

Risk Assessment Covid-19

Corporate Generic Template – Premises / Building related

This example risk assessment template is not exhaustive and should be used as a guide by Duty Holders / Principal Occupiers / Nominated Building Manager to support COVID-19 risk management controls for each building you have responsibility for (as set out within the [Building Duty Holder List](#)) to support safe occupation of the premises.

Note: This assessment is specific to the safe management of the premises / building and will support safe services to be delivered by controlling premises/building related COVID-19 Risks. This assessment is required in addition to the Covid-19 Risk Assessments which are required to be completed for operational service areas.

You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment for the buildings which you have nominated responsibility. It is important this assessment and proposed action is consulted with your team. In addition, please ensure that this assessment is made available to service managers, employees, or their representatives on request. There may be a need to revise arrangements to meet a particular service or individual need. This would be based on a discussion with the relevant service manager of the employee. **Please record and highlight your additional risk control measures / adaptations you have made for your individual buildings**

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.

PPE Guidance: There are very few workplaces where additional PPE is required to protect from the risks of coronavirus. The main controls to protect people are through social distancing, good hygiene (frequent cleaning and handwashing), ventilation, working in fixed teams or partnering, and not through the use of PPE. Supplies of PPE, including face masks, should continue to be reserved for those who need PPE to protect against workplace risks, such as people exposed to dust and fume hazards as well as healthcare workers.

If you have any COVID-19 PPE requirements, please discuss this with the Health and Safety team during the review of your Risk Assessment. **Appendix 1** contains a PPE template and a process for you to order PPE and building related items should they be needed.

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 to include:

[Covid-19 guidance for the safe use of council buildings](#)

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

You must follow the councils **Buildings** COVID-19 Risk Assessment Process for approval of your Risk Assessment, which can be found [here](#). Once your COVID-19 Risk Assessment has been approved, it is your responsibility to review the Risk Assessment monthly or before if there is a significant change.

Managing the risks to employees in the clinically extremely vulnerable “shielded”/ clinically vulnerable groups or other vulnerable people will normally be considered as part of the operational services’ COVID-19 risk assessments. Building Duty Holders / Principal Occupiers will need to consider making reasonable adjustments for employees (if contacted by an individual’s manager), or service users who may be of increased risk of contracting COVID-19. This may include additional support to access and/or leave the building safely e.g. if they have mobility or hearing or sight impairments etc, or to access soap dispensers and toilet facilities.

How to use:

There are mandatory fields (in black text) that are required to stay in your risk assessment. There are also fields that may or may not apply to your buildings (in grey text). These grey sections may apply now or may apply in the future then the grey sections would have to be reviewed for possible inclusion at that time. **Each greyed out point must be fully considered and where applicable to your building, this would be demonstrated by turning the grey text into black text.** It is expected that all relevant suggested controls have been fully implemented where they apply to your work activity / service area. If a control is not relevant and does not apply, please leave it in place as grey text.

Do not just copy this example, as that may not satisfy the law and may not protect your employees and visitors. You must think about specific hazards and controls relevant to your buildings. At the bottom of most sections of the Risk Assessment, there is space under the heading ‘Please add any additional specific arrangements applicable to your building’ for you to add items which are specific to your buildings.

Please ‘save as’ a copy of this template and apply it to your building. Refer back to the main template when carrying out any reviews of your risk assessment to ensure you have considered any changes to COVID-19 related legislation and guidance.

To support managers prior to the development and completion of COVID-19 Risk Assessments, a COVID-19 Risk Assessment skills session should be undertaken. To book yourself on [Please click here](#).

Risk Assessment Covid-19

Premises / Building	The Adult College 127 Ripple Road, Barking, IG11 7PB	Key	Resultant Risk Rating Please tick		
Duty Holder / Principal Occupier	(Director – My Place) (Director – Community Solutions)		 Social Distancing to minimise potential spread of COVID-19	High	
Site responsible manager	Head of Employment, Skills and Principal		 Hygiene protocols to minimise potential spread of COVID-19	Medium	✓
Assessor(s) including employee representative	Service Manager		 Additional considerations to manage and control risk	Low (normal)	
Date of assessment	28 th July 2020				
Nominated responsible person monthly review date	Review date - 28 th August 2020				

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	Staff, contractors, service users, visitors, public, Possible transmission of the virus from person to person and into the wider community. People can catch the virus from others who are infected in the following ways: •the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales	 The council is making every reasonable effort to enable working from home as a first option. Where working from home is not possible, the council will make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable) If staff choose to wear face coverings at work, this position is supported by the council. Face coverings are not classed as PPE. They are not manufactured to a standard and do not provide a proven level of protection for work risks such as dust and spray in an industrial context. It is important to use face coverings properly and wash your hands before putting them on and taking	All services where face to face contact is required will be by appointment only and details of all those who enter premises will be logged in line with test & trace guidance	front of house team	28/8/20	

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
Covid-19 Outbreaks on site	<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>them off. Instructions on wearing a face covering and making your own can be found here</p> <p>In case of an outbreak (please see definitions below), contact the local Public health team and PHE London Coronavirus Response Cell (LCRC) as below: (For all settings)</p> <p>Contact Local PH team</p> <p>They will</p> <ul style="list-style-type: none"> Respond to your enquiries Give advice if there are suspected coronavirus cases (i.e. before test result back) Gives ongoing support to settings managing outbreaks <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> Give initial advice when there is a person with confirmed coronavirus in a high-risk setting Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via LCRC@phe.gov.uk or call 03003030450) If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> Support setting to complete a risk assessment Run through infection prevention and control check list Support with communications, if needed Alert local authority public health team who will provide ongoing support. 	<p>Information on contact details for Local PH Team and LCRC to be circulated to all partners & service providers based within building</p> <p>All staff to be provided with information & guidance on symptoms and reminded of their responsibility to report any illness and stay away from work until test has been undertaken and negative result or period of self-isolation has been completed</p> <p>Signage to be displayed outside building to remind visitors that if they have symptoms, they should not attempt to enter the building</p>		<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</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
		<ul style="list-style-type: none"> ○ Establish a multi-agency incident management team (if required) <p>Undertake a Risk Assessment (i.e. Practical actions for businesses to take based on 5 main steps , https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely)</p> <p>Where settings are observing guidance on COVID-19: infection prevention and control (IPC) , which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>  <p>Outbreak definition as follows. COVID-19 Cluster and Outbreak Definitions.</p> <p>Cluster definition: Two or more confirmed cases of COVID-19 employees in a building within 14 days OR Increase in the background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).</p> <p>Outbreak definition: Two or more confirmed cases of COVID-19 among employees who are direct close contacts, proximity contacts or in the same cohort/team in the building within 14 days.</p> <p>*a cohort might be a team or a group within the setting who sit and work together. This definition aims to distinguish between transmission occurring in the</p>	<p>Weekly meetings to be held with all building users, to ensure regular updates are provided and any potential issues are quickly identified and reported</p>		<p>01/9/20 Weekly</p>	

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		community verses transmission occurring within the setting.				
2. Contacting Tracing	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p> <p>The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your visitors and or customers for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.</p>	<p>This guidance applies to buildings that provides an on-site service and to any events that take place on its premises.</p> <p>By maintaining records of staff, customers and visitors for 21 days, and sharing these with NHS Test and Trace where requested, you can help identify people who may have been exposed to the virus. Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and social care sector, and save lives. Recording both arrival and departure times (or estimated departure times) will help reduce the number of customers or staff needing to be contacted by NHS Test and Trace. It is recognised by the government, however, that recording departure times will not always be practicable.</p> <p>The following information should be collected by the building manager, where possible:</p> <p>Customers/Visitors</p> <ul style="list-style-type: none"> ○ customers and visitors (if unknown by the service i.e. not a registered contact or service user where these details would already be available) ○ the name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group ○ a contact phone number for each customer or visitor, or for the lead member of a group of people ○ date of visit, arrival time and, where possible, departure time ○ if a customer will interact with only one member of staff, the name of the assigned staff member 				

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		<p>should be recorded alongside the name of the customer</p> <p>Staff</p> <p>A record of staff who were 'on site 'would normally be available via standard operational practices, systems and protocols.</p> <p>Information required by NHS track and Trace would consist of</p> <ul style="list-style-type: none"> ○ the names of staff who work at the premises ○ a contact phone number for each member of staff ○ the dates and times that staff are at work <p>Note: This information can be collated via staff rota's and additionally by contacting the council's security team for access control records.</p> <ul style="list-style-type: none"> ○ No additional data should be collected for this purpose. ○ Data to be held securely and destroyed after 21 days. <p>To access Privacy Notice to be displayed at reception areas and the protocol to be followed please click here</p> <p>Although this is voluntary, please encourage customers and visitors to share their details in order to support NHS Test and Trace and advise them that this information will only be used where necessary to help stop the spread of COVID-19.</p>	<p>Ensure all staff are aware of contact tracing policy including information required and the importance of complying with Data Protection and storing information securely & electronically</p> <p>Privacy Notices to be displayed at RPL AC and Job shop reception desks and PSL MIS and SS receptions</p>		<p>28/8/20</p> <p>28/8/20</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>If a customer or visitor informs you that they do not want their details shared for the purposes of NHS Test and Trace, they can choose to opt out, and if they do so you should not share their information used for booking purposes with NHS Test and Trace.</p> <p>The accuracy of the information provided will be the responsibility of the individual who provides it. You do not have to verify an individual's identity for NHS Test and Trace purposes.</p> <ul style="list-style-type: none"> Confirmation that (where applicable) contact trace system in place, staff informed of protocol to be followed. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is covered in the service risk assessment</p>				
<p>3. Pre-visit Communication strategy (communication to Customers/ contractors/ visitors etc)</p>	<p>Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)</p>	<p></p> <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> Working safely during coronavirus COVID-19 offices-and-contact-centres Communication arrangements in place to ensure both staff and visitors who feel unwell stay at home and do not attend the premises. Encouraging visits via remote connection/working where this is an option. Contractors provide assurance that they are operating a COVID-19 Secure service Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. 	<p>Ensure that up to date signage is displayed outside the building and main entrance advising on latest updates and importance of staying away if symptoms are being experienced</p>		<p>28/8/20</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
		<ul style="list-style-type: none"> • Provision of guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. • Agreed arrangements for council services reoccupation with service managers – (number of staff proposed to be present at any one time and agreed to ensure safe occupancy levels / welfare arrangements) • Sanitisation / social distancing protocols to be observed when onsite • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Staff /Customers / contractors advised to follow guidance below: COVID-19: guidance for households with possible coronavirus infection guidance  <ul style="list-style-type: none"> • Increased frequency of surface cleaning arrangements in place • Increased frequency of handwashing/sanitiser to maintain personal hygiene.  <ul style="list-style-type: none"> • Contents of risk assessment shared with staff and contractors 	<p>All staff to be informed of the protocols to be followed return to site guides and briefing notes</p>		01/9/20	

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		<p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is covered in the service risk assessment</p>				
<p>4. Reoccupation of operational buildings - areas which have not been in use / full use during lockdown period</p>	<p>Staff, contractors, service users, visitors, public,</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></p> <ul style="list-style-type: none"> • Visual inspection of the work area that you are going to occupy/ responsible for premises to identify and remedy health and safety hazards, particularly in any areas that may have been non-occupied due to lockdown • 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 minimum of 2 minutes in all areas of the premises which have not been used during lockdown period • 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 				

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>(Managers are responsible for ensuring safety information is explained and understood to their relevant team members where a need is identified)</p>  <ul style="list-style-type: none"> • Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19 • Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. • Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points) • 2-meter demarcation on building entry approaches • Staggered start times • Controlled entry to building / Limiting the number of visitors at any one time. • Supervising of entry to building to follow social distancing guidelines • Established host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Revised entry and exit routes for staff, visitors and contractors to minimise contact with other people. • Provision of additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible. 	<p>Notices to be displayed</p> <p>Pictorial social distancing notices to be displayed at all entry points to the building</p> <p>Notices to be displayed informing members of the public of face covering requirements in the Job Shop</p>		<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</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
		<ul style="list-style-type: none"> • Hand sanitiser stations located at entry points to the building • Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to building. All people entering the building must sanitise hands prior to entry. (20 seconds minimum recommended) • Enhance cleaning frequency of regular touched items including handles on doors, rails, dispensers, and water coolers • Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> • Staff will need to make local arrangement to park in the CVS car park at Ripple Road • Learners will not be asked to wear a face covering when entering the college/classrooms as Public Health England does not recommend the use of face coverings in schools or further education settings. However mandatory face coverings are required when visiting the Adult College Job Shop guidance is as follows: • Residents are asked to wear a face covering to access the Job Shop, posters clearly stating this at entrance doors • You should consider where possible to also wear a face covering (maybe face shields which are more comfortable) if you are interviewing or 				

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>having face to face conversations with residents – Social distancing measures must be maintained</p> <ul style="list-style-type: none"> • You do not have to wear a face covering if you are not seeing a resident face to face – face coverings are optional for staff but not recommended in education settings as this may create a barrier when teaching. Social distancing / hygiene protocols are the priority Residents need to be refused entry to Barking and Dagenham and Adult College Job Shops if they do not have a face covering – However, exemptions apply https://bit.ly/2E8vf9R - Face-coverings when to wear one, exemptions and other key information to be followed. • All partners to be advised that they need to inform their clients when visiting BLC or other locations that face coverings are mandatory • Some residents will be exempt from wearing a face covering; therefore, security at Barking and Dagenham Job Shops should be mindful this • Any incidents should be recorded in the usual way • Non-compliance reasonable steps to be taken to encourage compliance (clear signage to be displayed) - ultimately enforceable by Police • Not recommended in educational setting <p>Notice to be displayed</p> <ul style="list-style-type: none"> • This is covered in our Service risk assessment 				
6. Reception areas	Staff, contractors, service users, visitors, public,				01/9/20	

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
	(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 • Screens fitted to reception area desks • Workstation set up to allow social distancing of staff • Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19 • Demarcation to maintain safe distancing 2 metre floor markings, including for possible queues • spacing of desks, • Activity / interactions with customers kept as short as possible • Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points) • 2-meter demarcation on building entry approaches • One-way flow system at entry and exit points. • Controlled / staggered entry to building • Additional entrances available to minimise congestion at peak times • Seating areas revised to ensure 2m social distancing • Supervising of entry to building to follow social distancing guidelines  <ul style="list-style-type: none"> • Provision of hand washing stations (ideally soap and water at point of entry to building. If not 	<p>All relevant information to be circulated to building users weekly</p> <p>Supply and fit reception/desks requirements are being processed by My Place 18/8/20</p> <p>Pictorial social distancing notices to be displayed at all entry points to the building</p> <p>Notices advising visitors should not enter the building if they have symptoms of Covid-19 to be displayed</p>	My Place	<p>Weekly</p> <p>01/9/20</p> <p>28/8/20</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>practicable hand sanitiser to be used (next bullet point)</p> <ul style="list-style-type: none"> • Provision of hand sanitiser stations located at entry / exit points to the building • Notice displayed to sanitise hands • Increased natural ventilation where practicable • Enhance cleaning frequency of regularly touched items including handles on doors, rails, dispensers, and water coolers, IT equipment, pens, telephones • Sharing of items discouraged for example avoiding sharing pens, documents, and other objects. • Shared items to be wiped/sanitised prior to next use • Catch it, bin it, kill it posters displayed • Staff provided with guidance on hygiene protocols to eliminate cross-infection risks. • Staff to use PPE (gloves) when handling deliveries. • Items to be sanitised via antibacterial wipes/spray prior to delivery to staff • Staff cleaning would be in line with: <ul style="list-style-type: none"> • Working-safely-during-covid-19/offices-and-contact-centres offices • Provision of closed top bins available for disposal of face coverings and other PPE which may be worn. Face coverings are not recyclable at present and should not be placed in recycle bins. Further guidance can be found here • https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste <p><i>Please add any additional specific arrangements applicable to your building.</i></p>	<p>Notice to discourage sharing of items to be displayed in all offices and classrooms</p> <p>Staff provided with guidance on hygiene protocols to eliminate to be included in return to work briefing</p> <p>Bins & hand sanitation stations are in place at the entrance and exits for learners/staff to remove face masks safely. Posters to be displayed outlining how to remove face coverings safely and disposal or storage</p>		<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</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
		This is included in our service risk assessment				
7. Lifts	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	<p data-bbox="719 272 763 304">+</p> <ul data-bbox="707 328 1368 512" style="list-style-type: none"> • Buildings procedure in place for control of access/egress and use of lifts • Working patterns amended, reducing the number of people on site and the numbers needing to use a lift at any one time. • Staggered entry / exit times <p data-bbox="719 544 763 608">🧑</p> <ul data-bbox="707 616 1368 1110" style="list-style-type: none"> • Demarcation to allow social distancing on access/egress • Notice displayed to avoid lift use where possible - people who are able are encouraged to use the stairs. • Reduced maximum occupancy - disabled people given priority. • Single person travel, if the risk assessment identifies that only one person at a time can use the lift. • Where it is identified in the risk assessment that a lift can carry more than one person, passengers using lift must face the sides of the lift car with their backs towards other passengers. • Demarcation in lifts in line with guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-2 <p data-bbox="719 1142 1357 1206">Example images – if risk assessment identifies single travel is not possible / practical</p> <div data-bbox="707 1238 1391 1398">  </div>	Ensure staff are aware of defect reporting procedure and lift entrapment guidance		01/9/20	



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
		<ul style="list-style-type: none"> Increased hygiene protocols introduced, to include regular cleaning and sanitation of lift controls and the passenger car and placing hand sanitiser near lift controls/push buttons with signs encouraging staff to use it. Hand Sanitiser stations located by lift call points Catch it, bin it, kill it posters displayed <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> Parent/guardian/ support worker can accompany LLDD learners in the lift – otherwise one person at a time. <p>This is covered in the service risk assessment.</p>	<p>Lifts to be cleaned as part of the additional cleaning arrangements throughout the day</p> <p>Hand sanitiser station to be fitted at each lift call point.</p> <p>Posters to be displayed encouraging staff/learners to use it</p>	Cleaners/ Caretakers	01/9/20 28/8/20 28/8/20	
8. Stairs	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	<ul style="list-style-type: none">  Managing use of high traffic areas to maintain social distancing. For example, asking staff and visitors to walk on the left, to give priority to those ascending stairs, or indicating 'passing points' where the walkway is widest. Demarcation to maintain 2-meter safe distancing in place Signs to instruct people to 'stay left' (direction of travel) displayed Pictorial social distancing notices displayed in stairwells on each level Staggered start times. Catch it, Bin it, kill it notices displayed  	<p>Stairwell to be checked daily before building opens to ensure they are clean, hazard free and that signage is still in place</p> <p>Liaise with BDTP to ensure regular cleaning of handrail and any other surfaces that may be touched</p>	Caretakers & cleaners Caretakers & cleaners	01/9/20 Daily 01/9/20 Daily	

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
		<ul style="list-style-type: none"> • Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. • Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. • Using safe outside areas for breaks. <p>Common areas and appropriate signage to restrict access when social distancing is not possible / practical Example within working safely during- ovid-19 offices and contact centres</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">🚮</p> <ul style="list-style-type: none"> • Hand sanitiser stations located in corridors • Enhance cleaning frequency of regular touched items including handles on doors, rails, tables etc • Windows open to increase natural ventilation where practicable • Catch it, Bin it, kill it notices displayed • Non fire / security doors propped open to minimise touching of surfaces • Provision of closed top bins available for disposal of face coverings and other PPE which may be worn. Face coverings are not recyclable at present 	briefing & encourage staff & learners to report any issues.			

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>and should not be placed in recycle bins. Further guidance can be found here https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</p> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is also covered in the service risk assessment</p>	<p>Additional hand sanitiser stations have been requested and will be located throughout both sites – to be followed up</p> <p>Closed top bins to be located at the entrance at both site - on order</p>		<p>28/8/20</p> <p>21/8/20</p>	
<p>11. General office space / Workstations / desks</p>	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • Assessment undertaken to determine social distanced capacity • Demarcation to maintain 2-meter safe distancing in place • Reconfiguring seating and desks to maintain spacing avoiding people working face-to-face – instead, work side-by-side or back-to-back • Pictorial social distancing notices displayed • Only where it is not possible to move workstations / create distancing 2 metres apart: <ul style="list-style-type: none"> a. Assigning one person per work area b. Reducing the number of people in the work area so that 2m distancing can be achieved avoiding people working face-to-face – instead, work side-by-side or back-to-back • Use of screens to create a physical barrier between people where 2m cannot be achieved 	<p>Remove chairs in office spaces to maintain 2metre distance</p>		<p>21/8/20</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
		<ul style="list-style-type: none"> • You should also limit the amount of contact between different workers by assigning and keeping people in shift teams (sometimes known as a cohort). This means that the same people work within the same team, on the same shift. • Telephone appointments/emails to office where possible to minimise face to face contact • Meetings where possible via Teams • Workstations assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people and cleaned prior to next use • Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. • Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts. • Using safe outside areas for breaks. <p>Example within working safely during- ovid-19 offices and contact centres</p> <p>Green markers to limit desk usage and maintain social distancing</p> 	Issue regular weekly email to all staff including building users to ensure that the most up to date information is shared and encourage staff to report any issues		Weekly	

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
		 <ul style="list-style-type: none"> • Increased cleaning frequency of hard surfaces and regularly touched items including handles on doors, rails, dispensers, and water coolers/ emptying of bins • in line with COVID-19: cleaning of non-healthcare settings guidance • Additional day time cleaning arrangements put in place • Provision of hand washing stations (ideally soap and water at point of entry to building. If not practicable hand sanitiser to be used (next bullet point) • Provision of hand sanitiser stations located at entry / exit points to the building • Notice displayed to sanitise hands • Increased natural ventilation where practicable • Staff provided with antibacterial wipes to clean IT equipment, telephones prior to use • Items to be sanitised before sharing (including PCs) / re-use by another person • Staff to use own cups / for drinks • Sharing of items discouraged for example avoiding sharing pens, documents, and other objects. • Shared items to be wiped/sanitised prior to next use • Catch it, bin it, kill it posters displayed • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Provision of closed top bins available for disposal of face coverings and other PPE which may be worn. Face coverings are not recyclable at present and should not be placed in recycle bins. Further guidance can be found here https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste 	<p>BDTP to provide antibacterial wipes</p> <p>Notices displayed to sanitise hands at all sanitiser stations</p> <p>Posters and bins to be in place</p>		<p>01/9/20 daily</p> <p>28/8/20</p> <p>28/8/20</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><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> Fixed telephones have been removed from all desks and staff will use 8x8 to make and receive calls. Additional cleaning has been scheduled throughout the day. This is covered in the Service risk assessment 	Each member of the FOH team to be allocated their own chair		28/8/20	
12. Office Space maximum capacity	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Capacity for each room from a 2metre social distancing perspective is:</p> <p>Ground Floor Reception – 2 people Enrolment Office 1 person Café area - 5 people Job Shop front office – 8 people Job Shop managers office – 4 people</p> <p>3rd Floor offices Principal's – 1 person Sharon's meeting room – 2 people Small meeting room – 0 – out of use Server room – 1 person CM's – 2 people CITB – 2 people ELHP – 2 people Business Support – 6 people SLT – 1 person Staff room – 5 people Reprographic room/caretakers office – 1 person</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
12 Classrooms	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Social distancing – consider:</p> <p>Capacity for each room from a 2metre social distancing perspective is:</p> <p>1st Floor All rooms (except room 3 & workshop) - 7 people Room 3 - 4 people Workshop - 9 people</p> <p>2nd Floor All rooms (except room 10 and Boardroom) – 7 people Room 10 – 4 people Boardroom – 4 people</p> <p>We possible we are:</p> <ul style="list-style-type: none"> • grouping learners together to form a bubble for each class that they attend • avoiding contact between bubbles, when onsite at the same time • arranging classrooms with forward facing desks where possible • staff maintaining distance from learners and other staff as much as possible • made adaptations to the classroom to support social distancing where possible. This has included seating learners’ side by side and facing forwards, rather than face to face or side on, and has include moving unnecessary furniture out of classrooms to make more space. • Social distancing guidelines have been applied and will be monitored by nominated staff members • The bubble should be kept apart from other bubbles where possible and learners will be should be 				

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>encouraged to keep their distance within bubbles and not to touch their peers (or staff) where possible.</p> <ul style="list-style-type: none"> • Taken steps to limit interaction, sharing of rooms and social spaces between bubbles as much as possible. • Approaches of separating bubbles and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially. Some schools may keep children in their class bubbles for the majority of the classroom time, but also allow mixing into wider bubbles for specialist teaching, wraparound care and transport. Siblings may also be in different bubbles. Endeavouring to keep these bubbles at least partially separate and minimising contacts between adults will still offer public health benefits as it reduces the network of possible direct transmission. • Teachers and other staff can operate across different classes and year bubbles in order to facilitate the delivery of the college timetable. This will be particularly important for the college. Where staff need to move between classes, they should try and keep their distance from learners and other staff as much as they can, ideally 2 metres from other adults and 1 metre plus with mitigations. (Again, we recognise this is not likely to be possible with younger children and teachers in primary schools, who can still work across bubbles if that is needed, including on different days to enable a full educational offer, as long as they are following the guidance on social distancing, hand washing, cleaning, Infection Prevention and Control (IPC) and considering within their risk assessment) • Learners to remain in allocated classroom team 'bubbles' where possible • Pictorial notices to maintain social distancing displayed 	<p>Tutors & or LSA's to manage social distancing in classrooms</p> <p>Add this expectation to the staff briefing note</p>		<p>01/9/20 daily</p> <p>28/8/20</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
		<ul style="list-style-type: none"> • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Hand washing poster displayed • Classroom based resources, such as books should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles and sanitiser to be available • Increased cleaning frequencies of hard surfaces / emptying of bins • 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 lit advice • Items to be sanitised before sharing (including PCs) / re-use by another person • Teachers make sure they wash their hands and surfaces, before and after handling learners books. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>Learners studying at E3 and above will be supported to access learning remotely via Teams.</p> <p>Digital equipment will be loaned to learners where appropriate.</p> <p>Learners who do not have access to digital equipment and are unable to loan equipment or who need to attend site for delivery will be supported by staff. Staff must adhere to social distancing guidance, maximum class sizes and all mitigating actions within the Service and Building Risk Assessments</p>	<p>Hand washing posters to be displayed throughout all classrooms</p> <p>Classroom based resources will be locked away until further notice</p> <p>Cleaning materials to be available in all classrooms</p> <p>Tissues to be available throughout the building</p>	<p>Caretakers/ CM's</p>	<p>28/8/20</p> <p>11/9/20</p> <p>28/8/20</p> <p>28/8/20</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
		  <ul style="list-style-type: none"> • Hand washing /hand sanitising facilities available • Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors, rails, appliances, water dispensers • Provision of anti-bacterial spray / wipes for items to be sanitised before use by another person • Staff to use own cups for drinks • Provision of communal cutlery, crockery and glassware removed • Hand washing poster displayed • Catch it, kill it, Bin it poster displayed • Windows open to increase natural ventilation where practicable • Staff encouraged to bring their own food. • Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms <p><i>Please add any additional specific arrangements applicable to your building.</i></p>	<p>Cleaning materials to be available in staff room</p> <p>Windows to be opened to increase natural ventilation</p> <p>Staff to be encouraged to bring their own food – add to staff briefing notes</p>	<p>Caretakers</p>	<p>28/8/20</p> <p>01/9/20 daily</p> <p>28/8/20</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>Seating priority will be given to the FOH in the staff room as they do not have access to a desk that they can eat at.</p> <p>Staff to eat at their desks where possible.</p> <p>This is also covered in the service risk assessment.</p>				
15. Toilets	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	<p> Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Temperature of wash hand basin hot water mixertaps regulated to ensure tolerable/comfortable temperature for use.</p> <p></p> <ul style="list-style-type: none"> • Pictorial social distancing notices displayed • Notice to includes information to queue outside not inside the toilets. • Social distancing marking in areas where queues normally form • In larger WC facilities (i.e. with no small corridors) removal of access to every other urinal or hand basin through use of tape or signage or other mechanism. • Smaller/confined WC areas (i.e. where narrow corridor entry or pinch points are present) limited 	<p>Posters & pictorial notices to be displayed in all toilets</p> <p>Place social distancing markings in areas where queues normally form</p>		<p>28/8/20</p> <p>28/8/20</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>entry approach system, one in, one out) utilising accessible locking device on main door).</p>  <ul style="list-style-type: none"> • Hand Sanitiser provided at entry point to toilets • Provision of handwashing basins • Enhanced cleaning frequency of hard surfaces and regular touched items including handles doors, rails, taps etc • Daily checks for replenishing soap for handwashing • Visible cleaning schedule displayed and kept up to date • Disposable towels / hand dryers provided. • Frequent collection of paper towels and other waste. • No re-useable towels • Provision of anti-bacterial spray / wipes / gel for items to be sanitised before use by another person • Hand washing poster displayed • Catch it, Bin it, kill it posters displayed • Windows open to increase natural ventilation where practicable • Non fire doors propped open to increase natural ventilation where practicable <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> • The accessible toilet on the ground floor will be for staff and disabled service users only. • Toilets on floors 1 & 2 – single sex and accessible toilet facilities are in place. The 	<p>Catch it, Bin it, kill it posters to be displayed in all toilets</p> <p>Windows to be opened daily to increase natural ventilation</p>	<p>Caretakers</p>	<p>28/8/20</p> <p>01/9/20 daily</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>middle cubicle in the ladies' toilet to be taken out of use.</p> <ul style="list-style-type: none"> The toilets on the 3rd floor are for staff only. There are two ladies' cubicles and the accessible cubicle. The accessible toilet is for disabled and male staff use only. <p>This is also covered in the service risk assessment</p>				
16. Meeting Rooms	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only necessary participants should physically attend meetings and should maintain social distancing (2m) Avoiding transmission during meetings, for example avoiding sharing pens, documents, and other objects. For areas where necessary face to face meetings take place, using floor signage and reduced seating capacity to help people maintain social distancing. <p></p> <ul style="list-style-type: none"> Provision of hand sanitiser / antibacterial wipes in meeting rooms. Holding meetings in well-ventilated rooms whenever possible. Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors / tables / IT Air conditioning considered in next section 	Guidance on use and maximum occupancy of rooms to be circulated to all staff including all building users & added to room doors		01/9/20	

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><i>Please add any additional specific arrangements applicable to your building.</i></p>				
<p>17. Air Conditioning systems</p>	<p>Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • 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 • HSE guidance on use of air conditioning systems followed https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is covered in the service risk assessment</p>				
<p>18. Use of fans</p>	<p>Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)</p>	<p></p> <p>Circulation of outside air can be considered to prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained. The risk of transmission through the use of ceiling and desk fans is extremely low. Source HSE https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is included in the Service Risk Assessment</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
19. Changing rooms and showers	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <ul style="list-style-type: none"> Regulated use of locker rooms, changing areas and other facility areas to reduce concurrent usage.  <ul style="list-style-type: none"> Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>Adult College Ripple</p> <ul style="list-style-type: none"> Staff can be assigned a locker as required, or personal items to be locked in pedestals <p>Job Shop</p> <ul style="list-style-type: none"> Staff will be assigned lockers – lockers have been delivered. 				
20. Post room / deliveries Handling goods, merchandise and other materials, and onsite vehicles	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <ul style="list-style-type: none"> Restriction of non-business deliveries, e.g. personal deliveries to staff Revised pick-up and drop-off collection points, procedures, signage, and markings. Cleaning procedures for goods, merchandise and other and materials entering the site. Increased handwashing frequencies for staff handling goods 				

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
		<ul style="list-style-type: none"> • handwashing facilities for staff handling goods and merchandise and provision of hand sanitiser where this is not practical. • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. • Staff wear disposable gloved to handle deliveries • Cleaning procedures for goods and merchandise entering the site. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> • Reduce frequency of supplies by bulk ordering and eliminate non-essential orders • No delivery of personal items to W&S premises • Clear demarcation of delivery points to save unnecessary physical interactions – including “non-touch” drop. • Staff handling post to use gloves due to virus possibly being present on paper, plastic and other coverings. • All staff advised to safely and quickly dispose of external packaging and immediately wash hands after handling incoming items • Staff to collect deliveries as soon as possible to avoid build-up of packaging and multiple handling of items by staff. • Hand washing protocols to be observed after handing post/deliveries. 	<p>Staff guidance note to be updated with protocols for receiving deliveries</p> <p>Gloves to be available for staff handling post and deliveries and paper.</p> <p>Deliveries to be sprayed with anti-bac spray</p>		<p>14/8/20</p> <p>14/8/20</p> <p>18/8/20 on-going</p>	
21. Buildings with Cafes	Staff, contractors, service users, visitors, public,	Cafes inside of council buildings are permitted to open but should take account of the guidance below in order to reopen these functions safely when permitted:				

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
	(Risk - As set out in section 1)	<ul style="list-style-type: none"> • COVID-19: Guidance for the safe use of multi-purpose community facilities <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> • Café 127 will be closed until further notice 				
22. Someone becomes unwell	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • First-aid procedure and arrangements in place. • If anyone becomes unwell with a new, continuous cough or a high temperature loss of taste / smell across the service, 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 				

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>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).</p> <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. • 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 • Staff cleaning would be in line with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours • Waste to be stored safely and securely. 				

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>Please add any additional specific arrangements applicable to your building.</p> <p>This is also covered in the service risk assessment.</p>				
23. Fire drills / Emergency situations	<p>Staff, contractors, visitors, customers, public.</p> <p>Smoke inhalation, exposure to heat</p>	<p></p> <ul style="list-style-type: none"> Upon discovery of an actual fire or other emergency, 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. Fire risk assessment and Emergency Evacuation Plans revised for site to take into account possible COVID-19 restrictions and 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 <p></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). If not practicable nominated person to monitor social distancing. Fire drill arrangements to be confirmed with landlord/ duty holder/ occupant (where premises are shared) Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. <p></p>	<p>Fire evacuation Plans being reviewed</p> <p>PEEP being reviewed for staff and learners</p> <p>All managers to complete Fire Marshall training on their first day back on site</p> <p>FOH team to complete fire evacuation refresher first day back on site</p> <p>Updated evacuation</p>	<p>All manages</p> <p>All Managers</p> <p>FOH team</p>	<p>28/8/20</p> <p>14/9/20</p> <p>Between 01/9/20 - 18/9/20</p> <p>Between 01/9/20 – 11/9/20</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>On return to building, occupants to sanitise hands/follow hygiene protocols on re-entry</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	<p>information to be circulated to all staff including building users</p>		<p>01/9/20</p>	
<p>24. First Aid</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p> Adequate first aid provision in line with the services/buildings first aid needs assessment.</p> <ul style="list-style-type: none"> • First Aid Boxes kit requires additional supply of Disposable Gloves, Disposable Aprons, Eye Protection Goggles/Face shield, Fluid Resistant Surgical Facemask, • First aid boxes content checked, including for vehicles (fleet vehicles) <p></p> <ul style="list-style-type: none"> • Where closer contact may be necessary to administer first aid, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron, and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. • PPE / Handwashing protocols to be followed • Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here. <p>Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having</p>	<p>PPE request noted below – to be followed up</p> <p>Circulate updated list of First Aid trained staff</p>		<p>01/9/20</p> <p>01/9/20</p> <p>01/9/20</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>COVID-19 attributed to an occupational exposure to coronavirus.</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
25. COSHH Cleaning / Sanitisation products	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1) Due to required increased cleaning/sanitising of hard surfaces and items there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by unauthorised personnel</p>	 <ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • 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. <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <p>This is covered in the service risk assessment</p>				
26. Office/on site Dealing with / clearing up with Body Fluids	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <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 follow <u>all infection control measures</u> including covering wounds prior to glove use ○ Full appropriate PPE must be worn, this will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield 	<p>Full PPE required for caretakers – Requirements added to PPE below</p>		01/9/20	

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
		<ul style="list-style-type: none"> ○ 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 <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> ● This is covered in the Service risk assessment 				
27. Behaviour of staff	Staff, contractors, visitors, customers, public.	 <ul style="list-style-type: none"> ● Staff code of conduct applies in these times of Covid-19 and staff are expected to maintain social distancing and hygiene protocols at all times 				
28. Behavior of the public	<p>(Risk - as set out in section 1)</p> <p>Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.</p>	<ul style="list-style-type: none"> ● Visitors to buildings are expected to follow social distancing and hygiene protocols. ● If staff feel threatened or intimidated, they must follow their usual V&A procedures and retreat to a secure area if required. ● The mantra 'If in doubt, get out' should be used when assessing situations <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p>This is covered in the service risk assessment</p>				
29. Business Continuity	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> ● Business Continuity Plan reviewed to include COVID-19 related risks 				

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
	Closure of premises, non-provision of service	<i>Please add any additional specific arrangements applicable to your building.</i> This is covered in the service risk assessment				
30. Multi Use / Hired premises	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	 Where buildings are shared with other businesses or hired on a sessional basis, the organisation must demonstrate they are operating as COVID secure. This would typically be via a COVID-19 Risk assessment for the activity.	Notice displayed in the lounge, office and classrooms noting maximum occupancy		28/8/20	
30. Multi Use / Hired premises	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	<i>East London Housing Partnership (ELHP)</i> <ul style="list-style-type: none"> • Maximum capacity in rooms: Third floor office - 2 people Room 3 – 4 people • All staff must see sight of this risk assessment and adhere to the guidance. • Room three on the first floor has been designated as the ELHP meeting room and has a maximum capacity of X • ELHP will not be returning to site until further notice. 				
31. No Access to PPE		Items required have been identified via this risk assessment and will be ordered using Appendix 1 of this form once assessment is approved	Ensure that adequate levels of PPE are maintained and that orders are placed in good time to ensure safe working can continue		Daily	Ongoing
Other?		<i>Please add any additional specific arrangements applicable to your building.</i>				
Other?		<i>Please add any additional specific arrangements applicable to your building.</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

Appendix 1

PPE Risk Assessment Template – PPE Request

Once the risk assessment has been completed in consultation with the Corporate Health and Safety team, your employees, Trade Union Partners and has been signed off by the Workforce Governance Group or CEX/DCEX as being COVID-19 secure, please fill out the below to summarise the service's need for PPE outlined in the assessment. Once completed, and agreed, please send to Rhys.Clyne@lbbd.gov.uk and Will.Donovan@lbbd.gov.uk. If you have any identified need for PPE beyond the items outlined below please notify Rhys and Will as soon as possible, as it may be necessary to establish a new supply chain for additional items which have not been routinely stocked.

Please state all items as numbers of items required, not numbers of boxes as box sizes for masks, gloves and aprons can vary.

Please note that this form should cover **only** PPE directly relating to preventing the spread of coronavirus. The service's usual PPE requirements (ie: items which were standard before March 2020) should continue to be ordered through the usual supply routes as per the Council's procurement contracts. If suppliers are not able to fulfil the needs of the service please contact Edna.Amolo@lbbd.gov.uk from Procurement who will follow up with contracted suppliers.

Please indicate when first month's supply PPE is required by here:

Regular, monthly PPE need

	Surgical masks	FFP3 masks	Pairs of gloves 100 pairs a box?				Disposable suits	Disposable aprons	Full face shields	Goggles	Hand sanitiser (bottles)		Anti-bac wipes packs
			S	M	L	XL					100ml	500ml	
Number of units	10	3		1	1	1			120		35	80 wipes	

Please note that FFP3 masks are only required in very specific applications and may not provide adequate protection unless used alongside additional equipment such as a full-face shields or safety goggles.

Fixed PPE needs for your workplace

Check with the Building Manager/ Duty Holder for any building related requirements you may have, such as screens, signs, tape, and fixed sanitiser may have been ordered/covered.

Version 1.0

Type of equipment	Numbers and Sizes	Comments
Perspex screens	RIPPLE campus Perspex screen - counter screen measures 4.7m x 850mm & 4.1m x 850mm	
Fixed wall sanitiser unit	Ripple campus – 9	
Floor standing sanitiser unit	Ripple campus – 2	
Social distance signs	Required	Floor marking, directional arrows, and signage outside the front of the building, surrounding reception, through the lounge and throughout the 3 floors at Ripple both sites, communicating 2metre distancing rule, direction of travel, etc
Hand hygiene signs		
Catch it, bin it, kill it signs		
Social distancing tape		
Other (specify)	RIPPLE Campus Job Shop - requires 3 x 1400mm wide x 1200mm high clear desk dividers	