas Funeral directors fully aware of changes in operation, such as attendance numbers, seating plans etc Staff areas operate with limited numbers and contractors hence signage positioned in key areas controls any concern Social distancing signage in key areas to aid staff Face covering signage at entrance doors to aid public and visitors			

Workplaces / workstations	Staff	<p>Mission control room is be single occupancy only, currently used as an entrance, exit. Holds the PC to control funeral music, the cremators in addition to a work PC all are currently shared use</p> <p>Cleaning station with Disinfectant wipes to use before and after use of equipment</p> <p>The crematorium office has a printer/scanner installed and is equipment for one person's use. This reduces the visits to the main office and collection of paperwork.</p> <p>Investigate options to operate specific applications from an alternative location i.e.music or cremators, consider the old viewing room as a location</p> <p>Control access to Mission Control via swipe for staff all other access via rear door</p>			
Meetings	Staff, visitors & contractors	Funerals follow current guidance as identified within this RA currently a maximum of 30 attending a funeral			
Common areas	Staff, visitors & contractors	<p>Arrival Canopy area</p> <p>Viewing room (cremators closed to public)</p> <p>Chapel -</p> <p>Public toilet (disabled use no toilet lid) cleaning contractor cleans daily</p> <p>Hygiene / hand washing signage on display within toilets</p> <p>Chapel waiting room currently closed</p> <p>Max calculated attendance numbers for room 4 should this be opened up again</p> <p>Chapel set out to allow social distancing maximum</p> <p>28 people attending funeral (seating for 7 households max in rows of 4) to meet current guidance restrictions on numbers attending. Floor plan available</p> <p>Staff area currently barriered off to restrict access</p> <p>Pulpit – one person only disinfectant wipe contact surface before and after use</p> <p>Mic stand used to reduce the need to handle the mic</p> <p>Floral tribute area is an open space divided into days of the week Mon to Fri tributes are displayed in this area after the funeral for a period of a calendar week and then removed, visitors tend to chat in this area especially whilst wakes are not taking place, staff on hand to move people on if they need</p> <p>Staff mess room</p>			

		<p>Touch surfaces cleaned with disinfectant cleaner before and after use</p> <p>Single occupancy only, breaks staggered, signage to remind staff</p> <p>Microwave, fridge and kettle cleaned before and after use with disinfectant wipe or Selgiene Ultra and paper towel</p> <p>No sharing of mugs, plates or cutlery</p> <p>No food preparation on site, pack lunches to be stored in containers if using the fridge and removed at the end of each shift</p> <p>Visitor viewing room closed, no public access to cremators</p> <p>Ash prep room single occupancy only</p> <p>Social distancing signage required under viewing screen and on wall x 2 canopy</p> <p>Additional cleaning depending on bookings</p> <p>Projector Screen to be installed within Chapel to aid vision of ceremony</p> <p>Signage with attendance number displayed if opening the waiting room</p> <p>Display social distancing signs on walls x 2</p> <p>Long term replace temporary barrier with barrier in keeping with the chapel</p> <p>Update signage and position</p> <p>Mic in use does the muffler need changing after use</p> <p>Social distancing sign on a post in this area</p> <p>Signage single occupancy only (in-house)</p>			
Incident procedures (fire/first aid)	Staff, visitors & contractors	<p>Staff follow current EAP</p> <p>First Aid policy updated and equipment to cover covid-19 added to kits, face masks, wipes & face shield</p>			
Customers / Visitors / Contractors	Staff, visitors & contractors	<p>No records currently held by site for attendees to funeral</p> <p>Instruct Funeral directors of responsibilities of test and trace</p>			

Cleaning / Hygiene	Staff, visitors & contractors	Wash basins with hand soap available to staff and contractors in key locations Hygiene signage in place to remind staff of method Hand sanitiser dispensers located in staff areas Waste bins removed other than external and within the mess room, all contain bin liner which is knotted and disposed of at least daily. Showers out of use, taped off with signage weekly flush maintained along with external contractor services Hand sanitiser station at collection lobby (old north Chapel) Free standing Hand sanitiser dispenser required on chapel lobby Bearers room requires fixed hand sanitiser dispenser Clearly define what cleaning is completed by the cleaning contractor and what needs cleaning and when by staff Set up a cleaning check sheet to confirm each area has been	cleaner and when		
Face coverings	Staff, visitors & contractors	Staff wear face coverings in public facing areas Public advised to wear face coverings via signage at entry to buildings Contractors wear face coverings in entry to the building			
Shift patterns / work groups / work travel	Staff, visitors & contractors	No change in operation Additional staff trained to operated machinery if required Small social bubbles no cross over of staff to limit risk of cross infection Where staff need to travel for work single occupancy only			
Goods in/out	Staff, visitors & contractors	Deliveries taken at rear door, door- bell in place to alert staff Staff aware to maintain social distancing when taking deliveries Staff don't sign for deliveries PPE available for staff where goods require moving, disposable gloves Video bell to be installed to enable staff within the building to communicate			
Other risks from service activities	Staff, visitors & contractors	Coffin bearing – IBC no longer offer coffin bearer option, this must be organised by the funeral director, transfer trolley available for use, cleaned down with disinfectant cleaner before and after use Loading coffins – Contact surfaces wiped down with disinfectant cleaner before and after loading, disposable gloves available to staff if required			

Comments: Crematorium due to the nature of the business is very clinical as such a number of conditions were already in place. During services the operation is staff lead with a funeral director present. This means those public attending can be given instruction and managed at the time and are always in attendance with a member of staff whilst within the building.

COVID Secure Risk Assessment:	Site: Cemeteries – other areas	Date of Assessment: 10/07/20	Author: Mike Houchell	Date of review: 14.10.20
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Risk Location & the hazard (Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)	Who might be at Risk? Staff, Visitor, Cllr., Contractor, Customer	Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk Things you are already doing to reduce the risk (see checklist for guidance)	What Further Action is Necessary? Any additional control measures or equipment that you need	Action by Who? Who is responsible for the further action?	Action by When? When the action will be done by
Risk of the spread of Covid-19	Staff, visitors, contractors	<p>Temple of remembrance Area locked out of hours Attendance number low usually only up to 2 people attending anytime. Doors propped open to reduce touching of doors Sanitiser available inside main door Social distancing wall sign ground floor and first x4</p> <p>Church 12x person max attendance per funeral Staff and funeral director present to manage social distancing To maintain social distancing seating where minister stands to be put out of action One way in and out, manageable given current number whilst social distancing Social distancing signage x 2 Remove / put out of service chairs not in use</p> <p>Heat harvester isolated due to Covid require investigation SSOW or alternative</p> <p>Perspex screen to be installed on Lectern</p> <p>Burials Take place in open air, Social distancing maintained System in place to manage attendees wishing to lay earth of graves, tools – contact surfaces cleaned down before and after use</p>			

Stonemasons

Access only to key staff
Hand Hygiene posters displayed
Hand wash facilities with hand soap available
Disinfectant cleaner and hand towel available to wipe down touch surfaces

Identify resource to cover skilled stone mason in the event of illness or isolation

Social distancing signage on posts placed to remind visitors
Face covering to be worn within buildings signage in key points

Small social bubbles working to limit risk of cross infection

Car park and Graveyards

Parking spaces marked out
Responsibility to maintain social distancing reasonable to say public will self monitor

Millennium

Access only to only one key staff member.
Hand Hygiene posters displayed
Hand wash facilities with hand soap available
Disinfectant cleaner and hand towel available to wipe down touch surfaces
Staff toilet with lid disinfectant cleaner and hand towel available to wipe down touch surfaces

Close toilet lid signage required

Public Toilets
Cemeteries and Millennium
(these have been assessed separately and controls already in place
Social distancing signage in place
One in one out
Increased cleaning undertaken by contract cleaner and parks patrol
Log of cleaning visits