

Risk Assessment Covid-19

Barking Market

This example risk assessment is not exhaustive and should be used as a guide for typical risk management considerations.

You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is consulted with employees and their representatives. **Please record and highlight your additional risk control measures / adaptations you have made for your individual work location.** Please record that employees have been consulted and made aware of the contents of the risk assessment.

Step 1: Identify the hazards. **Step 2:** Decide who might be harmed and how. **Step 3:** Evaluate the **risks** and decide on precautions. **Step 4:** Record your findings and implement them. **Step 5:** Review your **assessment** periodically and where there have been significant changes or any learning from accidents / incidents or work-related ill health. Risks should be reduced to as low as reasonably practicable.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down):

- **Elimination**
The hazard, task or activity is physically removed or abandoned (e.g. avoiding contact with anyone with symptoms)
- **Substitution**
Replace a material or process with a less hazardous one
- **Engineering Controls**
Isolate staff, contractors, visitors, public from the hazard (demarcation, physical barriers)
- **Administrative Controls**
Identify and implement procedures to maximise safe working (management of social distancing, hygiene protocols)
- **Personal Protective Equipment (PPE)**
Only to be considered if measures above would be ineffective to control risks.

Important note:

This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to Working Safely During Coronavirus (COVID-19) and other relevant industry specific guidance. This includes guidance for shielded and clinically vulnerable people / groups.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk Assessment Covid-19

Activity/Person/Location	Barking Market Risk Assessment – COVID -19 Preventive
Service Area	Enforcement Services, Market Site and Office - Town Hall
Manager	
Assessor(s) including employee representative	
Date of assessment	03/06/2020
Review date	

Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk

Resultant Risk Rating Please tick	
High	
Medium	X
Low (normal)	

Risk rating to be applied following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. Minimising the risk of coronavirus transmission	<p>Possible transmission of the virus from person to person and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales 	<p>When a staff member develops symptoms compatible with coronavirus, they should stay at home and self-isolate for 7 days and arrange to get tested ASAP. Their household members should self-isolate for 14 days.</p> <p>Where the staff member tests negative, they can return to work and the household members can end their self-isolation.</p> <p>To protect yourself from coronavirus infection:</p> <ul style="list-style-type: none"> always keep a minimum distance of 2 metres from others where possible wash hands frequently including forearms where exposed (for at least 20 seconds) or use a hand sanitiser with a minimum of 60% alcohol clean surfaces and equipment frequently using your usual detergent or normal household disinfectant avoid touching your face, nose and eyes <p>If you can, wear a face covering in enclosed public spaces where social distancing is not possible and where you will come into contact with people you do not normally meet. This is most relevant for short</p>				

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	<ul style="list-style-type: none"> the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth Exposure to the virus may result in mild or moderate symptoms (e.g. coughing, fever or change to your sense of smell or taste) or more severe symptoms include pneumonia in both lungs which can lead to death 	<p>periods indoors in crowded areas, for example, on public transport or in some shops.</p> <p>Market operators should consider how they can safely sell their products without encouraging crowds and ensure hygiene measures are in place. This can be done by:</p> <ul style="list-style-type: none"> taking orders online or by telephone in advance where possible, and pre-packing orders to limit face-to-face time in the market considering delivery services if possible having hand sanitiser gel on their stalls and considering wearing disposable gloves. Ask the public not to touch any products unless they intend to buy them. keeping stalls always clean 				
2. Testing and contact tracing	<p>Staff, visitors, contractors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> Coronavirus testing is now available to everyone aged five and over in the UK with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste). 	Once the app is available, all staff, contractors visitors, contractors, stall holders with a smart			

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		<ul style="list-style-type: none"> Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus. People can register for a test at www.nhs.uk/coronavirus, after checking their symptoms. Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive.</p> <p><i>Please add any additional specific arrangements applicable to your setting.</i></p>	<p>phone should download the app.</p>			
<p>3. LBBB Market Office premises</p> <p>Reoccupation of areas which have not been in use during lockdown.</p>	<p>Staff, contractors, visitors.</p> <p>Due to some or all parts of the premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p> Visual inspection of whole premises to identify and remedy health and safety hazards</p> <p></p> <ul style="list-style-type: none"> Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: Maintenance checks of plant and equipment undertaken – including kitchen equipment. Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> Fire alarm panel status green Fire call points operational Emergency lighting operational Firefighting measures e.g. fire extinguishers, blankets all present and maintained Gas systems maintained Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for 	<p>check with building management that building safety checks relevant to both landlord and local requirements have been undertaken. –</p> <p>Facilities Management responsible for Town Hall</p> <ul style="list-style-type: none"> Where possible, temporarily raise the 		02.06.2020	

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		<p>minimum of 2 minutes in all areas of the premises which have not been used during lockdown period</p> <ul style="list-style-type: none"> • Electrical equipment and systems maintained • Electrical gate systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Identify and remedy possible vermin infestations <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	<p>hot water temperature (prior to wider re-occupation which will provide a disinfection of the system.</p> <p>Staff to be made aware of increased temperatures.</p>			
4. Communication strategy to traders / public	Staff, visitors, contactors (Risk - As set out in section 1)	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Comms to go out to traders and public re safe operation / expectations • 3-phase approach plan for phased opening of the market and market stalls • Pre meeting discussion to determine site rules and arrangements for COVID-19 • Site plans issued including security arrangements, access/egress to the market and local general H&S requirements • Consulted with emergency services on emergency guidelines to ensure rapid response from police, fire and ambulance when required • Staff /Clients advised to follow guidance below. <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>				

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		 <ul style="list-style-type: none"> New hygiene practices explained to the stall holders, including hand sanitiser use and cleaning arrangements. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
<p>5. Shielded and clinically vulnerable Groups including those who are pregnant.</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>Staff, contractors, visitors (Risk - as set out in section 1)</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic</p>	 <ul style="list-style-type: none"> Government guidance on shielded and clinically vulnerable people to be followed. (link Government Guidance) Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically extremely vulnerable individuals with serious underlying health conditions which put them at greatest risk of severe illness from coronavirus and have been advised by the NHS by letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. Management staff to follow manufactures instructions on how to use PPE correctly Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

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	(BAME) backgrounds are disproportionately affected by COVID-19.					
6. Staff transport to/from home to Market Office premises	Staff, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise personal contact/ avoid travel where practicable  <ul style="list-style-type: none"> • Ensure protocols in place for staff getting to work, walking and cycling where possible, avoiding travelling by public transport where possible, not car sharing etc. in line with Government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Ensuring safe distancing is always adhered to – 2 meters apart • No physical contact e.g. handshaking  <ul style="list-style-type: none"> • Adhering to guidelines on hand washing, sanitising <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

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7. LBBD Markets Office (own premises) local arrangements COVID-19	Staff, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise face to face contact • Staff to have a clean uniform each day. • Social distancing guidelines to be applied (including in office / staff rooms / meeting rooms /kitchens/ inhabited spaces), considering spacing of desks in the office. • Staff will be split in two teams and working in two separate offices to maintain personal space. • Conduct meetings where possible via Skype / Teams • Demarcation to maintain safe distancing in place including spacing of desks • Notices to maintain social distancing displayed  <ul style="list-style-type: none"> • Enhanced cleaning regime for cleaners in place in line with COVID-19: cleaning of non-healthcare settings guidance • Staff cleaning would be inline with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 • Hand washing posters displayed • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Hand sanitiser to be available • Increased cleaning frequencies of hard surfaces / emptying of bins • Toilets – local use of office-based toilets procedure established, hand washing protocol increased to before and after use of toilet facilities (20 seconds minimum recommended) • Hand washing poster displayed in all WCs • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing (including PCs) / re-use by another person 				

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		<ul style="list-style-type: none"> Sanitisation / hand washing protocols to be observed when handling deliveries.  <ul style="list-style-type: none"> Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements in place <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
8. Lifts in Market offices	Staff, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> Procedure in place for control of access/egress and use of lifts Demarcation to allow social distancing on access/egress to lift Demarcation in lift to show how many people can use the lift at any one time. Staff to use steps and use lift where necessary  <ul style="list-style-type: none"> Increased Hygiene protocols introduced <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	Determine the number of persons that can use the lift at any one time. Check the lift arrangements with Facilities Management.		02.06.2020	
9. Day to day operation of the market during COVID-19	Staff, contractors, public, emergency services	 <ul style="list-style-type: none"> Implementing the social distancing measures by advising all to maintain the distance of 2 metres between individuals Signs to remind customers of regular handwashing Signs at entrances to markets to advise customers not to enter the market if they have COVID-19 symptoms 	Redesign the layout of the market to provide spacing between stalls (Approx. 4m). Reducing the total number of stalls from 60 to 40, and will be considering expanding		Before market reopening	

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		<ul style="list-style-type: none"> • Communicated this policy on Barking Market webpage, also informing customers on social distancing at the entrance point as they enter the market. • Use of barriers around and in the market, one entrance in, one entrance out. • Using vertical signage to direct customers to keep in lanes and to facilitate movement while maintaining 2 metres distance (personal space). • Floor markings to indicate 2 metre distancing at stalls and tills • Using patrolling/ marshals' officers to monitor the footfalls to the market and ensuring customers are practicing social distancing. • Using 3 extra security staff to help maintain social distancing. • Regular announcements made to remind the public of social distancing requirements and hand washing. • Card payments only, no cash. • Where possible place screens at stall tills to protect the traders and public • Introducing staggering reopening of the market (phase return of traders). Starting from those selling essential goods initially i.e. 10 traders to reduce the number of people using the market. Then non-essential traders to follow within 2 weeks. (no casual or temporary traders) • In week 3, all type of traders will be allowed. • Relax the opening times to allow purchases to prevent long queues forming at certain stalls.  <ul style="list-style-type: none"> • Encourage customers to follow guidance on hand washing and hygiene. • Providing Hand sanitisers available at certain locations in the market and on entry and exit from the market. • Enhancing the cleaning of the market area at regular intervals. • We may encourage traders to provide/display signage for stalls explaining the policy about not touching goods • Food stalls will have rubbish bins placed close by. 	stalls to adjacent areas when there is an increase in demand (traders).			

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		<ul style="list-style-type: none"> • All food stalls must wear aprons, wear disposable or washing up gloves. • Ensure traders and assistants to follow good hygiene and cleaning practices. • Advise all traders to pay particular attention to frequently touched area or surfaces to disinfect these surfaces with cleaning product as appropriate <p><i>Please add any additional specific arrangements applicable to your service / work setting</i></p>				
<p>10. Fire LBBB Market Office Fire drills / Emergency situations</p>	<p>Staff, Contractors, visitors</p> <p>(Risk - as set out in section 1)</p> <p>Smoke inhalation, exposure to heat, burns, death, Crowd issues, damage to buildings, stocks and stalls.</p>	<ul style="list-style-type: none"> •  Adequate numbers of trained staff to safely evacuate all personnel on the premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable (planned drills only) • Fire drill arrangements to be confirmed with building management • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. <p></p> <ul style="list-style-type: none"> • Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation, but should be maintained at the assembly point if possible • Fire risk assessment and Emergency Evacuation Plans revised for office to take into account areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary • Radios in use and use of megaphone to alert customers 				

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Fire in the Market area		<ul style="list-style-type: none"> Complete regular Fire Risk Assessment for Market Site Liaise with Fire Brigade when they trial a run through of Fire Engine All staff are familiar with the evacuation process All staff completed Fire Marshall training <p>Please add any additional specific arrangements applicable to your service / work setting.</p>	Longer term proposal will be put forward to install a Broadcast System for emergency messages.			
11. Cash Office	<p>Staff, contractors, visitors, public</p> <p>Attack from armed robbery Potential attack, injury</p>	 <ul style="list-style-type: none"> CASH OFFICE NOT BE USED UNTIL FURTHER NOTICE Restricted access to trained market staff The office will not be used and if cash has to be used, we will look at online services or cash through the call centre Locked doors with emergency access to outside CCTV trained on cashier Alarm facility for emergencies <p>Please add any additional specific arrangements applicable to your service / work setting.</p>				
12. Van Movements in the Market	<p>Staff, traders, contractors, public.</p> <p>Damage to stalls, frames, shops other traders' stalls Injury or Death to public, traders and/or staff</p>	 <ul style="list-style-type: none"> Movements are restricted after 9am and before 5pm to help maintain social distancing measures Marshalls/Banksman to see vehicles in and off site Reversing vehicles require a Marshal/ Banksman Minimum of three Marshals/Banksman for am and pm duties High Visibility jackets and steel toe protector safety boots to be worn by all LBBB Market Staff Vans that have reversing alarms to use them. 	Additional Marshall/Banksman trained to be scheduled in for the market team and staff available for absence cover Reversing alarms to all traders' vehicles		08.06.2020	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				
13. Rubbish/ Waste	Fire, trips, smells and poor Public Relations	 <ul style="list-style-type: none"> All traders are issued with a bin liner. Some traders are issued with a couple, usually the larger stalls or caterers. Wheelie Bins are placed around the market and moved when full. LBBB Street Cleaners pick up throughout the day. The Evening Cleansing team clear and remove all rubbish at the end of the day. Wheelie Bins maintained and repaired Compacting cardboard for re-cycling Compacting rubbish. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
14. First Aid - LBBB Market Office	<p>Staff, visitors</p> <p>(Risk - as set out in section 1)</p> <p>Do we do first-aid for the public in the market?</p>	 <ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available  <ul style="list-style-type: none"> Market staff are first-aid trained and would administer first-aid to the public. Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would 	obtain the necessary PPE.		05.06. 2020	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</p> <ul style="list-style-type: none"> • PPE / Handwashing protocols to be followed • Management and staff must read and follow manufactures instructions on how to use PPE correctly <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
<p>15. LBBB Market Office Someone becomes unwell in the office</p>	<p>Staff, contractors, visitors</p> <p>(Risk - as set out in section 1)</p>	 <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature loss of taste / smell in the LBBB office setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • 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 unwell with a new, continuous cough, a high temperature, loss of taste or smell they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the person subsequently tests positive (Close contact generally refers to being within 2 metres for more than 15 minutes) 				

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		<ul style="list-style-type: none"> If you have been in close contact with someone who is being tested for COVID-19, but they do not yet have a test result: Current advice states that at this stage, you do not need to self-isolate. You should take extra care in practising social distancing and good hand and respiratory hygiene. Contacts of people who have tested positive for COVID-19 infection who need to self-isolate will be notified accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate. Use of PPE if deemed necessary They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance Or staff cleaning in line with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
16. LBBD Market – Dangerous conditions for trading	<p>Staff, contractors, visitors, public.</p> <p>Stalls may blow over. Damaging property nearby Causing injury to public, traders and market staff Damage and/or loss of stock</p>	<p></p> <ul style="list-style-type: none"> Weather conditions are monitored on a daily basis On very windy days vans are authorised to remain onsite, next to stalls, space permitting Additional anchor points added in ground if required by assessment If the weather is extreme, and consultation with forecasts and other market staff the decision may be taken to not open or close early. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>17. LBBB Market/ office Behaviour of Staff</p> <p>Behaviour of the public</p>	<p>Staff, contractors, visitors</p> <p>(Risk - as set out in section 1)</p> <p>Acts of violence towards Market Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour, collision with Motor Vehicles</p>	<p></p> <ul style="list-style-type: none"> • Staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions • Review of procedures for dealing with the public in light of COVID-19 • Strong relationship with local Police • All staff issued with walkie-talkie radios and process in place for code red assistance • Wear body worn cameras to record incidents in the market • All incidents recorded in market Incident Log and Incident Form • Understanding of basic body language principles. • Use of calming techniques • All staff issues with body worn cameras • All staff to sign and out of the CCTV control office at the beginning and end of their shift and have a direct telephone number for the CCTV control room to request their assistance if required • Regular welfare checks scheduled at set times throughout the day. • Violence and Aggression training/Conflict management training • If Officers feel threatened or intimidated, they must immediately leave the scene and return to the nearest Council Office. The mantra 'If in doubt, get out' should be used when assessing situations • When patrolling in pairs, Officers should be within site of each other where possible. 				

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		<ul style="list-style-type: none"> For observed incidents outside the market area regarding Covid-19 related antisocial behaviour contact 101 unless emergency dial 999 Police officer regularly patrolling areas  <p>Provide wipes, hand sanitiser, face mask (face visor) and any PPE identified as necessary in the risk assessment.</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
18. Terrorist Attack on Market	<p>Staff, contractors, visitors, public, emergency services</p> <p>Mode of attack vehicles gathering speed and entering the market when there is a High volume of shopper</p>	<ul style="list-style-type: none"> Market Emergency Plan and Arrangements reviewed. Consultation with the emergency services and LBBB Emergency Planning team Volunteer traders have agreed to park large vehicles at entrance and exits to the market to provide a moveable physical barrier. Market team monitor that this happens on a daily basis as the market opens <p>Ensure vehicles can be moved at a moments notice to ensure emergency service access. Ensure volunteers do not get parking tickets</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
19. LBBB Market Office COSHH Cleaning / Sanitisation products	<p>Staff, visitors, contractors</p> <p>Due to required increased cleaning/sanitising of hard surfaces and items there is a need to ensure</p>	 <ul style="list-style-type: none"> COSHH risk assessment updated to include all newly introduced cleaning products Training provided to all staff members required to use cleaning products (in consultation with the cleaning provider) 				

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Market Place	no residual traces of cleaning products / or access to the cleaning / sanitising product by	<ul style="list-style-type: none"> • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. • Encourage regular deep clean of the market place by inhouse cleanse team • Market traders to provide their own hand sanitiser. • Cleaning must be in line with the link below: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 • Enhanced cleaning regime for cleaners in place in line with COVID-19: cleaning of non-healthcare settings guidance <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
20. LBBD Market office Dealing with / clearing up with Body Fluids	Staff, visitors, public (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests, through our appointed cleaning team. 	Check with cleaning contractor that they have the correct		05.06.2020	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Market Place		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>	procedure and PPE to deal with fluids.			
21. Mental Wellbeing	Staff Mental wellbeing could be affected by C-19 pandemic	<div style="border: 1px solid black; padding: 2px; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">+</div> <ul style="list-style-type: none"> Council mental wellbeing and support mechanisms for staff reviewed locally EAP programme in place 24/7 Occupational Health team support Council trained mental health first aiders available 1-2-1 supervision meetings with manager <p><i>Please add any additional specific arrangements applicable to your service/ work area..</i></p>				
Other?		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				
Other?		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

Employees in the increased risk groups for Covid-19

Protecting our staff – returning to work and Health Risk Assessments

This document explains how to carry out an initial health assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front-line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations. We are aware that many managers of front-line services have already undertaken risk assessments and good arrangements are in place. If individual risk assessments have been done, there is no requirement to repeat this. The process has been introduced to make sure that no one has been missed, and in particular to ensure that in advance of receiving further Public Health guidance on the risk factors for BAME employees that individual health risk assessments have been undertaken and are in place.

Protecting front line staff

In response to the Covid-19 pandemic, employers have been advised to:

- Think creatively about how to enable social distancing at work, such as:
 - changing the layout of workplaces
 - adjusting shift patterns
 - staggering commute times
 - control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
- Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
- Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

Responding to these issues

In response, the council has:

- Undertaken risk assessments for many roles and staff groups, taking into account the need for Covid-19 secure workplaces.
- Applied Government and Public Health England (PHE) guidance for PPE in our own visual guides for key workers which help staff work safely; ensure staff feel supported in their work and protect local services.
- Advised employees in specific groups which are potentially more vulnerable to practice robust social distancing measures.
- Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
- Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

The following section explains about the different vulnerable groups, and the action that should be taken for each of them.

Clinically extremely vulnerable

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at the greatest risk of severe illness from coronavirus and who are advised by the NHS that they should not work outside the home, must rigorously follow shielding measures in order to keep themselves safe. The employee will have received a letter from the NHS confirming this. GP fit notes are not valid confirmation for this status. Any queries please contact your HR Adviser or Occupational Health.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.
- In other situations, some key workers (such as loaders, drivers and caretakers) will be unable to work from home; they are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work will also be explored, subject to a skills survey and review.
- Similar arrangements may be in place for our employees who live with someone who is “shielding”. An application process should be followed, and managers must discuss this with their HR Adviser.
- These arrangements are in place until the end of June 2020.

Clinically vulnerable

Employees who are at higher risk of severe illness from Covid-19 as set out in the [Staying at home and away from others \(social distancing\) guidance](#) are advised to take extra care in observing social distancing and should work from home where possible.

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below:
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
 - diabetes
 - a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
 - being seriously overweight (a body mass index (BMI) of 40 or above)
 - pregnant women

If individuals are clinically vulnerable (but not clinically extremely vulnerable) the manager undertakes a health risk assessment. If duties can’t be adjusted so that the employee can work

fully at home, manager to submit health risk assessment to Occupational Health using fast track referral [Covid-19 Specific management referral form](#).

- Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
- Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

BAME Employees

Emerging UK and international data suggests that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. Public Health England has been asked by the Department for Health and Social Care (DHSC) to investigate this. In advance of this work, we consider it really important for health risk assessments to be undertaken so that working arrangements can be discussed and reviewed.

Line managers should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that that the health risk assessment is undertaken with all BAME employees in front line roles.

Health Risk Assessment

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down), as set out below

Elimination

The hazard, task or activity is physically removed or abandoned.

Substitution

Replace a material or process with a less hazardous one

Engineering controls

Isolate employees from the hazard

Administrative controls

Identify and implement procedures to maximise safe working.

Personal Protective Equipment (PPE)

Only to be considered if measures above would be ineffective to control risks

Process

In the current situation, it is not practical for Occupational Health to carry out a risk assessment for all council employees, but it is reasonable for managers to ask their employees about the

presence of any underlying health condition, subject to this being dealt with sensitively and confidentially.

For assistance on carrying this out please contact your HR Business Partner or HR Adviser, or contact the **Workplace Options ManagerAssist** line 0800 298 2021 to help you prepare for the conversation.

If a health risk assessment or risk assessment has already been undertaken before or during lockdown and working arrangements have already been reviewed it will not be necessary to repeat this.

The line manager should undertake an initial assessment with the employee of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)
- Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support managers with this assessment.

Occupational Health will then review the assessment and support or provide additional recommendations. Under our covid-19 arrangements fast track appointments will be made if required.

CONFIDENTIAL

Health Risk Assessment: Exposure to Covid-19, impact on current health condition

General Information					
Employee Name			Job Title		
Line manager			Job title		
Location / Area:			Working hours:		
Date of Assessment:			Review date:		
Individuals underlying health condition category / other factors:	Please tick appropriate box:	<input checked="" type="checkbox"/>	Current post involves:	Please tick appropriate box:	<input checked="" type="checkbox"/>
	Notified as on 12 week Clinically Extremely Vulnerable (Shielding very high-risk group) Note - front line employee should not be in work in any circumstances but may be able to undertake full or some work at home.	<input type="checkbox"/>		Directly caring for Covid-19 service users (tested as positive) and undertakes Aerosol generating procedures (AGPs)	<input type="checkbox"/>
	Clinically Vulnerable – pregnant, over 70 or underlying health condition as per PHE list	<input type="checkbox"/>		Directly caring for Covid-19 residents (tested as positive) – not undertaking AGPs	<input type="checkbox"/>
	BAME Employee	<input type="checkbox"/>		Directly caring for service users not tested / unknown Covid-19 status but within 2 meters of patient – within any setting	<input type="checkbox"/>
		<input type="checkbox"/>		Providing a service which involves levels of face to face interactions with service users / members of the public	<input type="checkbox"/>
		<input type="checkbox"/>		Providing a service to colleagues (e.g. training)	<input type="checkbox"/>

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
Can <i>this</i> work be done at home?		
Could <i>alternative</i> work be undertaken at home or elsewhere in the council?		
Can face to face interactions be limited and move to virtual working?		
If they can't, will they be able to work at 2m social distancing		

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
What arrangements are in place / will be put into place to ensure regular contact / wellbeing?		
Can work times be adjusted to reduce the use of public transport, especially at peak times.		
Can work times within the team be staggered to reduce group sizes?		
Can the layout of the workplace be adjusted to allow for 2-metre social distancing?		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Other considerations:		

Assessment		
<i>Please tick appropriate box:</i>	<input checked="" type="checkbox"/>	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the employee		Local manager to review and monitor.
Actions agreed as detailed above do not fully reduce the risks to the colleague / some concerns remain.		Refer employee to Occupational Health for further advice and support

Additional notes
<i>Please add any additional notes as appropriate</i>

Employee signature		Date signed	
Print Name			
Manager's signature		Date signed	
Print Name			
Occupational Health Review			