

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

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| COVID Secure Risk Assessment: | Site: CCP Bourne Park | Date of Assessment: 22/07/20 | Author: Thomas Fell / Mike Houchell/Nigel Campbell | Date of review: 15/10/20 |
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| Risk Assessment Purpose: | The guidance document contains a checklist of hazards for all tasks deemed to increase the possibility of Parks and Cemeteries Staff being infected by COVID-19 at this site. |
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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, Contractors | Area is already open to staff and is non-public facing. | | | |
| Coming to / Leaving work | Staff, Contractors | Low number of staff at location. (4 total) Access is open and easy to maintain 2m social distancing. Staggered start times to ensure minimal staff use mess room at the same time | | | |
| Moving around buildings | Staff, Contractors, Customers | Staff toilet has a 1 in 1 out rule. Mess room has a max number of 3 to allow for 2m social distancing and is only used when weather means staff cannot take breaks outside. There are no workstations within the facility. Non-fire Door internal doors, and external doors to be kept open whilst staff on site to aid ventilation. | | | |
| Workplaces / workstations | Staff | No workstations within the facility. Facility is solely for breaks, toilets and equipment storage. | | | |

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| Meetings | Staff | No meetings held at facility. | | | |
| Common areas | Staff | Nil | | | |
| Incident procedures (fire/first aid) | Staff, Contractors, Public | First aid readily available. In event of fire, staff leave facility, clear the public and contact the fire service. 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. EAP issued to all staff in the event of an emergency. First aid procedures to be updated regarding PPE for first aiders. | | | |
| Customers / Visitors / Contractors | Staff, Public | This is a non-public site. No contractor access without prior appointment. Contractors controlled centrally and not from Bourne Park. Records kept at Reg Driver (Nigel Campbell) | | | |
| Cleaning / Hygiene | Staff, Public | | | | |
| Face coverings | Staff, Public, Contractors | 2m Social distancing in place. PPE requirements during first aid to be reviewed and actioned. | | | |
| Shift patterns / work groups / work travel | Staff | Shift staggering and break staggering reduces the number of people in any area at any one time. Face to face contact with staff outside immediate bubble minimal to restrict risk of spread of virus within team. Separate work vehicle RA produced Single occupancy when traveling for work | | | |
| Goods in/out | Staff, Contractors | Facility doesn't take deliveries. Site not open unless in use by staff. | | | |
| Showers | Staff | No showers on site. | | | |
| Toilets | Staff | Only one person in staff toilet at a time. 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. | | | |

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| Photocopiers | Staff | No IT on site. | | | |
| Meeting room chairs | Staff | No meeting rooms on site. | | | |
| Lunch Breaks | Staff | Staff take breaks outside unless the weather doesn't allow for this. Breaks staggered to ensure no more than 3 are in the break room at any one time. | | | |
| Lockers | Staff | No changes to current procedure necessary. Staff sanitise contact surfaces before and after use. | | | |
| First aiders/ fire marshals/ evac chair competence | Staff | Adequate first aid and fire evac cover in place as per normal procedures. 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. EAP issued to all staff in the event of an emergency. First aid PPE and guidance to be updated to cover latest coronavirus first aid guidance | | | |
| Staff inductions on return | Staff | Tool box talks beginning of every shift and inductions for anyone coming back into the workforce | | | |
| Hand sanitiser areas | Staff | Hand washing facilities on site. Staff provided hand gel for use when out and about within parks | | | |
| White boards | Staff | No Whiteboards in place. | | | |
| Bike Storage | Staff | No bike storage at facility. | | | |

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