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Health and Safety Risk Assessment

Activity COVID 19 – Reoccupation risk assessment - returning to work safely

Assessor: Publica Recovery Group

Location: Cotswold District Council, West Oxfordshire District Council, Forest of Dean District Council

Health & Safety Advisor: Katrin Richardson

In Addition to the below hazards the following factors were considered in determining the control measures:

Government guidance “Working safely during COVID-19 in offices and contact centres”
HSE guidance / daily updates

Addition Working Documents Associated with Activity:

COVID-19 Action Plan

Risk Rating: High – Death or serious injury Medium – injury or ill health Low – not likely
Review Date: in line with government advice

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<u>Date</u>	<u>Risk Assessment Version Number</u>	<u>Reason for Amendment</u>	<u>New Version Number</u>	<u>Author</u>
14/05/20	V1	New Assessment		KR
25/05/20	V1	updated / remedial actions taken	V2	KR

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Hazard	Who might be harmed and how	Activity Risk Rating (without controls)	Control Measures already in place	Risk Rating with Control Measures	Any further action required	Action Owner	Action Date	Action Completed	Residual Risk
Specific risk assessments to be reviewed and updated as they are likely not to include COVID-19	Staff at risk of catching or spreading the virus when returning to their normal activities	High	<p>control measures following government advice in place (e.g. wash facilities, social distancing)</p> <p>managers informed via RTW guidance to update specific risk assessments (site visits, enforcements etc.) to reflect COVID 19 control measures</p> <p>staff guidance on site visits and checklists provided by recovery group</p>	M	Findings to be communicated to staff	[Stage 1 – ID 1]			
Management of H&S	Staff returning back to the offices at risk of catching or spreading the virus	High	<p>staff instructed to work from home where possible.</p> <p>Permission of line manager necessary if staff needs to work from the offices</p> <p>additional control measures, e.g. signage, social distancing,</p>	M	keep staff updated on regular basis	Stage 1 - ID 2			

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			<p>one way systems introduced by Property Services.</p> <p>Staff instructed stay at home when showing symptoms of COVID-19</p> <p>“Staying COVID-19 Secure in 2020” poster displayed across all sites.</p>		<p>returning workers to be identified by recovery group</p>	<p>Stage 2 - ID 1</p>			
<p>Visitors / Contractors</p>	<p>Staff at risk of catching the virus</p>	<p>High</p>	<p>Offices currently closed for members of the public</p> <p>Only business critical visitors are permitted at any council site at this time</p> <p>Pre-visit questionnaire for contractors/visitors shared with staff</p>	<p>Medium</p>	<p>update contractor/visitor guidance as and when necessary</p>	<p>Stage 1 – ID 3</p>			
<p>Social distancing in the offices (in-depth planning)</p>	<p>Staff / visitors / contractors at risk of catching or spreading the virus</p>	<p>High</p>	<p>Very limited number of staff currently working in the offices.</p> <p>Social distancing measures implemented and signage provided</p>	<p>M</p>	<p>in-depth site plans to be drafted – please see action log</p>	<p>Stage 1 – ID 4</p>			
<p>inspections on lifting equipment, pressure systems, fixed electrical systems, PAT, gas</p>	<p>Staff / visitors / contractors</p>	<p>High</p>	<p>All equipment part of maintenance process</p> <p>Meeting rooms currently closed</p>	<p>M</p>	<p>service records to be checked regularly as part of normal</p>	<p>Stage 1 – ID15</p>			

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appliances etc to be 'in date' prior to reoccupation of buildings			All water systems run regularly in line with legionella control measues		maintenance process				
Vulnerable people	<i>Staff / visitors / contractors</i>	High	Staff has been advised to raise with HR if they are classed as vulnerable or if they are caring for others Vulnerable people to not return to the offices and help will be provided to work from home, either in their current role or in an alternative role	M	process to be reviewed regularly	Stage 2 – ID 2			
People continuing to work from home may feel isolated	<i>Wellbeing of home workers</i>	H	Regular portal updates + Q&A sessions from management regular wellbeing questionnaire sent and results actioned Employee assistance programme available via portal		home working process reviewed regularly	Stage 2 – ID 3			

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People continuing to work from home may be at risk of Musculoskeletal injury if right equipment is not provided	<i>Home workers</i>	H	<p>All staff have been asked to request additional equipment where required</p> <p>working from home easy guide shared with all staff / desk exercises provided</p> <p>staff to complete DSE self-assessment to identify any shortcomings</p>		Provide all necessary equipment for people to work at home safely and effectively	Stage 2 – ID 4			
Coming to work and leaving work	<i>Staff / visitors if social distancing can't be adhered to at entrances/exits</i>	H	<p>“Pinch-points” will be considered in site plans when more staff return to work</p> <p>floor marking provided and staff reminded to keep social distances</p>		site plans reviewed as and when necessary	Stage 1 – ID 4			
Workplaces and workstations	<i>Staff may be at risk of catching the virus from contaminated surfaces</i>	H	<p>Available desks will be marked and equipped with only a docking station, monitor and phone.</p> <p>Keeping a minimum of equipment ensures they can be easily cleaned and kept as safe as possible</p> <p>desks out of use will be clearly marked with an X to ensure social distancing</p>		review procedure regularly	Stage 1 – ID 6			

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			<p>staff to bring their own external keyboard and mouse for use at the desk they use</p> <p>If desks need to be shared they should be shared by the smallest possible number of people and cleaned between use</p>						
Meetings	<i>Transmission of virus during face-to-face meeting</i>	H	<p>Using video conferences / jabber to avoid in-person meetings.</p> <p>Meeting rooms are closed due to confined nature of these spaces and multiple use, although some rooms will be made available for members on an individual basis.</p> <p>No external people are to be invited into the offices for meetings. These must be held remotely.</p>	L	procedure to be reviewed as situation develops	Stage 1 – ID 7			
Emergencies	<i>Social distances might be impossible at assembly point or when</i>	H	<p>people do not have to stay 2m apart if it would be unsafe.</p>	M	procedures to be reviewed with staff attending the offices	Stage 1 – ID 8			

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	<i>administering first aid</i>		temporary emergency procedures updated and shared via the portal. Guidance for first aiders published						
Cleaning	<i>Staff may not feel safe to return to work if offices have not been cleaned</i>	M	Cleaning procedures continued in line with government guidance Frequent cleaning of work areas and equipment between uses Disinfectant wipes are available for staff to clean their own desks, phones, photocopiers etc. Areas that are being used regularly such as toilets, kitchens and photocopiers will be given thorough disinfection once a week	L	cleaning process reviewed regularly	Stage 1 – ID 9			
Hygiene – handwashing, sanitation facilities and toilets	<i>Staff / visitors or contractors may spread or catch the virus if good hygiene is not practised</i>	H	signs and posters displayed to build awareness of good handwashing technique	M	effectiveness of procedure will be reviewed regularly	Stage 1 – ID 10			

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			<p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Use of paper towels</p> <p>the use of kitchens, photocopier rooms and toilets are limited to one person at a time</p>						
Changing rooms and showers	<i>Staff may spread or catch the virus if good hygiene and distancing is not practised</i>	H	<p>Showers and changing rooms will be closed (for emergency operational need a key can be obtained from Property Services)</p> <p>no personal items to be left in showers</p>	M	procedure to be reviewed as situation develops	Stage 1 – ID 11			
Handling goods, materials, and onsite vehicles	<i>Staff may spread or catch the virus via contaminated surfaces</i>	H	<p>Risk assessments for operatives updated in line with government guidance</p> <p>staff reminded of good hygiene</p>	M	procedure to be reviewed as situation develops	Stage 1 – ID12			
Personal Protective Equipment (PPE) and face coverings	<i>Wearing a face covering does not protect staff, it <u>may</u> protect others if staff are infected but have</i>	L	<p>Face covering may be beneficial where social distancing cannot be adhered to (Public Transport)</p>	L	Determine if staff are likely to be in such situation as part of their work activity	Stage 1 – ID 13			

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	Severity of Consequences				
Likelihood of Occurrence	1. Minor Injuries (No Lost Time)	2. Significant Injury (Up to 7 Days)	3. Serious Injury (7 Day Injury)	4. Major Injury	5. Fatality
1. Very Unlikely (Has not Occurred Before)	1	2	3	4	5
2. Slightly Rarely Occurs)	2	4	6	8	10
3. Feasible (Possible but not common)	3	6	9	12	15
4. Likely (Has Before and will again)	4	8	12	16	20
5. Very Likely (Occurs Frequently)	5	10	15	20	25
Risk Rating Likelihood * Severity	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

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This keys the element of severity to injuries reportable under [RIDDOR](#). A [Major Injury](#) is one defined by the [RIDDOR Regulations](#).

Score 1-3 Minimal Risk - Maintain Existing Measures

Score 3-9 Low Risk - Review Existing Measures

Score 10-15 Medium Risk - Improve Control Measures

Score 16-20 High Risk - Consider Stopping Activity

Score 25 Extreme Risk - Do Not Proceed