



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.

<p>COVID Secure Risk Assessment: RA 009 Gipping House</p> <p>Issue: 02</p>	<p>Site: Gipping House</p>	<p>Date of Assessment: 05 Feb 2021</p>	<p>Author: Lee Woods</p>	<p>Date of review: 31 Mar 2021</p>
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<p>Risk Assessment Purpose:</p>	<p>The purpose of this risk assessment is to mitigate the risks of spreading and contracting Covid-19 to all users of the premises. Appropriate control measures have been applied to the workplace in line with latest Government guidance.</p> <p>This document will be reviewed every 3 months, or sooner in the event of changes with Government guidance.</p>
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<p>Risk Location & the hazard</p> <p>Exposure to Covid-19 virus or risk arising from building use or change in working practice at a specific location)</p>	<p>Who might be at Risk?</p> <p>Staff, Visitor, Cllr., Contractor, Customer</p>	<p>Control Measures in Place act to remove the activity or situation, or if this isn't possible, control the risk</p> <p>Things you are already doing to reduce the risk (see checklist for guidance)</p>	<p>What Further Action is Necessary?</p> <p>Any additional control measures or equipment that you need</p>	<p>Action by Who?</p> <p>Who is responsible for the further action?</p>	<p>Action by When?</p> <p>When the action will be done by</p>
<p>Before Re-opening of the Premises (Gipping House)</p>	<p>Maintenance & Contracts, Internal Audit and Waste & Cleansing Staff</p>	<p>Risk Assessment to be approved by Risk Assessment Forum (RAF) and Tactical Management Team (TMT). Employees are to be sent an electronic copy of this risk assessment to ensure that they understand the additional controls that have been applied at Gipping House due to COVID19 pandemic (<i>employees not on email to receive hard copy version</i>)</p> <p>Employees are to acknowledge RA and send signed receipt to the Facilities Manager, these will be placed within the employees personal file.</p> <p>Regular staff email updates and further FAQs relating to Covid-19 can be found on the Intranet, SharePoint and displayed on notice boards.</p> <p>Deep clean of the premises is to be undertaken with a greater emphasis to all hand touch points by appointed cleaning contractor Ipserv.</p> <p>A COVID secure premises inspection is to be undertaken and signed off to ensure that the identified appropriate control measures have been applied and COVID secure premises notice displayed at prominent location/s.</p> <div data-bbox="743 1129 797 1193" data-label="Image"> </div> <p>staying-covid-19-secure-notice.pdf</p> <p>Site Induction to be given to all staff on additional control measures applied at Gipping House before returning to the building.</p>	<p>Deliver site induction to staff</p>	<p>M&C and Waste Operational Managers</p>	<p>Prior to re-opening of the premises</p>

<p>Employee Personal Hygiene</p> <p><i>Potential risk of transmission of virus</i></p>	<p>Maintenance & Contracts, Internal Audit and Waste & Cleansing Staff</p>	<p>Before attending work, check your own personal wellbeing, in that you yourself are not displaying any Covid-19 symptoms? Typical symptoms include;</p> <ul style="list-style-type: none"> ○ High Temperature ○ Continuous Cough ○ Loss of Taste ○ Sense of smell <p>In the event you start to experience recognised symptoms of Covid-19 or where a member of your household or legal support bubble starts to experience recognised symptoms, it is mandatory that you immediately:</p> <ul style="list-style-type: none"> ○ Monday to Friday - contact your Line Manager ○ Saturday, Sundays and Bank Holidays - contact HR via the HR Hotline 07920 296013 <p>In the event you have tested positive for Covid-19, it is mandatory that you immediately:</p> <ul style="list-style-type: none"> ○ Monday to Sundays and Bank Holidays - contact HR via the HR Hotline 07920 296013 ○ Contact your Line Manager <p>Employees are required to ensure that their own personal hygiene is always maintained to a high standard, this is to include washing of hands thoroughly with soap and water for a minimum of 20 seconds and/or sanitiser before entering and egressing of every visit.</p> <p>Best practice hand wash.pdf</p> <p>To minimise the spread of germs, the employee is to catch cough/sneezes in tissue, remove tissue from site with waste and wash hands thoroughly afterwards</p>	<p>Continuous Monitoring</p>	<p>All Staff</p>	<p>Open Action</p>
<p>Access/Egress of Gipping House</p>	<p>Maintenance & Contracts, Internal Audit, Waste & Cleansing Staff & Visitors</p>	<p>Staggered start and finish times, wherever possible may be requested as part of a service areas rota arrangements, to avoid potential 'bottle necks' at beginning and end of each working day.</p>			

		<p>Agreed access and egress points into the premises for both service areas. M&C (Access door 1) and Waste and Cleansing (Access door 5).</p> <p>Prior to entering/egressing Gipping House, employees are encouraged to apply hand sanitiser to their hands which can be found at the point of entry/egress into the building.</p> <p>Clear signage detailing new operating rules & procedures at entry points within Gipping House.</p> <p>Implement an internal one-way system by marking floors in the aisles with arrows that will prevent people from passing each other. (Where impractical, staff to follow sensible 'give way' procedures to maintain a safe social distance) face coverings will be made available to all staff at these 'pinch' points.</p> <p>Social distancing measures are to be applied whilst accessing / egressing Gipping House.</p> <p>Employees are not to tail gate 'others' into or out the building.</p> <p>Enhanced cleaning of all regularly touched door handles and push panels into the building</p>			
Hand Sanitation	Maintenance & Contracts, Internal Audit, Waste & Cleansing Staff & Visitors	<p>There have been several hand sanitisers installed at prominent points throughout the building for general use by those visiting the premises.</p> <p>These are maintained by Ipserv as part of their Covid-secure cleaning regime</p>			
Workstations	Maintenance & Contracts, Internal Audit and Waste & Cleansing Staff	<p>Agile and home working to be implemented to avoid a 'build up' of staff within the premises as part of service area rota arrangements (to be agreed in principle with line manager).</p> <p>Employee rota/resource tracker to be circulated to ensure service delivery is not compromised in any way.</p> <p>Maximum number of office-based staff has been identified as follows:</p>			

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<p>Before Re-opening of the Premises (Gipping House)</p>	<p>Maintenance & Contracts, Internal Audit and Waste & Cleansing Staff</p>	<p>Risk Assessment to be approved by Risk Assessment Forum (RAF) and Tactical Management Team (TMT). Employees are to be sent an electronic copy of this risk assessment to ensure that they understand the additional controls that have been applied at Gipping House due to COVID19 pandemic (<i>employees not on email to receive hard copy version</i>)</p> <p>Employees are to acknowledge RA and send signed receipt to the Facilities Manager, these will be placed within the employees personal file.</p> <p>Regular staff email updates and further FAQs relating to Covid-19 can be found on the Intranet, SharePoint and displayed on notice boards.</p> <p>Deep clean of the premises is to be undertaken with a greater emphasis to all hand touch points by appointed cleaning contractor Ipserv.</p> <p>A COVID secure premises inspection is to be undertaken and signed off to ensure that the identified appropriate control measures have been applied and COVID secure premises notice displayed at prominent location/s.</p> <div data-bbox="743 1129 797 1193" data-label="Image"> </div> <p>staying-covid-19-secure-notice.pdf</p> <p>Site Induction to be given to all staff on additional control measures applied at Gipping House before returning to the building.</p>	<p>Deliver site induction to staff</p>	<p>M&C and Waste Operational Managers</p>	<p>Prior to re-opening of the premises</p>

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		<ul style="list-style-type: none"> • M&C – 16 employees 			

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		<ul style="list-style-type: none"> Waste – 7 employees 			

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		<ul style="list-style-type: none"> Internal Audit – 2 employees 			

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		<p>TMT have authorised final numbers based on staff conversations with Human Resources.</p> <p>Office desk plan implemented to ensure social distancing can be achieved in all working areas and employees are not to sit face to face (please refer to attachment).</p> <p> SD-GHOA-20-01revH .pdf</p> <p>Avoid hot desking where possible. Instead DESK SHARE will be allocated for up to 5 employees (no more than one employee per day as required)</p> <p>Authorised workstations will be identified, and a list of authorised users will be displayed from that workstation.</p> <p>Workstations not to be worked from will be clearly marked (NOT FOR USE) and will remain like this until further notice and chairs will be removed.</p> <p>All desks must be clear of any items other than keyboard, computer, screen.</p> <p>Employees must not speak to colleagues whilst at desks, all communication is to be carried out virtually via Skype.</p> <p>Hand sanitiser stations will be provided throughout the building and adjacent to each working area.</p>			
<p>Employee having symptoms of Coronavirus whilst at work (Isolation Room)</p>	<p>Maintenance & Contracts, Internal Audit, Waste & Cleansing Staff & Visitors</p>	<p>Identified isolation room on the 1st Floor to hold employee/s and/or visitors should there be a delay in sending the person showing symptoms straight home. Isolation room is situated in an area of no general access or to 'other' members of staff.</p> <p>Isolation room is to be cleaned and sealed ready for potential use and decontaminated after any use by Ipserv clinical clean.</p>			

		<p>In the event of the room being required for isolation, then windows will be opened to allow adequate free movement of air.</p> <p>Maintain two metres social distance, and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must be worn.</p> <p>COVID-secure signage and provision for hand sanitisation applied to this area.</p> <p>Provision of face covering to symptomatic person likely to be reasonably practicable</p> <p>Clear transit route on both entrance & egress to room to prevent any potential cross contamination.</p> <p>In the event you start to experience recognised symptoms of Covid-19 or where a member of your household or legal support bubble starts to experience recognised symptoms, it is mandatory that you immediately:</p> <ul style="list-style-type: none"> o Monday to Friday - contact your Line Manager o Saturday, Sundays and Bank Holidays - contact HR via the HR Hotline 07920 296013 <p>In the event you have tested positive for Covid-19, it is mandatory that you immediately:</p> <ul style="list-style-type: none"> o Monday to Sundays and Bank Holidays - contact HR via the HR Hotline 07920 296013 o Contact your Line Manager 			
Provision of first aid to an employee and/or visitor	Maintenance and Contracts and Waste and Cleansing Staff + Visitors	<p>First aid poster to be displayed on the notice's boards and offices within Gipping House.</p> <p>Sufficient number of First Aiders to be on site at all times and respond in accordance with the training provided.</p> <p>The appropriate PPE must be worn when administering any first aid to other members of staff, this includes the</p>	Updates to notice board when required	BSU	Open Action

		<p>wearing of a FRSM (Type IIR) Fluid surgical face covering and eye covering.</p> <p>HSE guidance to be followed below;</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>			
Fire Alarm	Maintenance and Contracts and Waste and Cleansing Staff + Visitors	<p>The fire risk assessment has been reviewed and in the event of the fire alarm sounding, employees must follow the quickest designated fire exit route out of the building to the fire muster point, which is situated in the overflow car park.</p> <p>In the event of the alarm sounding, employees may need to go against the one-way system to exit the building by the quickest possible means.</p> <p>Employees are to maintain social distancing whilst waiting at the designated muster point.</p> <p>Employees are to re-enter the building when safe to do so by means of their designated entry point within the building and must maintain two metres social distance, or one metre with risk mitigation where two metres is not viable</p> <p>Scheduled fire alarm testing to take place every Wednesday at 14:00hrs.</p>	Continuous Monitoring and Recording	BSU	Open Action
External walkways	Maintenance and Contracts, Internal Audit and Waste Employees + Contractors and Visitors	<p>Social distancing measures to be applied at all times.</p> <p>Employees not to face each other when passing each other on designated walkways</p> <p>Appropriate Covid-secure signage and notices to be displayed on site.</p> <p>FRSM (Type IIR) Fluid surgical face covering must be worn in high occupancy areas where it is not possible to maintain social distancing, i.e. some external walkways or outbuildings i.e. cement shed.</p>			

<p>Communal Area (WC Facilities / Showers)</p>	<p>Maintenance and Contracts, Waste & Cleansing Employees + Contractors and Visitors</p>	<p>Cleaning measures with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.</p> <p>Appropriate signage to be displayed and a provision for “waiting area” in the event of the facility being in use, this is to prevent any unauthorised access during use of this facility and signage to be removed when this facility is vacated.</p> <p>Hand sanitiser to be available on entry to toilets where safe and practical and ensure suitable hand-washing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.</p> <p>A free flow of air is to be maintained to allow sufficient ventilation by opening windows (if applicable).</p> <p>Number of urinals/wash hand basins to be temporarily reduced to 2nr of each in trade toilets.</p> <p>Prior to flushing, toilet seats must be lowered in to the closed position. (signage to be applied in this area to reflect this)</p> <p>Thorough washing of hands with soap and water must be carried out after using the facility</p> <p>Best practice hand wash.pdf</p> <p>Appropriate Covid-secure signage to be displayed to the outside face of the external WC door & Locker door</p> <p>This facility is to be made available to visiting contractors/suppliers.</p> <p>Showers will be brought back into use following sufficient flushing and legionella check. (A booking system for showers will be implemented).</p>			
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		<p>To prevent the touching of sanitary ware, push button or sensor taps and soap dispenser are to be installed.</p> <p>Scheduled legionella checks to continue throughout the premises.</p> <p>New vision panel fire doors installed to give greater visibility at both external WC and locker room entrances.</p>			
Trades Locker Room	Waste & Cleansing Operatives + Maintenance and Contracts	<p>Social distancing measures to be applied in the locker room of two metres at all times,</p> <p>Staggered start and finish times of Waste and Cleansing staff implemented to reduce the number of employees visiting this area.</p> <p>Audit of locker room to be undertaken and any unused lockers are to be moved off site.</p> <p>Continuous monitoring within this area to be undertaken by Waste and Cleansing Operations Manager.</p>			
Communal Area (Kitchen Facility)	Maintenance and Contracts and Waste and Cleansing Staff	<p>Thorough washing of hands with soap and water must be carried out before eating and drinking.</p> <p>Best practice hand wash.pdf</p> <p>No more than two employees in the kitchen area at any one time.</p> <p>Maintain two metres social distance, or one metre with risk mitigation where two metres is not viable</p> <p>No items to be left in the fridge overnight, other than milk. The milk bottles & cartons should also be cleaned.</p> <p>No personal mugs are permitted – only generic items are to be used and these should be washed up in hot water and not left in kitchen area</p> <p>Dishwasher to be isolated at source and appropriate signage displayed.</p>			

		<p>Enhanced cleaning measures carried out in the kitchen area to all “touch” areas such as kettles, microwaves and water dispenser.</p> <p>Disposal of waste to be monitored and emptied on regular basis and surplus food/packages to be discarded in the appropriate waste streams. (<i>Waste levels will be monitored, and collections increased if necessary</i>).</p> <p>Hand sanitiser to be provided in this area.</p> <p>Floor markings applied in this area and a ‘safe space’ to be created to allow for through traffic to pass.</p> <p>Lunch is to be either consumed at the desk where employee is authorised to work from (DESK SHARE) or at the designated breakout area (Constable Room) though only if social distancing can be achieved.</p>			
Communal Areas (General)	Maintenance and Contracts and Waste and Cleansing Staff	<p>Additional cleaning regime of all touch areas to be undertaken in line with Corporate contract. (These are to include such items as kettles, microwave, water cooler machines, fridges)</p> <p>Lockers will be spaced out to maintain two metres social distance</p> <p>Appropriate COVID-19 related signage displayed.</p> <p>Hand sanitiser provided in this area.</p> <p>Waste is to be disposed of in the correct bins and disposed daily in line with Corporate cleaning contract. (<i>Waste levels will be monitored, and collections increased if necessary</i>)</p> <p>The Constable Room will be designated as the welfare room for use at Gipping House for office-based employees.</p>			
Use of Photocopier	Maintenance and Contracts, Internal Audit	The Photocopier may be removed – TBC (If photocopiers were to remain, appropriate controls would apply as below)			

(located in MA2 Office and Waste Office)	and Waste Employees	<p>Only one photocopier per service area within the premises.</p> <p>Hand sanitiser to be located adjacent to each copier (COSHH controls will be covered at induction) of which employees are encouraged to use. (COSHH controls to be covered within induction).</p> <p>Relevant signage/floor markings to be applied to warn staff to maintain two metres social distance, or one metre with risk mitigation where two metres is not viable.</p>			
Meetings (Internal / External)	Maintenance and Contracts and Waste and Cleansing Staff	<p>Wherever possible, all meetings should be held virtually via Skype or Teams.</p> <p>There will be no meetings rooms available for use at Gipping House.</p> <p>Only necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable).</p> <p>Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.</p> <p>Any meetings held on the premises are to be held outdoors in well ventilated areas.</p> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</p> <p>The Constable Room has had any surplus desks/chairs removed to a safe holding area within the premises and will remain like this until further guidance is issued. This room is primarily being used as a breakout area for staff and can hold a max of 5 people. (If training is required within this room, then an additional risk assessment will be provided, and staff will need to have their lunch at the assigned workstation).</p> <p>The Giles room is under key control, so no access is possible.</p>	Implement training risk assessment when applicable	BSU/Appropriate Manager	Open Action

		<p>The Orwell Room is being used by the Transport Manager as per the Gipping House plan and is under key control (refer to page 8)</p> <p>Remote items such as projector and TV remote controller, white-board to be cleaned before and after each use with ANTI-BAC wipes.</p> <p>No physical contact (hand shaking etc) with employees and/or supply-chain to take place and no refreshments are to be provided.</p> <p>Trades/Waste staff are to contact Line Manager by phone if they wish to meet or discuss confidential matters at a location where social distancing can be achieved.</p> <p>Hand sanitiser to be provided in these areas.</p>			
Sub-Contractors carrying out works within Gipping House	Approved sub-contractors, Maintenance and Contracts, Internal Audit and Waste Employees	<p>All works will need to be planned well in advance with the Facilities Manager and communicated to all staff who may be affected by the works being carried out.</p> <p>Appropriate Risk Assessments and Method Statements will need to be provided and approved prior to any works commencing.</p> <p>All visitors to Gipping House must sign in for the purpose of test and trace if required.</p> <p>Sub-Contractors working at Gipping House will need to confirm that they themselves are also “fit for work”</p> <p>Sub-contractors will need to report to Stores reception and be briefed on the current COVID19 arrangements that are applicable to Gipping House.</p> <p>Global email sent to IBC staff informing those of works being carried out and areas of work where access will be restricted.</p> <p>Works will be stopped if the appropriate controls are not being applied by the contractor as per their Covid-RAMS.</p>	Continuous Monitoring and in-line with statutory checks	Facilities Manager	Open Action

		<p>On completion of works, area to be thoroughly cleaned down and items disposed.</p> <p>Social distancing measures must be applied and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn in all internal settings.</p>			
Collecting / Delivering materials to stores / outbuilding's	Stores personnel, Maintenance and Contracts & Waste Trade Operatives, 'other' council service area staff and deliveries (couriers)	<p>Maintain two metres social distance, and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn in the store's reception area.</p> <p>Perspex screens installed at the stores counter and hazard line applied to floor.</p> <p>Only two employees/customers permitted within stores reception area at any one time.</p> <p>All Stores transactions are by appointment only</p> <p>Hand sanitiser station installed within the store's reception area.</p> <p>Only one stores employee to work / obtain materials from one aisle at any one time.</p> <p>Stores staff to Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</p> <p>Employee will be given allocated time slots as to when materials can be safely collected from stores (<i>Booking appointment now online and only online bookings accepted</i>)</p> <p>Electronic delivery notes/job tickets to be provided where possible</p> <p>Employees to be provided allocated times as to when it's safe to dispose of any waste generated from activities undertaken on site (<i>Booking appointment now online and only online bookings accepted</i>)</p>			

		<p>Material delivery times from supplier (to stores) and outgoing to (IBC tradesmen) we need to be agreed in advance, so that the appropriate unloading area can be prepared in advance.</p> <p>Key control in place within the Waste Recycling Centre and Woodworking Mill to ensure that only one employee has access to this area at any one time <i>(Note: The woodworking machinery within the mill has been isolated, only collection of raw material available from this area. (Stores maintain key control for this area).</i></p>			
Smoking (Entrance to Gipping House)	Maintenance and Contracts and Waste and Cleansing Staff + Visitors	<p>Smokers are to follow egress route to designated smoking point (Gipping House front entrance gate). Maintain two metres social distance whilst employees smoking at designated point.</p> <p>To prevent uncontrolled congregation, limit the number employees at the smoking point at any one time (no more than 3 employees). (This control measure will be given to smokers by means of a toolbox talk).</p> <p>Appropriate Covid-secure signage to be displayed</p> <p>An additional stub-tray is to be provided to encourage smokers to discard of the cigarettes in the correct way.</p> <p>Hands are to be thoroughly washed for a minimum of 20 seconds before and afterwards.</p> <p>Best practice hand wash.pdf</p>			
Employees congregating in trade messroom	Maintenance and Contracts and Waste and Cleansing Staff	<p>Regulate entry and limit number of users to four employees to use the facility at any one time <i>(Stagger lunch breaks)</i></p> <p>Surplus table and chairs removed so that only four chairs/tables to be made available as per the Gipping House plan <i>(please refer to page 8)</i>.</p> <p>Maintain two metres social distance, or one metre with risk mitigation where two metres is not viable</p> <p>Appropriate signage to be displayed on the external face of the mess room door.</p>	None	N/A	N/A

		<p>Additional Cleaning measures carried out in the area to all “touch” areas</p> <p>Thorough washing of hands with soap and water must be carried out before eating and drinking.</p> <p>Best_practice_hand_wash.pdf</p> <p>Hand sanitiser to be provided in this area.</p> <p>Avoid touching your eyes, nose or mouth</p>			
Ventilation	Maintenance and Contracts and Waste and Cleansing Staff	<p>Air handling system configured to CIBSE’s guidance to ensure no recirculation of air and that 100% full fresh air is being drawn into the building,</p> <p>Where possible, windows should be opened to allow a free flow of air to pass through the office/building.</p> <p>Additional ‘layers’ of clothing may need to be worn by the employee during the autumn/winter months.</p>	None	N/A	N/A

Any other comments: