# Risk Assessment Form (RA1)

Workplace COVID-19 Risk Assessment

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| **Assessment Reference No.** | REPU001 (v15 - 28/02/22) |
| **Initial Assessment date:** | 21/05/2020 |
| **Area/ Activity assessed:** | COVID-19 Working Arrangements (Living with COVID-19) |
| **Name of Assessor(s):** | Risk & Emergency Planning Unit |
| Directorate: | Legal & Governance |
| Service Unit: | Risk & Emergency Planning Unit |
| **Persons who may be affected by the task/activity or at risk:** | Employees, visitors, members of the public, emergency services |

Section 1 - Risk Controls

Since the start of the Coronavirus pandemic, Ashfield District Council have responded to the emergency by putting in place a variety of control measures to safeguard staff including actively encouraging and facilitating working from home (where possible), social distancing measures, increased building cleansing/sanitising routines, procurement and distribution of sanitising hand gel, enhanced vehicle cleansing/sanitising and other procedures such as the ADC Home Visiting Safe System of Work. All of this has been captured within the Council’s initial Corporate COVID-19 risk assessment.

On 24th February 2022, the government removed all remaining COVID-19 restrictions and published its new strategy for ‘Living with COVID-19’. The previous ‘Working safely during coronavirus’ guidance is to be withdrawn on April 1st and will be replaced with public health advice. However, until this time when a further review will take place, this risk assessment should continue to be used to assist managers in maintaining a sensible and safe approach with what are now well-established precautions used to reduce the risk of Covid transmission in the workplace. The risk control measures remain grouped into specific working environments and settings which continue to reflect the ‘Working Safely’ guidelines. These are as follows:

1. General risk management measures 9. Changing rooms and showers

2. Vulnerable individuals 10. Handling goods and materials and onsite vehicles

3. Symptoms and self-isolation 11. Personal Protective Equipment (PPE)

4. Ventilation 12. Face coverings

5. Workplaces and workstations 13. Outbreak management

6. Managing customers, visitors and contractors 14. Work related travel

7. Cleaning the workplace 15. Vehicles

8. Hygiene measures 16. Working in homes

**This version (15) takes account of the government’s decision to remove all remaining restrictions and introduce the ‘Living with COVID-19’ strategy / guidance.**

| **Hazard Description** | **Risk with no controls** | | | **Existing controls and advice for managers to reduce risk –** you must check that these controls are actually working | Residual Risk | | | **Further action needed to reduce risks** | Retained Risk | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S** | **P** | **R** | **S** | **P** | **R** | **S** | **P** | **R** |
| Exposure to and infected by COVID-19  (risk of serious illness or death to all relevant persons [i.e. employees, members, customers, visitors, tenants etc.] if they become infected)  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19  Exposure to and infected by COVID-19 | 5 | 4 | 20 | **1. General risk management measures**   * Employee vaccinations including boosters * Employees who can work from home should continue to do so where this forms part of a service area’s specific working arrangements (e.g. as a result of an Individual Risk Assessment, hybrid working, team rotas, agile working etc.) * Employees attending the workplace who wish to undergo asymptomatic lateral flow testing continue to be encouraged to do so * Continue to provide facilities to allow frequent hand sanitising/washing and sanitising/cleansing of hand-touch surfaces * Continue to use screens or barriers to separate people from each other at customer facing positions * Use back-to-back or side-to-side working (rather than face-to-face) where practical to do so * Reduce the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others) * Where possible, ventilation (natural and/or mechanical) should be used to reduce the risk of aerosol transmission of COVD-19 in enclosed spaces * Identify and rectify any poorly ventilated indoor work areas * Encourage the use of face coverings for those who wish to use one, particularly in public facing areas   *NOTE 1: Particular regard should be given to whether the people doing the work are especially vulnerable to COVID-19. Managers should seek to identify such individuals to ensure appropriate controls are in place through the completion of, or review of an existing ADC ‘Individual Risk Assessment’* ***(see section 2 ‘Vulnerable Individuals’ below)*** | 5 | 3 | 15 | (1) Managers must review and update their service level risk assessments and safe systems of work to ensure existing controls in their areas of responsibility are adequate. Are additional controls required? Ongoing monitoring will be required to ensure standards are maintained. Refer to Section 2 below and where appropriate create an Action Plan as per Section 3 - Service Level Risk Assessment reviews required following move to Step 4  **NOW ACTION REF 23**  (2) Finalise one-way systems for workplaces and install appropriate signage to demarcate/ identify each system  (3) Install Covid-secure signage throughout all workplaces  (4) Introduce measures to allow social distancing in toilets, washrooms and similar areas (‘1 in / 1 out’ and sliding occupancy indicators)  (5) Install dedicated hand sanitising stations at strategic points across all workplaces (complete with signage)  (6) Introduce increased frequency / enhanced cleaning and sanitising of rest, break out and canteen areas including provision of sanitising solution and wipes  (7) Increase supply and provision of sanitising/cleaning products to allow effective cleansing of workstations and peripheral equipment  (8) Research/trial ‘Covid hygiene keys’  (9) Verify new workstation and office seating arrangements to ensure 2m social distance between users and pedestrian office walkways  (10) Install protective perspex screens at required contact points  (12) Risk mitigation measures to allow 1m social distancing (where 2m is not viable) should be achieved by adjusting seating positions and installation of protective perspex screens  (13) Distribute clear communications to all staff regarding the workplace changes and Covid-secure arrangements that have been put in place | 5 | 2 | 10 |
| 5 | 4 | 20 | **2. Vulnerable Individuals**   * Advice for people who are at high risk from COVID-19 (CEVs) who were formerly shielding can be found [here](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * **Clinically vulnerable individuals** have been advised to take extra care in observing established COVID-19 mitigation measures such as respiratory and hygiene precautions and proximity with others * An ADC Individual Risk Assessment template is in place to allow managers to conduct and record assessments of clinically extremely vulnerable, clinically vulnerable, BAME group and certain other employees (including those over 60 years of age) to ensure appropriate safe working arrangements are in place, monitored and maintained for these employees including, where appropriate, arrangements to allow working from home * Managers must re-visit and review all Individual Risk Assessments for team members to account for the lifting of remaining restrictions | 5 | 3 | 15 | As (1) above  (11) A review will be required towards the end of the latest shielding period taking into account Government guidance to inform future decisions around appropriate working arrangements for clinically extremely vulnerable and clinically vulnerable employees  (15) Managers to complete an ‘Individual Risk Assessment’ for ‘at risk’ employees  (22) Review and update the ADC Individual RAs to account for the end of shielding II  Review Individual Risk Assessments to account for the move to Step 4.  **NOW ACTION REF 24** | 5 | 2 | 10 |
| 5 | 4 | 20 | **3. COVID-19 Symptoms - Self-isolation**  Although the legal requirements around self-isolation were revoked on 24/02/22, the following measures should continue to be applied in terms of workplace attendance:   * Employees who develop symptoms of COVID-19 whilst at work or report it to their manager/team leader from home are instructed to stay at home, arrange to be tested and then share the result with their line manager * Employees who produce a positive lateral flow test (LFT) as part of routine home testing are instructed **not to come into work**, to stay at home and immediately inform their Line Manager * Employees may return to work after 5 full days if they test negative by LFT on both day 5 and day 6 (and they do not have a temperature). **Two** negative LFTs are required on two consecutive days to allow a safe return to work with evidence of the tests shared with their Line Manager for verification purposes * If a member of the employee’s household develops symptoms of COVID-19, the employee must phone in, report this and seek further guidance from their line manager. Current guidance for close contacts of someone who has tested positive for COVID-19 can be viewed [here](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts) * In situations where an employee is isolating because they, or a member of their household has developed symptoms, the person with the symptoms should arrange to be tested. This will allow a speedier return to work if the person’s test result is negative (where restrictions allow this) * In all instances above, Managers must notify HR | 4 | 3 | 12 | As (1) above  (14) Managers should keep temporary records of employee shift patterns for a minimum of **21 days** to assist with NHS Test & Trace service if required | 4 | 2 | 8 |
| 5 | 4 | 20 | **4. Ventilation**   * Open windows and doors (without compromising fire safety and security) to increase air flow and natural ventilation into and throughout work areas * Mechanical ventilation systems should be set to maximise fresh air input and minimise air recirculation * CO2 monitoring will be used to identify any work areas (that are constantly occupied by staff and members of the public) that may be inadequately ventilated. Steps will be taken to improve ventilation in any areas where CO2 readings produced are consistently higher than 1500ppm | 5 | 3 | 15 | As (1) - above  Use of applicable further actions from  (2) - (10) above  Procure CO2 monitor(s) and undertake monitoring of relevant work areas to verify levels of ventilation  **ACTION REF 25** | 5 | 2 | 10 |
| 5 | 4 | 20 | **5. Workplaces and workstations**   * Where practical, layouts should be designed to allow people to work further apart from each other * Continue to use screens or barriers to separate people from each other at customer facing points * Use back-to-back or side-to-side working (rather than face-to-face) where practical to do so * Reduce the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others) * Limit desk-sharing wherever possible. Workstations and desks that are shared should be cleaned and sanitised between different occupants including any shared peripheral equipment * In line with the Council’s Clear Desk Policy, workstations must be kept clear of all papers, files personal items etc. when not in use. This will also ensure the desk and IT equipment can be effectively cleaned/sanitised when required | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (12) above | 5 | 2 | 10 |
| 5 | 4 | 20 | **6. Managing customers, visitors, and contractors**   * Where visits are required, site guidance on hygiene (and if considered necessary, face coverings) should be explained to visitors before arrival * Maintain a record of all visitors if this is practical to do so * Arrangements for visitors to ensure good hygiene protocols are followed e.g. where people physically sign in with the same pen on reception (the receptionist should write this in the book) * Contractor control procedures include assessment of contractor’s proposed COVID-19 safe working arrangements - no works shall be allowed to commence until these have been verified (including request to use face coverings if considered necessary) * Urban Rd offices re-opened to the public for walk ups from Tuesday 1st June 2021. Arrangements were put in place to mitigate the associated COVID-19 risks, however those relating to social distancing were lifted by the Government as from Step 4 - 19/07/2021 * Certain ‘pre-Step 4’ measures have remained in place:   - Hand sanitiser positioned at entrance to reception  - the use of face coverings (as a personal choice for employees and members of the public)  - Ventilation of the workplace | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (14) above  (16) Proceed with works to install any outstanding arrangements for Covid-secure public appointment visits to our offices (intercom systems, screens, office re-locations, appointment log etc.) | 5 | 2 | 10 |
| 5 | 4 | 20 | **7 Keeping the workplace clean**   * Undertake frequent cleaning of work areas and equipment using normal cleaning and sanitising products * Undertake frequent cleaning of objects and surfaces that are touched regularly, such as hand rails, door handles, door release buttons, keyboards and phones and make sure there are adequate waste disposal arrangements in place * Clear workspaces and remove waste and belongings from the work area at the end of a shift * If cleaning after a known or suspected case of COVID-19 then the specific guidance for this should be followed. Click [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Ensure there are a sufficient number of non-recycling waste bins available, including in public areas | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above  Review quantity and location of non-recyclable waste bins in areas accessed by the public  **ACTION POINT 26** | 5 | 2 | 10 |
| 5 | 4 | 20 | **8. Hygiene: handwashing, sanitation facilities and toilets**   * Signs and posters should be used to maintain awareness of good handwashing technique, the need to wash hands frequently, avoiding touching the face and to cough or sneeze into a tissue which is binned safely, or into the crook of the arm/elbow if a tissue is not available * Provide regular reminders and signage to maintain personal hygiene standards * Provide hand sanitiser in multiple locations in addition to washrooms * Set clear use and cleaning guidance for toilets to ensure they are kept clean * Enhanced cleaning for busier areas * Provide adequate waste facilities and frequent rubbish collection * Provide hand drying facilities – either paper towels or electrical driers * Keep facilities well ventilated through mechanical ventilation and opening of windows and vents | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above | 5 | 2 | 10 |
| 5 | 4 | 20 | **9. Changing Rooms and Showers**   * Where shower and changing facilities are required, set clear use and cleaning for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items * Maintain enhanced cleaning of all facilities regularly during the day and at the end of the day, particularly hand-touch surfaces/points * Keep facilities well ventilated through mechanical ventilation and opening of windows and vents | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above | 5 | 2 | 10 |
| 5 | 4 | 20 | **10. Handling goods and materials, and onsite vehicles**   * Where practical to do so, goods and materials should be wiped/sanitised when entering the site * Ensure hand-touch points on shared equipment such as vehicles, pallet trucks, forklift controls etc. are cleaned regularly * Encourage increased handwashing for employees handling goods and materials and provide hand sanitiser where this is not practical * Maintain regular cleaning of vehicles, particularly those that workers may take home | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above | 5 | 2 | 10 |
| 5 | 4 | 20 | **11. Personal Protective Equipment (PPE)**   * PPE should be provided in line with the ADC COVID-19 PPE Interim Guidance and Priority Matrix and the Council’s Corporate Health and Safety Policy | 5 | 3 | 15 | As (1) above  (17) Review and update the ADC COVID-19 Interim PPE Guidance to account for the end of shielding II (now action 20) | 5 | 2 | 10 |
| 5 | 4 | 20 | **12. Face Coverings *(NOT categorised as PPE)***  For employees in the workplace and members of the public visiting ADC premises, the use of face coverings is once again a personal choice. However, the Council encourages visitors/customers and customer facing staff to wear a face covering where it is considered a reasonable request to do so.    The Council continue to support employees in the wearing of face coverings through the provision of appropriate instruction and advice so that face coverings are used correctly:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it * Avoid wearing on the neck and forehead * Avoid touching the part of the face covering in contact with the mouth and nose as it could be contaminated with the virus and/or other germs * Change the face covering if it becomes damaged, soiled, excessively damp/wet or creates difficulties in breathing whilst in use * Try to avoid taking the face covering off and putting it back on in quick succession * Continue to wash/sanitise hands regularly * When removing face coverings, store or dispose of safely. DO NOT place used face coverings on desks or on/in other items of furniture * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in the usual non-recyclable waste receptacle | 5 | 3 | 15 | As (1) above  Update workplace signage to reflect the removal of mandated use of face coverings to requested use  **ACTION REF 27**  Update workplace signage to reflect the re-introduction of mandated use of face coverings  **ACTION REF 29**  Update workplace signage to reflect the removal of mandated use of face coverings  **ACTION REF 30** | 5 | 2 | 10 |
| 5 | 4 | 20 | **13. Outbreak control**   * County-wide Local Outbreak Management Plan in place * Cases monitored via PH local client management system (COVIZ) which combines PHE data and local intelligence to highlight trends and situations of interest * ADC IMT to be stood up if situation requires this (Single Point of Contact to be nominated to contact and liaise with Public Health teams) * Confirmed close contacts of any employee/person who has tested positive for the virus will be instructed to self-isolate in line with government guidelines in place at the time. NOTE: an individual’s vaccination status may remove mandatory isolation requirements. | 5 | 3 | 15 |  | 5 | 2 | 10 |
| 5 | 4 | 20 | **14. Vehicles**   * Where possible and practical to do so:   - minimise the number of people travelling together in any one vehicle  - use ‘bubbles’ and/or fixed travel partners/teams  - avoid sitting or communicating face to face   * Maximise ventilation in the cab using in-vehicle ventilation system and/or opening windows (only partially in colder weather). Direct ventilation blowers towards the nearest open window (**do not use the air re-circulation function**) * Maintain fixed pairing for work that requires 2 people e.g. heavy / bulky items that present manual handling risks * Maintain good hand and respiratory hygiene at all times * The current daily cleaning routine for all vehicle cabs should be maintained. Particular attention should be made to all objects and surfaces that are touched regularly such as door handles, grab handles, controls and the ignition keys * Ensure sufficient hand sanitiser is provided in-vehicle where hand washing is not available * Drivers should be encouraged to wash their hands before boarding vehicles * All waste should be removed from the cab at the end of the shift | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above | 5 | 2 | 10 |
| 5 | 4 | 20 | **15. Working in homes**   * Work should not be carried out in a domestic property where one or more household member is **isolating due to having symptoms of COVID-19** unless the work is to remedy a direct risk to the safety of the household or the public. See *ADC Home Visiting Safe System of Work* below * A request should be made that households leave all internal doors open during the works/visit to minimise contact with door handles * Careful attention must be paid to potential busy areas across the household where people travel to, from or through e.g. stairs and corridors * Maintain fixed pairing for work that requires 2 people e.g. heavy / bulky items that present manual handling risks or 2-person assembly tasks * Ensure sufficient hand sanitiser is provided where hand washing facilities are not available * **ADC Home Visiting Safe System of Work** in place which specifies actions to be taken for both essential and non-essential employee visits to properties where there are residents who:   - have or have not got symptoms  - are or are not self-isolating  - are or are not Clinically Extremely Vulnerable  - are known to be infected with COVID-19   * In line with the latest Public Health England guidance on the use of PPE for home care and protection of vulnerable individuals, all Council employees (or contractors working on the Council’s behalf) who enter any of the internal areas of the Council’s sheltered accommodation buildings **must** wear a Type I (as a minimum) or Type II surgical mask for the duration of the visit   NOTE: Un-certified personal face coverings are NOT compliant with this instruction or the latest Government guidance and therefore must not be used in this situation/setting | 5 | 3 | 15 | As (1) above  Use of applicable further actions from  (2) - (10) above  (18) Review and update the ADC Home Visiting Safe System of Work to account for the end of shielding II (now action 21)  Review and update the ADC Home Visiting Safe System of Work to account for Step 4  **ACTION REF 28** | 5 | 2 | 10 |

SECTION 2

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| **2.1 Best Practice Standards** | **List these:** | **2.2 Vulnerable Employees** | **List these:** |
| Are there any relevant best practice standards or legal requirements that should be followed for the hazards being assessed?  e.g., Policies/guidance/legislation/HSE guidance/Approved Codes of Practice, British or European Standards/professional or trade guidance. | HSAW Act 1974; MHASAW Regs 1999; ‘Working safely during COVID-19’ suite of guidance docs GOV UK. | Are there any employees who may be particularly vulnerable and at risk? If so, a personal risk assessment should be carried out.  e.g. young persons (under 18); new and expectant mothers, employees with disabilities or health conditions that might increase the risk. | Clinically extremely vulnerable and clinically vulnerable individuals:  <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/> |

SECTION 3 – Action Plan **– list how the further action required in Section 2, will be undertaken**

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| --- | --- | --- | --- | --- | --- |
| **Hazard / Further Action** | **Action Required** | **Costs / resources required** | **Target Date** | **Action by whom?** | **Completion Date** |
| Exposure to and infected by COVID-19  (1) | Managers to review and update their service level risk assessments and safe systems of work to ensure existing controls in their areas of responsibility are adequate. Are additional controls required?  Supplementary action plans may need to be drawn up by managers to record and track progress with any additional COVID-19 control measures identified  The Assets & Investments facilities team will assess areas of premises for changes, signage, equipment supplies and measures in general as detailed in further actions 2-10 below in order to meet the new guidance. The Risk & Emergency Planning team will also provide advice and assistance as and when required | TBC | June 2020 | All Service Managers | Complete 31/07/2020  Ongoing process |
| (2) | Finalise one-way systems for workplaces and install appropriate signage to demarcate/identify each system | TBC | 26/06/2020 | Facilities | Complete 21/6/2020.  Subject to continuous review |
| (3) | Install Covid-secure signage throughout all workplaces | TBC | 26/06/2020 | Facilities | Complete 21/6/2020.  Subject to continuous review |
| (4) | Introduce measures to allow social distancing in toilets, washrooms and similar areas (‘1 in / 1 out’ and sliding occupancy indicators) | TBC | 26/06/2020 | Facilities | Complete 30/06/2020 |
| (5) | Install dedicated hand sanitising stations at strategic points across all workplaces (complete with signage) | TBC | 30/06/2020 | Facilities | Complete 31/07/2020 |
| (6) | Introduce increased frequency / enhanced cleaning and sanitising of rest, break out and canteen areas including provision of sanitising solution and wipes | TBC | 17/06/2020 | Facilities | 21/6/20 additional cleaning commenced |
| (7) | Increase supply and provision of sanitising/cleaning products to allow effective cleansing of workstations and peripheral equipment | TBC | 17/06/2020 | Facilities | Additional stocks available |
| (8) | Research/trial/purchase ‘Covid hygiene keys’ - used to minimise contact with common/frequent hand-touch surfaces such as door handles and release buttons | TBC | 26/06/2020 | Facilities | Complete and available for issue/use |
| (9) | Verify new workstation layout / arrangements to ensure 2m social distance between users and pedestrian office walkways | TBC | 01/06/2020 | Facilities | Ongoing |
| (10) | Install protective perspex screens at required contact points | TBC | 24/06/2020 | Facilities | Complete 30/09/20 |
| (11) | A review will be required towards the end of the initial shielding period (July 31st 2020) taking into account Government guidance which will inform future decisions around appropriate working arrangements for clinically extremely vulnerable and clinically vulnerable employees. | Nil | 30/06/2020 | All Managers / HR | Complete 31/07/2020 |
| (12) | Risk mitigation measures to allow 1m social distancing (where 2m is not viable) will be achieved by adjusting seating positions and installation of protective perspex screens - introduce when identified by ongoing assessment | TBC | Ongoing | Facilities | Complete 30/09/20 |
| (13) | Distribute clear communications to all staff regarding the workplace changes and Covid-secure arrangements that have been put in place | Nil | 10/07/20 | Communications (plus facilities & Risk & EP) | Complete 28/07/2020 (and ongoing) |
| (14) | Manager’s should keep temporary records of employee shift patterns for a minimum of **21 days** to assist with NHS Test & Trace service as and when required | Nil | Ongoing | All Managers | Ongoing |
| (15) | Managers to complete an ‘Individual Risk Assessment’ for ‘at risk’ employees to ensure appropriate Covid-secure working arrangements are in place for these individuals | Nil | Immediately | All Managers | Ongoing |
| (16) | Proceed with works to install all outstanding arrangements for Covid-secure public appointment visits to ADC offices (intercom systems, perspex screens, office re-locations, appointment log etc.) | Nil | 14/08/2020 | Various officers named | Complete (31/08/2020) |
| (17) | Review and update the ADC COVID-19 Interim PPE Guidance and Priority Matrix to account for latest guidance (end of shielding and PPE requirements for visiting sheltered accommodation) | Nil | 14/08/2020 | ST | Complete 14/08/2020 |
| (18) | Review and update the ADC COVID-19 Home Visiting Safe System of Work to account for latest guidance (end of shielding and PPE requirements for visiting sheltered accommodation) | Nil | 14/08/2020 | ST  CC | Complete 14/08/2020 |
| (19) | Review and update the ADC COVID-19 Home Visiting Safe System of Work to account for latest guidance (re-introduction of shielding) | Nil | 08/01/2021 | ST  CC | Complete 07/01/2020 |
| (20) | Review and update the ADC COVID-19 Interim PPE Guidance and Priority Matrix to account for the end of shielding II | Nil | 12/04/2021 | ST | Complete 12/04/2021 |
| (21) | Review and update the ADC COVID-19 Home Visiting Safe System of Work to account for latest guidance (end of shielding II and PPE requirements for visiting sheltered accommodation) | Nil | 12/04/2021 | ST  CC | Complete 12/04/2021 |
| (22) | Review and update the ADC ‘Individual Risk Assessment’ to account for the end of shielding II | Nil | 12/04/2021 | ST | Complete  06/04/2021 |
| (23) | Managers to review and update their service level risk assessments and safe systems of work to ensure existing controls in their areas of responsibility are adequate. Are additional controls required? | Nil | 13/08/2021 | All Service Managers | Ongoing |
| (24) | Review employee Individual Risk Assessments to account for the move to Step 4. | Nil | 31/07/2021 | All Service Managers | Ongoing |
| (25) | Procure CO2 monitor(s) and undertake monitoring of relevant work areas to verify levels of ventilation | Nil | tbc - asap | Facilities (support from Risk & EP) | CO2 monitor purchased Ongoing checks |
| (26) | Review quantity and location of non-recyclable waste bins in areas accessed by the public | Nil | 31/07/2021 | Facilities | Complete  31/08/21 |
| (27) | Update workplace signage to reflect the removal of mandated use of face coverings to requested use | Nil | 31/07/2021 | Facilities | Complete  31/08/21 |
| (28) | Review and update the ADC COVID-19 Home Visiting Safe System of Work to account for the move to Step 4 | Nil | 31/07/2021 | ST  CC | Complete  31/07/21 |
| (29) | Update workplace signage to reflect the re-introduction of mandated use of face coverings | N/A | 10/12/2021 | Facilities | Complete  10/12/2021 |
| (30) | Update workplace signage to reflect the removal of mandated use of face coverings | N/A | 28/01/2022 | Facilities | Complete  28/01/2022 |

I confirm that this risk assessment is an accurate reflection of the risks and controls in place. The further actions required, as outlined in the Action Plan above, will be achieved by the target dates

\*Manager’s comments (if further resources are required etc.)

Signed by responsible manager:

Name: Risk & Emergency Planning Unit Signature: ST Date: 19/05/2020

Review date: As appropriate or if Government information changes (*ongoing monitoring of situation is in place*)

SECTION 4 - Assessment Review Record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless significant changes are made.

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| --- | --- | --- | --- | --- |
| **Date of review** | **Name of Reviewer** | **Signature** | **Comments** | **Next review date** |
| 12/06/2020 | Scott Tilley | ST | Adjustments made following consultation with Unions including addition of more detailed action plan to fully describe the Covid-secure arrangements that have or will be introduced | Ongoing |
| 23/06/2020 | Scott Tilley | ST | Action plan updated with progress and other developments | Ongoing |
| 02/07/2020 | Scott Tilley | ST | Reviewed and updated following publication of updated government Covid-secure guidance | Ongoing |
| 06/08/2020 | Scott Tilley | ST | Reviewed and updated following publication of updated government Covid-secure guidance dated 31st July 2020 (*Working safely during coronavirus*) | Ongoing |
| 05/11/2020 | Scott Tilley | ST | Reviewed and updated following national lockdown 2 commencing 05/11/2020. All updates identified by red text.  Temporarily removed reference to CEV employees attending workplace | Ongoing |
| 07/01/2021 | Scott Tilley | ST | Reviewed and updated following national lockdown 3 commencing 05/01/2021. All updates identified by red text.    Updates made in relation to:  - shielding and embedded link to advice for people who are at high risk from COVID-19 (CEVs)  - clarified wording around Covid testing / self-isolation  - ADC office closure to public  - reinforced message around non-use of non-certified face coverings in sheltered accommodation buildings | Ongoing |
| 08/04/2021 | Scott Tilley | ST | Reviewed and updated following progression through the government’s roadmap out of lockdown from Step 2, no sooner than 12th April 2021. All updates identified by red text.  Updates made in relation to:  - Rapid lateral flow testing for employees  - The end of shielding (II) and subsequent linked document reviews  - Emphasis on ventilation as a Covid control measure  - ADC offices re-opening to the public (appointments) | Ongoing |
| 08/06/2021 | Scott Tilley | ST | Reviewed and updated following progression through the government’s roadmap out of lockdown from Step 3, no sooner than 17th May 2021. All updates identified by red text.  Updates made in relation to:  - ADC offices re-opening to the public for walk ups  - Updated guidance on use of face coverings  - Updated guidance for Covid-secure use of vehicles (bubbles, ventilation, refuse vehicles/teams) | Ongoing |
| 22/07/2021 | Scott Tilley | ST | Reviewed and updated following progression through the government’s roadmap out of lockdown from Step 4, no sooner than 19th July 2021. All updates identified by red text. Main updates have been made in relation to:   * Reference to employee vaccinations * Working from home arrangements * Removal of reference to social distancing throughout (2m / 1m plus extra mitigations) * Text around self-isolation and PCR tests for close contacts * The following sections removed in full as no longer relevant, or relevant mitigations are now covered in other areas of version 10:   - Section 4: Coming into and leaving work  - Section 5: Moving around buildings and worksites  - Section 7: Meetings  - Section 8: Common areas and rest areas  - Section 9: Accidents, security and other incidents  - Section 11(i): Cleaning the workplace (re-opening)  - Section 17: Shift patterns and teams  - Section 18: Work related travel   * New section and measures throughout on ventilation * New section on outbreak management * Face coverings no longer mandated, now a personal choice * Additional information on content of the ADC Home Visiting Safe System of Work * New action references 23 - 28 | Ongoing |
| 03/09/21 | Scott Tilley | ST | Reviewed and updated following the government’s changes to self-isolation requirements for people who are fully vaccinated or aged under 18 years and 6 months - no longer need to self-isolate if confirmed as a close contact with someone who has tested positive for COVID-19. ADC Policy requires negative PCR test from close contact prior to being allowed to return to the workplace. | Ongoing |
| 30/11/21 | Scott Tilley | ST | Reviewed and updated following the government’s changes to self-isolation requirements following the emergence of the Omicron variant of COVID-19. Employees who are confirmed as a contact of someone who is a confirmed case of the Omicron variant will now need to self-isolate for the full 10 days irrespective of their vaccination status or if they are aged under 18 years and 6 months. | Ongoing |
| 21/12/21 | Scott Tilley | ST | Reviewed and updated following the government’s move to Plan B. All updates identified by red text. Updates made in relation to:   * Booster vaccinations * Requirement for those who can work from home to do so * Various amendments following the re-introduction of mandatory use of face coverings in indoor public areas * **Removal** of requirement to self-isolate for 10 days irrespective of vaccination status for exposure to Omicron * Reference to 7-day lateral flow testing for contacts of positive cases * New action ref. 29 (mandatory face covering signage) | Ongoing |
| 02/02/2022 | Scott Tilley | ST | Reviewed and updated following the government’s return to Plan A. All updates identified by red text. Updates made in relation to:   * Working from home arrangements * Amendments to self-isolation periods and lateral flow testing * Confirmatory PCR testing no longer required (unless symptomatic) * Removal of mandatory use of face coverings - once again these are now a personal choice * New action ref. 30 (removal of mandatory face covering signage) | Ongoing |
| 28/02/2022 | Scott Tilley | ST | Reviewed and updated following the government’s lifting of all remaining restrictions and publication of the ‘Living with COVID-19’ strategy/guidance. All updates identified by red text. Updates made in relation to:   * Clarification of approach to self-isolation following removal of legal requirement to do so * Removal of certain measures in relation to visitors to the Office (entrance/exits, appointments, QR Codes, signage etc.) * Link to updated guidance for close contacts of positive cases provided |  |

**Table 1 - Risk Severity (S)** The severity or consequences of any resulting injury or ill−health

|  |  |  |
| --- | --- | --- |
| **Category** | **Example – for guidance only** | **Score** |
| INSIGNIFICANT | None or only insignificant injuries, health effects, damage or disruption to work. | 1 |
| MINOR | Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains − requiring first aid only. Minor property damage or disruption to work. | 2 |
| MODERATE | More serious injuries or ill-health requiring time off work or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage or disruption. Short-term stress-related absence. | 3 |
| MAJOR | Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. | 4 |
| FATAL / CATASTROPHIC | Injury or ill health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. | 5 |

**Table 2 - Risk Probability (P)** - the likelihood of the hazard causing harm

|  |  |  |
| --- | --- | --- |
| **Category** | **Example – for guidance only** | **Score** |
| VERY UNLIKLEY | Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity. | 1 |
| UNLIKELY | Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely | 2 |
| POSSIBLE | Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises | 3 |
| LIKELY | Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises. | 4 |
| ALMOST  CERTAIN | No controls in place, exposure to the hazard are expected to occur in most circumstances. | 5 |

The scores can be represented in a matrix, shown as in Table 3 below. Risk scores correspond to a risk level − high, medium, low etc.

**Table 3. Risk Score Matrix used for each hazard identified.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROBABILITY (P)** | **SEVERITY OF OUTCOME (S)** | | | | | |
|  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Fatal** |
| **Very Unlikely** | **1**  **(low)** | **2**  **(low)** | **3**  **(low)** | **4**  **(low)** | **5**  **(low)** |
| **Unlikely** | **2**  **(low)** | **4**  **(low)** | **6**  **(low)** | **8**  **(medium)** | **10**  **(medium)** |
| Possible | **3**  **(low)** | **6**  **(low)** | **9**  **(medium)** | **12**  **(medium)** | **15**  **(medium)** |
| **Likely** | **4**  **(low)** | **8**  **(medium)** | **12**  **(medium)** | **16**  **(high)** | **20**  **(high)** |
| **Almost certain** | **5**  **(low)** | **10**  **(medium)** | **15**  **(medium)** | **20**  **(high)** | **25**  **(high)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Score**  **= S X P** | **Low 1-6** | **Medium 8-15** | **High 16-25** |