

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: Chantry Park Modular Site	Date of Assessment: 29/07/2020	Author: Tom Fell/Nigel Campbell	Date of review: 19/10/20
--------------------------------------	---	--	---	---------------------------------

Risk Assessment Purpose:	The Chantry Depot is a modular building with surrounding workshops used as a base for the Area Manager and Ground staff who prominently work across the Chantry and Stoke estates. The depot includes, offices, welfare facilities, mess room, a meeting room and containers and outbuildings used as workshops and storage. The area is secure when unoccupied and signed "Staff Areas only". There are no public facilities within this depot.
---------------------------------	--

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, Visitor, Contractor,	One 'Covid Secure' sign for entrance to office area, and toilet stickers (x4) and handwashing signage (x3) to be installed. Explain arrangements to newly returning staff by email/phone prior to arrival. Hand sanitising stations installed at entrance/main door No public access Site capacities – Mess Room 5, Office 1, Kitchen 1 Briefed staff on new arrangements & completed staff induction			
Coming To / Leaving Work	Staff, Visitor, Contractor,	Staff member to unlock and lock building using gloves or wash hands/use hand sanitiser afterwards. Supervisor to stagger staff start /finish and break times to ensure maximum capacities not exceeded. Staff/visitors entering exiting building to use hand sanitising station 2m Social distancing to be observed whilst on site Visitors only by appointment, must wear a face covering when entering facilities Briefed staff on new arrangements & completed staff induction			
Moving Around Building	Staff, Visitor, Contractor,	Clear unobstructed views allow 2m social distancing to be observed. All contractors report in before commencing work and after they have completed works Briefed staff on new arrangements & completed staff induction			
Movement in communal and floor plate walkways	Staff, Visitor, Contractor,	Only one person to use entrance Staff to retreat to safe area and give way to oncoming footfall No stopping in walkways Briefed staff on new arrangements & completed staff induction			

Workplace/Workstations	Staff, Visitor, Contractor	<p>Only one person allowed in office at any one time.</p> <p>Only one person allowed in kitchen area at any one time</p> <p>Staff bring in their own lunch or food purchased off site, breaks to be taken in fresh air where possible.</p> <p>Hand sanitiser/wipes available in office.</p> <p>Each person is responsible for cleaning their own workstation with disinfectant cleaner</p> <p>Keep well ventilated, garage/internal doors kept open while occupied</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Meeting Rooms	Staff, Visitor, Contractor	<p>Where possible meetings to be conducted remotely via Skype and teams.</p> <p>Any face to face meetings to be held in open air maintaining 2m social distancing</p> <p>Additional chairs removed from office</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Break Out Areas	Staff, Visitor, Contractor	<p>Breaks to be taken in outside if possible, where not possible, in the mess room or at the individuals work desk.</p> <p>Only one person in kitchen and staff toilet at a time.</p> <p>One in one out policy, additional cleaning, and where possible sit outside.</p> <p>Staff to use own cups and utensils throughout the day and take home for cleaning</p> <p>Staff bring in their own lunch or food purchased off site, breaks to be taken in fresh air where possible. All food waste and rubbish to be taken home</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Kitchens	Staff, Visitor, Contractor	<p>Breaks to be taken in back office, kitchen, garage or outside.</p> <p>Only one person in kitchen and staff toilet at a time.</p> <p>One in one out policy, additional cleaning, and where possible sit outside.</p> <p>Staff to use own cups and utensils throughout the day and take home for cleaning</p> <p>Staff bring in their own lunch or food purchased off site, breaks to be taken in fresh air where possible. All food waste and rubbish to be taken home</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Toilets	Staff, Visitor, Contractor	<p>Only one person in staff toilet at a time.</p> <p>Signage to be installed reminding staff to close toilet lids prior to flushing and to wash hand thoroughly. Only 2 members of staff on site so low concern of queueing.</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Shower Facilities	Staff, Visitor, Contractor	<p>Signage installed to shower room – Showers only to be used for decontamination.</p> <p>Flushing program to be maintained</p> <p>Briefed staff on new arrangements & completed staff induction</p> <p>Post decontamination procedure in place to clean after use</p>			
Locker Areas	Staff, Visitor, Contractor	<p>Only one person to access lockers at a time</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
Incident Procedures Fire Evacuation	Staff, Visitor, Contractor	<p>Fire procedures to remain the same, no social distancing during the evacuation itself, but with social distancing at Assembly Point.</p> <p>EAP issued to all staff in the event of an emergency.</p> <p>Briefed staff on new arrangements & completed staff induction</p>			
First Aid	Staff, Visitor, Contractor	<p>Qualified First aiders' to follow updated Covid-19 training whilst giving first aid</p> <p>Face coverings only required if strict social distancing cannot be maintained e.g. First Aid</p> <p>First Aider on duty whilst operational</p> <p>Briefed staff on new arrangements & completed staff induction</p>			

Customers/Visitors/ Contractors	Staff, Visitor, Contractor	Essential contractors only associated with safe running of the building, to enter. Contractors by appointment only Contractors to be briefed on Covid measures in the building and strict social distancing to be maintained. All contractors must provide contact details for track and tracing purposes No visitors or customers allowed Briefed staff on new arrangements & completed staff induction			
Cleaning and hygiene	Staff, Visitor, Contractor	Staff Toilets to be one person only at a time. Signage to advise on proper handwashing etc. 'Toilet lid to be closed before flushing' stickers to be in place. Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards, and making sure there are adequate disposal arrangements for cleaning products Briefed staff on new arrangements & completed staff induction			
Bin Store/Bins on floors	Staff, Visitor, Contractor	Bins emptied and cleaned regularly Compound Waste skip and bins kept in open air No public allowed in compound Briefed staff on new arrangements & completed staff induction			
Work Travel	Staff, Visitor, Contractor	Staff to stagger start and finish times Patterns and usage to be planned and clearly communicated between staff. No sharing of work vehicles. COVID R/a already in place Briefed staff on new arrangements & completed staff induction			
Goods In/Out	Staff, Visitor, Contractor	Post and parcels to be opened on arrival, packaging disposed of and hands washed. Briefed staff on new arrangements & completed staff induction Create quarantine area's			
Ventilation	Staff, Visitor, Contractor	Natural ventilation to be used as no air handling system installed. This is easily achieved through opening the external doors. Briefed staff on new arrangements & completed staff induction Air conditioning unit serviced but put out of action currently.			

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