

# 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	Barking Town Hall
Duty Holder / Principal Occupier	
Site responsible manager	
Assessor(s) including employee representative	
Date of assessment	11/08/2020
Nominated responsible person monthly review date	12/09/20


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	✓
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. Minimizing the risk of coronavirus transmission	<p>Staff, contractors, service users, visitors, public,</p> <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"> <li>the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>the virus can survive for up to 72 hours out of the body</li> </ul>	<p></p> <p>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)</p> <p>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 don't 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 them off. Instructions on wearing a face covering and making your own can be found <a href="#">here</a></p>				

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Covid-19 Outbreaks on site	<p>on surfaces which people have coughed on, etc</p> <ul style="list-style-type: none"> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> <li>• 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</li> </ul>	<p><b>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)</b></p> <p>Contact Local PH team</p> <p>They will</p> <ul style="list-style-type: none"> <li>• Respond to your enquiries</li> <li>• Give advice if there are suspected coronavirus cases (i.e. before test result back)</li> <li>• Gives ongoing support to settings managing outbreaks</li> </ul> <p>Contact PHE (LCRC) on 0300 303 0450</p> <p>They will</p> <ul style="list-style-type: none"> <li>• Give initial advice when there is a person with confirmed coronavirus in a high-risk setting</li> <li>• Want organisations to notify them of all confirmed (test positive) cases in high risk local settings (Notifications to be made via <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or call 03003030450)</li> <li>• If PHE confirm that there is an outbreak in any setting, they will still: <ul style="list-style-type: none"> <li>○ Support setting to complete a risk assessment</li> <li>○ Run through infection prevention and control check list</li> <li>○ Support with communications, if needed</li> <li>○ Alert local authority public health team who will provide ongoing support.</li> <li>○ Establish a multi-agency incident management team (if required)</li> </ul> </li> </ul> <p>Undertake a Risk Assessment (i.e Practical actions for businesses to take based on 5 main steps , <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a>)</p>				



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		<p>Where settings are observing guidance on <a href="#">COVID-19: infection prevention and control (IPC)</a> , 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><b>Cluster definition:</b> 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><b>Outbreak definition:</b> 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 community verses transmission occurring within the setting.</p> <p><b>TOWN HALL Specific</b></p> <ul style="list-style-type: none"> <li>• On-site FM/Reception staff are unable to WFH due to the nature of their role.</li> <li>• RA's have been completed for those FM staff currently working at the Town Hall locations and those staff who are currently shielding.</li> </ul>				


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		<ul style="list-style-type: none"> <li>Where staff members work as a team (shift system for instance). Staff have been 'buddied-up' so that staff work consistently with a small group, rather than coming into contact with lots of different people.</li> </ul>				
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 <b>an on-site service</b> and to <b>any events</b> 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.</p> <p>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 recognized 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"> <li>customers and visitors (if unknown by the service i.e. not a registered contact or service user where these details would already be available)</li> <li>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</li> <li>a contact phone number for each customer or visitor, or for the lead member of a group of people</li> <li>date of visit, arrival time and, where possible, departure time</li> </ul>				


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		<ul style="list-style-type: none"> <li>○ if a customer will interact with only one member of staff, the name of the assigned staff member should be recorded alongside the name of the customer</li> </ul> <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"> <li>○ the names of staff who work at the premises</li> <li>○ a contact phone number for each member of staff</li> <li>○ the dates and times that staff are at work</li> </ul> <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"> <li>○ No additional data should be collected for this purpose.</li> <li>○ Data to be held securely and destroyed after 21 days.</li> </ul> <p><b>To access Privacy Notice to be displayed at reception areas and the protocol to be followed <a href="#">please click here</a></b></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>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>				



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		<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"> <li>Confirmation that (where applicable) contact trace system in place, staff informed of protocol to be followed.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>A visitor Logbook is provided for Contractors &amp; Visitors with Test &amp; Trace Guidance displayed Reception</li> <li>Sanitiser wipes and Liquids available</li> <li>Pen provision in place New pen and Used pen holders.</li> <li>Staff sanitise pens at regular intervals</li> <li>Records to be destroyed after 21 days – process in place</li> <li>Access to TH for staff is currently via the side entrance, which is fob controlled, allowing security colleagues to run reports on who has been in the building. Access to the building will be review as occupancy is increased or additional use of TH takes place.</li> </ul>				
3. Pre-visit Communication strategy (communication to Customers/ contractors/ visitors etc)	Staff, contractors, service users, visitors, public, (Risk - As set out in section 1)	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li><a href="#">Working safely during coronavirus COVID-19 offices-and-contact-centres</a></li> <li>Communication arrangements in place to ensure both staff and visitors who feel unwell stay at home and do not attend the premises.</li> <li>Encouraging visits via remote connection/working where this is an option.</li> </ul>	When contractors arrive, they will receive a guidance document on the specific measures in place within the buildings. Signage is in place		21/08/20	





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		<ul style="list-style-type: none"> <li>Contractors provide assurance that they are operating a COVID-19 Secure service</li> <li>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.</li> <li>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.</li> <li>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)</li> <li>Sanitisation / social distancing protocols to be observed when onsite</li> <li>Limiting visitor times to a specific time window and restricting access to required visitors only.</li> <li>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.</li> <li>Staff /Customers / contractors advised to follow guidance below: <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>  <ul style="list-style-type: none"> <li>Increased frequency of surface cleaning arrangements in place</li> <li>Increased frequency of handwashing/sanitiser to maintain personal hygiene.</li> </ul>  <ul style="list-style-type: none"> <li>Contents of risk assessment shared with staff and contractors</li> </ul>	<p>Document is being written to incorporate with the Toolbox Talk for all onsite Contractors</p> <p>RA to be agreed before sharing</p>		<p>21/08/20</p> <p>ASAP</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"> <li>• Signage has been provided throughout the building reminding contractors and visitors of our social distance protocol</li> <li>• NHS Guidance Sign before entry to building is also on display at entrance</li> <li>• Assurance has been provided from BDMS to confirm contractors entering these buildings have C19 Risk Assessments in place. Email received 13/08/20</li> </ul>				
<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"> <li>• 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</li> <li>• Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including:</li> <li>• Maintenance checks of plant and equipment undertaken – including kitchen equipment.</li> <li>• Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>○ Fire alarm panel status green</li> <li>○ Fire call points operational</li> <li>○ Emergency lighting operational</li> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> <li>• 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</li> </ul>	<p>New building pre-occupation checklists to be drafted with all the checks required to plant &amp; systems which are currently out of use – e.g. Tea Boilers, MFDs, Hot Water Dispenser</p>		<p>21/08/20</p>	







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		<p>areas of the premises which have not been used during lockdown period</p> <ul style="list-style-type: none"> <li>• Electrical equipment and systems maintained</li> <li>• Electrical gate systems maintained</li> <li>• Lifts and lifting equipment/hoists maintained</li> <li>• 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</li> <li>• Asbestos management arrangements in place</li> <li>• Boiler room plant inspected / maintained</li> <li>• Identify and remedy possible vermin infestations</li> </ul> <p>Confirmation that safe arrangement are in place with any shared landlord/ Duty Holders of a premises must be confirmed.</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <ul style="list-style-type: none"> <li>• Daily &amp; Weekly Checks are carried out by the on-site Facilities Officer and recorded (folders within FM Office)</li> <li>• Periodic planned maintenance is managed by the BDMS Compliance Team.</li> </ul>				
5. On entry to buildings	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <p>Measures taken to control COVID-19 are <b>accessible to all staff</b> and visitors including people with disabilities. E.g. hand washing / sanitiser stations are accessible to wheelchair users, notices are read to visually impaired people where identified or upon request.</p> <p>Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.</p>				

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		<p>Notices for display can be found under 'Resources'.  <a href="https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Risk-Assessment---COVID-19-.aspx">https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Risk-Assessment---COVID-19-.aspx</a></p> <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"> <li>• Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19</li> <li>• 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.</li> <li>• Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points)</li> <li>• 2-meter demarcation on building entry approaches</li> <li>• Staggered start times</li> <li>• Controlled entry to building / Limiting the number of visitors at any one time.</li> <li>• Supervising of entry to building to follow social distancing guidelines</li> <li>• Established host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</li> <li>• Revised entry and exit routes for staff, visitors and contractors to minimise contact with other people.</li> <li>• Provision of additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.</li> </ul>  <ul style="list-style-type: none"> <li>• Hand sanitiser stations located at entry points to the building</li> </ul>				



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		<ul style="list-style-type: none"> <li>• 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)</li> <li>• Enhance cleaning frequency of regular touched items including handles on doors, rails, dispensers and water coolers</li> <li>• 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.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Building Cleaning (BDMS) have been notified to provide an enhanced cleaning at Town Hall, this includes the provision of an on site cleaner throughout the day (6.00am to 3.00pm)</li> <li>• NHS Guidance Sign before entry to building is also on display at entrance</li> <li>• Operational Managers to remind staff through Team Meetings and RAs to observe and follow social distancing and hygiene protocols in place at the Town Hall</li> <li>• Signage has been provided throughout the building reminding contractors and visitors of our social distance protocol</li> <li>• Where possible staff have been advised to follow a one-way system to minimise contact; only Ground Floor South &amp; Lower Ground are accessible until further notice – signage denoting one-way system in place</li> <li>• In addition to hand washing facilities and sanitiser stations, hand wipes are available to staff provided via the Departmental PPE demand sheets</li> </ul>				


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6. Reception areas	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise face to face contact</li> <li>• Screens fitted to reception area desks</li> <li>• Workstation set up to allow social distancing of staff</li> <li>• Notices displayed advising visitors should not enter the building if they have symptoms of COVID-19</li> <li>• Demarcation to maintain safe distancing 2 metre floor markings, including for possible queues</li> <li>• spacing of desks,</li> <li>• Activity / interactions with customers kept as short as possible</li> <li>• Pictorial social distancing notices displayed at all entry points to the building (including disabled access entry points)</li> <li>• 2-meter demarcation on building entry approaches</li> <li>• One-way flow system at entry and exit points.</li> <li>• Controlled / staggered entry to building</li> <li>• Additional entrances available to minimise congestion at peak times <ul style="list-style-type: none"> <li>• Seating areas revised to ensure 2m social distancing</li> <li>• Supervising of entry to building to follow social distancing guidelines</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>• 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)</li> <li>• Provision of hand sanitiser stations located at entry / exit points to the building</li> <li>• Notice displayed to sanitise hands</li> <li>• Increased natural ventilation where practicable</li> </ul>	Limited access to the building has been established, as and when further occupation takes place a one-way system will be adopted		TBA	



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"> <li>• Enhance cleaning frequency of regularly touched items including handles on doors, rails, dispensers, and water coolers, IT equipment, pens, telephones</li> <li>• Sharing of items discouraged for example avoiding sharing pens, documents, and other objects.</li> <li>• Shared items to be wiped/sanitised prior to next use</li> <li>• Catch it, bin it, kill it posters displayed</li> <li>• Staff provided with guidance on hygiene protocols to eliminate <a href="#">cross-infection risks</a>.</li> <li>• Staff to use PPE (gloves) when handling deliveries.</li> <li>• Items to be sanitised via antibacterial wipes/spray prior to delivery to staff</li> <li>• Staff cleaning would be in line with:</li> <li>• <a href="#">Working-safely-during-covid-19/offices-and-contact-centres offices</a></li> <li>• 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 <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Signage has been provided throughout the building reminding contractors and visitors of our social distance protocol</li> <li>• NHS Guidance Sign before entry to building is also on display at entrance</li> <li>• Floor demarcation to further enhance 2 meter distancing in place in front of desk for visitors and in between for staff</li> <li>• Minimal visitors / enquiries at reception so physical barrier not considered as necessary at present. This will be kept under strict and regular review depending on usage of building.</li> </ul>				




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
7. Lifts	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	<p></p> <ul style="list-style-type: none"> <li>Buildings procedure in place for control of access/egress and use of lifts</li> <li>Working patterns amended, reducing the number of people on site and the numbers needing to use a lift at any one time.</li> <li>Staggered entry / exit times</li> </ul> <p></p> <ul style="list-style-type: none"> <li>Demarcation to allow social distancing on access/egress</li> <li>Notice displayed to avoid lift use where possible - people who are able are encouraged to use the stairs.</li> <li>Reduced maximum occupancy - disabled people given priority.</li> <li>Single person travel, if the risk assessment identifies that only one person at a time can use the lift.</li> <li>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. See below</li> <li>Demarcation in lifts in line with <a href="#">guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-2</a></li> </ul> <p>Example images – if risk assessment identifies single travel is not possible / practical</p> <div style="display: flex; justify-content: space-around;">    </div> <p></p> <ul style="list-style-type: none"> <li>Increased hygiene protocols introduced, to include regular cleaning and sanitation of lift controls and the passenger car</li> </ul>				






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 placing hand sanitiser near lift controls/push buttons with signs encouraging staff to use it.</p> <ul style="list-style-type: none"> <li>• Hand Sanitiser stations located by lift call points</li> <li>• Catch it, bin it, kill it posters displayed</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Signage to lift for single person use has been displayed on each floor</li> <li>• Hand sanitiser stations at each floor for those pressing the buttons.</li> </ul>				
8. Stairs	<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"> <li>• 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.</li> <li>• Demarcation to maintain 2-meter safe distancing in place</li> <li>• Signs to instruct people to 'stay left' (direction of travel) displayed</li> <li>• Pictorial social distancing notices displayed in stairwells on each level</li> <li>• Staggered start times.</li> <li>• Catch it, Bin it, kill it notices displayed</li> </ul> <p></p> <ul style="list-style-type: none"> <li>• Hand sanitiser stations located at entry points to the building</li> </ul>				

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"> <li>• Enhance cleaning frequency of regular touched items including handles on doors, rails, access controls</li> <li>• Windows open to increase natural ventilation where practicable</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Keep Left Signage has been displayed on staircases for upwards and downwards travel</li> <li>• Catch It, Bin It, Kill It signs displayed</li> </ul>				
9. Corridors	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• 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.</li> <li>• Demarcation to maintain 2-meter safe distancing in place</li> <li>• Pictorial social distancing notices displayed</li> <li>• Signs to instruct people to 'stay left' (direction of travel) displayed</li> <li>• Staggered start times</li> <li>• Pinch points in corridors and stairs, consider: <ul style="list-style-type: none"> <li>○ Allowing only essential trips within buildings/ sites, to maintain social distancing as much as possible. By limiting the number of staff moving around you are also reducing the number of people in high traffic areas including corridors and stairs.</li> <li>○ If possible, arrange one-way systems with arrows on the floor to prevent crossing in narrow spaces and ensure all staff know to make space for each other.</li> </ul> </li> <li>• Non fire doors / security propped open to minimise surface contact</li> </ul>				





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"> <li>• Hand sanitiser stations located in corridors</li> <li>• Enhance cleaning frequency of regular touched items including handles on doors, rails, access control buttons</li> <li>• Catch it, bin it, kill it posters displayed</li> <li>• Windows open to increase natural ventilation where practicable</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• 2-meter Social Distancing Floor Signs has been installed in corridors as well as wall posters</li> <li>• A number of identified non-fire/security doors are propped open doors as required for reduced contact and increased air circulation</li> <li>• Door Guards have been installed on frequently used doors to minimise contact points. Door Guards will release fire doors if the alarm goes off.</li> </ul>				
10. Communal Areas	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>• Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases (where applicable)</li> <li>• Demarcation to maintain 2-meter safe distancing in place</li> <li>• Pictorial social distancing notices displayed</li> <li>• Staggered break times</li> <li>• Additional space created by using other parts of the building that have been freed up by remote working.</li> </ul>				

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"> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>• 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.</li> <li>• Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.</li> <li>• Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.</li> <li>• Using safe outside areas for breaks.</li> </ul> <p>Common areas and appropriate signage to restrict access when social distancing is not possible / practical  Example within <a href="#">working safely during- ovid-19 offices and contact centres</a></p> <div style="display: flex; justify-content: space-around;">   </div> <p></p> <ul style="list-style-type: none"> <li>• Hand sanitiser stations located in corridors</li> <li>• Enhance cleaning frequency of regular touched items including handles on doors, rails, tables etc</li> <li>• Windows open to increase natural ventilation where practicable</li> <li>• Catch it, Bin it, kill it notices displayed</li> <li>• Non fire / security doors propped open to minimise touching of surfaces</li> </ul>				



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"> <li>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 <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>Staff using Town Hall are encouraged to remain in social bubbles when using communal areas</li> </ul>				
11. General office space / Workstations / desks	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>Assessment undertaken to determine social distanced capacity</li> <li>Demarcation to maintain 2-meter safe distancing in place</li> <li>Reconfiguring seating and desks to maintain spacing avoiding people working face-to-face – instead, work side-by-side or back-to-back</li> <li>Pictorial social distancing notices displayed</li> <li>Only where it is not possible to move workstations / create distancing 2 metres apart: <ul style="list-style-type: none"> <li>Assigning one person per work area</li> <li>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</li> </ul> </li> <li>Use of screens to create a physical barrier between people where 2m cannot be achieved</li> <li>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.</li> </ul>				




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"> <li>• Telephone appointments/emails to office where possible to minimise face to face contact</li> <li>• Meetings where possible via Skype / Teams</li> <li>• 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</li> <li>• 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.</li> <li>• Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.</li> <li>• Using safe outside areas for breaks.</li> </ul> <p>Example within <a href="#">working safely during- ovid-19 offices and contact centres</a></p> <p>Green markers to limit desk usage and maintain social distancing</p>  <p></p> <ul style="list-style-type: none"> <li>• Increased cleaning frequency of hard surfaces and regularly touched items including handles on doors, rails, dispensers, and water coolers/ emptying of bins</li> <li>• in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Additional day time cleaning arrangements put in place</li> </ul>	<p>Cleaning schedule of occupied and communal areas for cleaning being revised on regular basis,</p>		<p>TBA</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"> <li>• 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)</li> <li>• Provision of hand sanitiser stations located at entry / exit points to the building</li> <li>• Notice displayed to sanitise hands</li> <li>• Increased natural ventilation where practicable</li> <li>• Staff provided with antibacterial wipes to clean IT equipment, telephones prior to use</li> <li>• Items to be sanitised before sharing (including PCs) / re-use by another person</li> <li>• Staff to use own cups / for drinks</li> <li>• Sharing of items discouraged for example avoiding sharing pens, documents, and other objects.</li> <li>• Shared items to be wiped/sanitised prior to next use</li> <li>• Catch it, bin it, kill it posters displayed</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• 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 <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Safe seating plan has been produced; it has not been necessary to implement at this time due to the minimal number of staff in the building</li> <li>• Anti-bacterial wipes available at workstations for staff to wipe equipment prior to use</li> <li>• PCs wiped down with antibacterial solution as part of morning cleaning schedule</li> </ul>	<p>Signage to be displayed for workstation use / cleaning requirements in development with PPE working group. These will be placed at relevant workstation locations when available, based on reoccupation requirements.</p> <p>A booking system for desks may be introduced going forward, this will be considered as part of monthly reviews if implemented.</p>		<p>TBA</p> <p>TBC</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 Multi-Functional Devices	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>• Demarcation around user space / queuing lines</li> </ul>  <ul style="list-style-type: none"> <li>• Wipes available to wipe down touch screen before and after use.</li> <li>• Increased cleaning frequency of device in line with enhanced frequency of regular touched items in the building</li> <li>• Floor Marking Social Distance Sign in place</li> </ul>				
13. Kitchens	Staff, visitors, contactors, public, resident or building occupants  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>• Determine food / drink / refreshments provision for the site/ location i.e. bringing in own food only, use of on-site provision, supply of drinks, use of appliances, if applicable.</li> </ul>  <ul style="list-style-type: none"> <li>• Demarcation to maintain 2-meter safe distancing in place</li> <li>• Pictorial social distancing notices displayed</li> <li>• Additional space created by using other parts of the building that have been freed up by remote working.</li> <li>• Reconfigured seating and tables to maintain spacing and reduce face-to-face interactions</li> </ul> <p>Example within <a href="#">working safely during- ovid-19 offices and contact centres</a></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 data-bbox="712 547 763 592">  </p> <ul data-bbox="712 643 1473 1182" style="list-style-type: none"> <li>• Hand washing /hand sanitising facilities available</li> <li>• Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors, rails, appliances, water dispensers</li> <li>• Provision of anti-bacterial spray / wipes for items to be sanitised before use by another person</li> <li>• Staff to use own cups for drinks</li> <li>• Provision of communal cutlery, crockery and glassware removed</li> <li>• Hand washing poster displayed</li> <li>• Catch it, kill it, Bin it poster displayed</li> <li>• Windows open to increase natural ventilation where practicable</li> <li>• Staff encouraged to bring their own food.</li> <li>• 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</li> </ul> <p data-bbox="712 1222 1440 1281"> <i>Please add any additional specific arrangements applicable to your building.</i> </p> <ul data-bbox="712 1321 1464 1409" style="list-style-type: none"> <li>• Shared crockery/cutlery have been removed, so that returning staff will be required to provide items for individual use on their return</li> </ul>				


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"> <li>• Signage installed re- use of kitchen (ie - keep 2m apart) and use of cutlery.</li> <li>• Kitchens currently not in use as a seating area; only used for tea/coffee making</li> </ul>				
14. Toilets	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	<p></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"> <li>• Pictorial social distancing notices displayed</li> <li>• Notice to includes information to queue outside not inside the toilets.</li> <li>• Social distancing marking in areas where queues normally form</li> <li>• 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.</li> <li>• Smaller/confined WC areas (i.e. where narrow corridor entry or pinch points are present) limited entry approach system, one in, one out) utilising accessible locking device on main door).</li> </ul> <p></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"> <li>• Hand Sanitiser provided at entry point to toilet</li> <li>• Provision of handwashing basins</li> <li>• Enhanced cleaning frequency of hard surfaces and regular touched items including handles doors, rails, taps etc</li> <li>• Daily checks for replenishing soap for handwashing</li> <li>• Visible cleaning schedule displayed and kept up to date</li> <li>• Disposable towels / hand dryers provided.</li> <li>• Frequent collection of paper towels and other waste.</li> <li>• No re-useable towels</li> <li>• Provision of anti-bacterial spray / wipes / gel for Items to be sanitised before use by another person</li> <li>• Hand washing poster displayed</li> <li>• Catch it, Bin it, kill it posters displayed</li> <li>• Windows open to increase natural ventilation where practicable</li> <li>• Non fire doors propped open to increase natural ventilation where practicable</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Limited entry to toilet sign installed</li> </ul>				
15. Meeting Rooms	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Using remote working tools to avoid in-person meetings.</li> <li>• Only necessary participants should physically attend meetings and should maintain social distancing (2m)</li> <li>• Avoiding transmission during meetings, for example avoiding sharing pens, documents, and other objects.</li> <li>• For areas where necessary face to face meetings take place, using floor signage and reduced seating capacity to help people maintain social distancing.</li> </ul>				

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"> <li>• Provision of hand sanitiser / antibacterial wipes in meeting rooms.</li> <li>• Holding meetings in well-ventilated rooms whenever possible.</li> <li>• Enhanced cleaning frequency of hard surfaces and regular touched items including handles on doors / tables / IT</li> <li>• Air conditioning considered in next section</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>• Safe seating plan has been drawn up and now awaiting for corporate sign to be agreed which will specify "max. persons allowed"</li> <li>• Meeting Rooms are not being booked out, however are available for casual use by limited number of staff on site</li> </ul>				
16. Air Conditioning systems	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>• Ventilation / air conditioning / extraction systems maintained.</li> <li>• If using a central ventilation system that removes and circulates air to different rooms, it is recommended that you turn off re-circulation and use a fresh air supply</li> <li>• HSE guidance on use of air conditioning systems followed <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation</a></li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p>	Arrange visit from the service engineers for all plant as per the Pre-occupation schedule		TBA	



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"> <li>Ventilation system has been switched off and windows are opened on a daily basis to allow fresh air and air circulation</li> </ul>				
17. Use of fans	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <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 <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>Desk Fans available on request. Issued on a single day use only and returned to FM for sanitization at the end of the day</li> <li>Desk Fan at Reception wiped down by Reception/FM staff</li> </ul>				
18. Changing rooms and showers	Staff, contractors, service users, visitors, public,  (Risk - As set out in section 1)	 <ul style="list-style-type: none"> <li>Regulated use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</li> </ul>  <ul style="list-style-type: none"> <li>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.</li> </ul>				




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"> <li>• Facilities Staff will regularly clear any personal belonging from shower rooms – signage has been installed accordingly</li> <li>• Lockers are available for Cyclists and regular Shower users.</li> <li>• Lockers to be sanitized when re-allocated</li> <li>• Visible cleaning schedule are displayed and kept up to date by cleaning staff</li> </ul>				
<p>19. Post room / deliveries</p> <p>Handling goods, merchandise and other materials, and onsite vehicles</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"> <li>• Restriction of non-business deliveries, e.g. personal deliveries to staff</li> <li>• Revised pick-up and drop-off collection points, procedures, signage and markings.</li> <li>• Cleaning procedures for goods, merchandise and other and materials entering the site.</li> <li>• Increased handwashing frequencies for staff handling goods</li> <li>• handwashing facilities for staff handling goods and merchandise and provision of hand sanitizer where this is not practical.</li> <li>• Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>• Staff wear disposable gloved to handle deliveries</li> </ul> <ul style="list-style-type: none"> <li>• Cleaning procedures for goods and merchandise entering the site.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</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
		<ul style="list-style-type: none"> <li>Staff handling goods inwards (Incl. Care Home PPE Provision) have access to PPE and hand washing facilities</li> <li>Parcel deliveries are stored in a locked area</li> <li>Incoming post is delivered directly to the TH Post Room and handled on arrival by FM/Reception staff only</li> </ul>				
20. Buildings with Cafes	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	<p>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:</p> <ul style="list-style-type: none"> <li><a href="#">COVID-19: Guidance for the safe use of multi-purpose community facilities</a></li> <li><i>Please add any additional specific arrangements applicable to your building.</i></li> <li>No Cafes with Town Hall, but snack vending and hot drinks vending are available</li> </ul>				
21. Someone becomes unwell	<p>Staff, contractors, service users, visitors, public,</p> <p>(Risk - As set out in section 1)</p>	<p> Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>First-aid procedure and arrangements in place.</li> <li>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.</li> </ul>				


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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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: <a href="#">Current advice</a> 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.</li> <li>• 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Staff cleaning would be in line with: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2</a></li> </ul>				





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 dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> <li>• Waste to be stored safely and securely.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p>				
22. 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"> <li>• 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.</li> <li>• Fire risk assessment and Emergency Evacuation Plans revised for site to take into account <i>possible</i> COVID-19 restrictions and areas which may not be in use and changes of use to the building.</li> <li>• Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> </ul> <p></p> <ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to safely evacuate all personnel on the premises</li> <li>• 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.</li> </ul>				

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"> <li>• Fire drill arrangements to be confirmed with landlord/ duty holder/ occupant (where premises are shared)</li> <li>• Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>  <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> <ul style="list-style-type: none"> <li>• Staff are only permitted to work on Ground Floor South and LGF</li> </ul>				
23. First Aid	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Adequate first aid provision in line with the services/ buildings first aid needs assessment.</li> <li>• First Aid Boxes kit requires additional supply of Disposable Gloves, Disposable Aprons, Eye Protection Goggles/Face shield, Fluid Resistant Surgical Facemask,</li> <li>• First aid boxes content checked, including for vehicles (fleet vehicles)</li> </ul>  <ul style="list-style-type: none"> <li>• 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</li> <li>• For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) <b>DON'T</b> do rescue breaths.</li> <li>• PPE / Handwashing protocols to be followed</li> <li>• 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 <a href="#">here</a>.</li> </ul>				

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>Contact the health and safety team if it is suspected that a staff member at work has been diagnosed as having 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> <ul style="list-style-type: none"> <li>GRAB KITS are provided (located by First Aid Kits) and include the following contents: Disposable Gloves, Disposable Aprons, Eye Protection Goggles/Face shield, Fluid Resistant Surgical Facemask</li> </ul>				
<p>24. COSHH Cleaning / Sanitisation products</p>	<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"> <li>COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure</li> <li>Working with BDMS cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>Building Cleaning (BDMS) have their own COSHH;</li> <li>All other service users should be aware of products that they purchase and have own COSHH details</li> </ul>				
<p>25. Office/on site Dealing with / clearing up with Body Fluids</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>Body Fluids protocol updated to include COVID-19 risks to include:</li> </ul>				

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"> <li>○ 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</li> <li>○ Full appropriate PPE must be worn, this will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> <li>○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p> <ul style="list-style-type: none"> <li>● Additional PPE is available at First Aid Kit Points for dealing with and clearing up body fluids</li> <li>● BDMS have confirmed that Cleaning staff are Body Fluid trained – it is expected that they would be the first response to any incident</li> </ul>				
<p>26. Behavior of staff</p> <p>Behavior of the public</p>	<p>Staff, contractors, visitors, customers, public.</p> <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>	<p></p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Visitors to buildings are expected to follow social distancing and hygiene protocols.</li> <li>● If staff feel threatened or intimidated, they must follow their usual V&amp;A procedures and retreat to a secure area if required.</li> <li>● The mantra 'If in doubt, get out' should be used when assessing situations</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <ul style="list-style-type: none"> <li>● Staff and visitors are expected to follow building signage</li> </ul>				

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"> <li>Threatening behaviour signage is on display at reception</li> </ul>				
27. Business Continuity	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>Closure of premises, non-provision of service</p>	<p></p> <ul style="list-style-type: none"> <li>Business Continuity Plan reviewed to include COVID-19 related risks</li> </ul> <p><i>Please add any additional specific arrangements applicable to your building.</i></p>				
28. Multi Use / Hired premises	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p></p> <p>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.</p> <ul style="list-style-type: none"> <li>The TH does not have any external 3<sup>rd</sup> party organisations operating from its premises.</li> <li>There may be an identified need for the provision of external training organisations to visit the premises / use as a training venue.</li> <li>Where external trainers are to be used (in the event that face to face is essential and cannot be done remotely) then the training provider must supply their COVID-19 Risk Assessment / Procedures in advance of any training provision.</li> <li>Rooms will be set up to meet social distancing and hygiene guidelines.</li> </ul>				
29. Use of Chamber for Council Business and other uses	<p>Staff, contractors, visitors, public (other services)</p>	<p>Town Hall Council Chamber is likely to be used in advance of the building being open to staff. Potential uses identified include use for: Magistrate Court / Citizenship Ceremonies etc.</p> <p><i>Please add any additional specific arrangements applicable to your building.</i></p>	<p>Review Access &amp; Egress to the Town Hall. This would include a review of first floor meeting rooms, toilets, and communal areas.</p>		<p>TBA</p> <p>Will be considered within monthly review</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"> <li>• Draft drawings have been produced for the seating arrangements for individual person social distancing and family bubble social distancing.</li> <li>• The COVID-19 Risk Assessment / Procedures for the activity must be supplied by the Host Service In advance of the activity.</li> <li>• Training requirements (as in section 28 above).</li> </ul>	Restricted access to all other parts of the building will need to be put in place. Creation of temporary reception and specific signage to be installed to ensure social distancing		period or before if required	
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](mailto:Rhys.Clyne@lbbd.gov.uk) and [Will.Donovan@lbbd.gov.uk](mailto: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](mailto: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				Disposable suits	Disposable aprons	Full face shields	Goggles	Hand sanitiser (bottles)		Anti-bac wipes packs
			S	M	L	XL					100ml	500ml	
<b>Number of units</b>													

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 need 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.

Type of equipment	Numbers and Sizes	Comments
Perspex screens		
Fixed wall sanitiser unit		
Floor standing sanitiser unit		
Social distance signs		
Hand hygiene signs		
Catch it, bin it, kill it signs		
Social distancing tape		
Other (specify)		