

# Risk Assessment Covid-19 Corporate Generic Template

This example risk assessment template is applicable to all council service areas. It is not exhaustive and should be used as a guide for typical COVID-19 risk management considerations and controls.

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

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

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

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

**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.

**Face Coverings:** Wearing a face covering is optional and not required in the workplace. Face coverings are not an effective way to manage the risks from coronavirus and you should not rely on them. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected and have not developed symptoms.

On public transport, wearing a face covering is mandatory.

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 [here](#)

**Important note:**

This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to Working Safely During Coronavirus (COVID-19) and other relevant industry specific guidance. This includes guidance for shielded and clinically vulnerable people / groups. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>.

You must follow the councils 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 on a monthly basis or before if there is a significant change.

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 2 contains a PPE template and a process for you to order PPE and building related items should they be needed.

**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 service area (in grey text). These grey sections may apply now or may apply in the future i.e. if your service is currently working from home, the office based requirements in the risk assessment would not currently apply, but should your service resume working from an office again, 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 service, 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. You must think about specific hazards and controls relevant to your service area/ team. So, 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 setting' for you to add items specific to your service.


Please 'save as' a copy of this template and apply it to your service. 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


<b>Activity/Person/Location (please list areas of your operations which this assessment covers)</b>	<p><b>Adult College</b> – Curriculum Delivery &amp; Business Support</p> <p><b>Employment &amp; Skills</b> – Supporting residents into employment, providing a recruitment service to employers</p> <p><b>Vocational Support</b> – Supporting residents with diagnosed mental health conditions to access employment, training, education, and volunteering activities</p>	<b>Key</b>	<b>Resultant Risk Rating</b> Please tick
<b>Service Area</b>	Work & Skills	 <b>Social Distancing to minimise potential spread of COVID-19</b>	High
<b>Manager</b>		 <b>Hygiene protocols to minimise potential spread of COVID-19</b>	Medium <input checked="" type="checkbox"/>
<b>Assessor(s) including employee representative</b>	SERVICE MANAGERS	 <b>Additional considerations to manage and control risk</b>	Low (normal)
<b>Date of assessment</b>	27 <sup>th</sup> July 2020		
<b>Manager monthly review date</b>	14 <sup>th</sup> August 2020 27 <sup>th</sup> 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	<p>Staff, contractors, visitors, customers, 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</p>	<p> Staff who have been identified as able to work from home, have been asked to continue to do so. This is in line with government guidance and is the council's agreed position until September 2020.</p> <p>When a staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days and arrange to get tested ASAP. Their household members should self-isolate for 14 days.</p> <p>Where the staff member tests negative and they feel well, they can return to work, and the household members can end their self-isolation.</p>	Sections 1, 2, 3 and 4 of this risk assessments is information supplied by our Public Health team and will be applicable to your risk assessment and must considered but not altered or deleted. If you feel that the information within Sections 1, 2, 3 and 4 may not reflect your operations accurately, please raise this with			

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	<p>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 or more out of the body on surfaces which people have coughed on, etc</li> <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</li> </ul>	<p>Where the staff member tests positive, they complete 10 days self-isolation and share contacts via NHS Test and Trace by calling <b>119</b> and follow advice/procedure provided by NHS</p> <p>If a staff member receives a call from NHS Test and Trace advising that a close contact of theirs has tested positive for COVID-19, NHS test and Trace will advise what they need to do.</p> <p>To protect yourself from coronavirus infection:</p> <ul style="list-style-type: none"> <li>• wash hands frequently including forearms where exposed (for at least 20 seconds) or use a hand sanitiser with a minimum of 60% alcohol</li> <li>• clean surfaces and equipment frequently using your usual detergent or normal household disinfectant</li> <li>• avoid touching your face, nose and eyes</li> <li>• the council is clear that staff will always keep a minimum distance of 2 metres from others where possible</li> <li>• where the 2 metres distance is not possible and it is determined through the risk assessment, that in order to deliver the service, it is necessary to operate at 1 metre plus - (The updated guidance states that 2metres or 1 metre plus with risk mitigation are acceptable, and that services should set out the mitigations in their risk assessment). These mitigations could include: <ul style="list-style-type: none"> <li>○ Further increasing the frequency of hand washing and surface cleaning</li> <li>○ Keeping the activity time involved as short as possible</li> <li>○ Using screens or barriers to separate people from each other</li> <li>○ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>○ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li> <li>○ Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead</li> </ul> </li> </ul>	<p>the Health and Safety team.</p>			

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	<p>symptoms including infection in both lungs which can lead to death</p>	<ul style="list-style-type: none"> <li>○ In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19</li> </ul> <p>Wearing a face covering is optional, except on public transport, and in shops, including food shops and supermarkets where it is mandatory.</p> <p>If you choose to wear one in the workplace, 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>				
<p>2. Testing and contact tracing</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> <li>• Coronavirus testing is now available to everyone in England with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste).</li> <li>• Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus.</li> <li>• People can register for a test at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> after checking their symptoms.</li> <li>• Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new <b>119</b> service to book their test. People with hearing or speech difficulties can call 18001 119.</li> </ul> <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive. The track and trace guidance is available <a href="#">here</a>.</p> <p><i>Please add any additional specific arrangements applicable to your setting.</i></p> <p><b>ADULT COLLEGE</b> To support contract tracing:</p> <ul style="list-style-type: none"> <li>• Learners attendance in classes will be recorded on registers</li> <li>• Teaching staff attendance on site will be recorded on Plus</li> <li>• LSA attendance on site will be recorded in the LSA spreadsheet which is held by the Student Services Manager</li> <li>• All other staff will be rostered to attend either site.</li> </ul>	<p>Once the app is available, all staff, contractors' visitors, contractors with a smart phone should download the app.</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 and disposing of responsibly</p> <p>E-visitors register template to be created, populated and updated. This is also included in the building risk assessment. Information to be stored for 21 days</p>	<p>All staff</p>	<p>Once the app is available</p> <p>1/9/20</p> <p>28/8/20</p>	


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		<ul style="list-style-type: none"> <li>Staff to only attend the site they are rostered for on the day and time they have been allocated.</li> <li>Visitors will be admitted onsite by pre-arranged appointment only. Residents who attend to enrol without an appt will be supported to enrol over the telephone with a member of the FOH team.</li> </ul> <p><b>EMPLOYMENT &amp; SKILLS</b> To support contact tracing:</p> <ul style="list-style-type: none"> <li>Clients attendance to onsite appointments will be recorded on Outlook Calendars and a site-specific register</li> <li>Confirm contact details are correct at the start of each onsite appointment</li> <li>Any client that accesses the job shop without prior appointment, name and contact number to be recorded on daily spreadsheet e.g. attending Ham Hub and referred directly over with query.</li> <li>Staff attendance on site will be recorded via the rota and RMs responsible for documenting any changes</li> <li>Staff to only attend the site they are rostered for on the day and time they have been allocated.</li> </ul> <p><b>VOCATIONAL SUPPORT</b> To support contact tracing:</p> <ul style="list-style-type: none"> <li>Clients attendance to onsite appointments will be recorded on Outlook Calendars and a site-specific register</li> <li>Staff attendance on site will be recorded via the rota and will be responsible for documenting any changes</li> <li>Staff to only attend the site they are rostered for on the day and time they have been allocated.</li> </ul>	<p>To advise staff that they must be recording in Outlook diaries resident attendance to appointments, any clients with queries to be recorded on daily spreadsheet – email to be sent and to be included in return to work guide</p> <p>Staff to ensure outlook diaries are up to date. Record attendance in line with current performance data. Staff to record if a client does not turn up.</p>	<p>All VSS Staff team</p>	<p>Email to be sent 28/7/20 Booklet to be completed by 28/8/20</p> <p>Staff informed by 14/08/20</p>	<p>28/7/20</p>
<p>3. Shielded and clinically vulnerable Groups including those</p>	<p>Staff, contractors, visitors, customers, public.</p>	 <p><b>Shielding staff have been consulted with on the content of this risk assessment and any particular health risks relevant to the individual staff member.</b></p>	<p>As a manager, you must confirm you have consulted with your shielding staff and then activate to black text as confirmation that all</p>	<p>All managers</p>	<p>28/8/20</p>	



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<p>who are pregnant.</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>(Risk - as set out in section 1)</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> <li>Government guidance on shielded and clinically vulnerable people to be followed. (link <a href="#">Government Guidance</a>)</li> <li>Children and young people (0 to 18 years of age) who have been <a href="#">classified as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>Clinically extremely vulnerable individuals with serious underlying health conditions which put them at greatest risk of severe illness from coronavirus and have been advised by the NHS by letter, this group of employees should work from home where possible but can return to the workplace on 1<sup>st</sup> August if it is "Covid-secure". Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing and should work from home where possible.</li> <li>LBBB PPE Guidance in place for staff visits and can be found <a href="#">here</a>. Managers/ supervisors and staff to follow manufactures instructions on how to use PPE correctly.</li> <li><b>Risk assessment undertaken with BAME and clinically vulnerable staff members using 'appendix 1' of this document.</b></li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>ADULT COLLEGE</b></p> <ul style="list-style-type: none"> <li>No one under the age of 18 is permitted into classrooms.</li> <li>Recommending that staff wear face shields during all interactions with service users and maintain 2m distance.</li> <li>A small number of learners will still be unable to attend in line with public health advice because they are self-isolating and have symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus (Covid-19).</li> </ul>	<p>shielding staff have been consulted with.</p> <p>Confirmation required that all staff who are shielding have been consulted.</p> <p>Confirmation required that HRA have been completed for all staff including BAME and clinically vulnerable and mitigating arrangements are in place</p> <p>Updated risk assessments &amp; PPE required for all SEND learners. Further guidance Supporting learners with SEND as schools and colleges prepare for wider opening <a href="https://bit.ly/2Fiyko4">https://bit.ly/2Fiyko4</a></p> <p>To be added to service users briefing note</p>	<p>SLT</p> <p>SLT</p>	<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>	




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		<ul style="list-style-type: none"> <li>Some learners no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning in September.</li> </ul> <p><b>EMPLOYMENT &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>No one under the age of 16 is permitted within job shops at any site</li> <li>Staff and clients wear a mask within appointments</li> <li>Confirmation requested around those that meet high risk / vulnerable groups and WFH / site-based implications</li> </ul> <p><b>VOCATIONAL SUPPORT</b></p> <ul style="list-style-type: none"> <li>No one under the age of 18 is permitted within Vocational Support Service (Dagenham Library site).</li> <li>Recommendations for staff to wear visors and or face masks during 1:2:1 appointment's. Staff will recommend (prior to arranged appointments) that clients wear a mask within appointments.</li> </ul>	<p>Students Service to manage and coordinate access to remote learning.</p> <p>Face shields to be ordered for all W&amp;S staff via the buildings RA</p> <p>Staff to be provided with face shields prior to entry to the either site. This is also covered in the building risk assessment.</p> <p>Desk dividers to be installed in Job Shops, and in the staff room in Parsloes</p>	<p>to include in return to site document</p> <p>PPE to be confirmed with H&amp;S</p>	<p>28/8/20 &amp; ongoing</p> <p>21/8/20</p> <p>01/9/20</p> <p>28.08.2020</p>	
4. Someone becomes unwell	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p>Procedure developed to include:</p> <ul style="list-style-type: none"> <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 <a href="#">Guidance for households with possible coronavirus infection.</a></li> <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</li> </ul>	<p>To be added to service user and staff briefing note: not to come on site if feeling unwell.</p> <p>Instructions to be added to Curriculum Teams and website</p> <p>All staff to see sight of this risk assessment and be clear on the procedures to</p>	<p>All staff</p>	<p>28/8/20</p> <p>04/9/20</p>	





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		<p>possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <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>• The person who has been in contact with a person who is unwell should wash their hands thoroughly for 20 seconds. Cleaning of 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> <li>• First-aid procedure and arrangements in place. HSE first-aid guidance can be found <a href="#">here</a>.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	<p>follow if someone becomes unwell.</p> <p>Procedures added to staff briefing note and E&amp;S return to site guide</p> <p>Incident and accident form to be completed for all staff and service users who are sent home.</p>	<p>All staff</p>	<p>28/8/20</p> <p>On-going</p>	<p>28/8/20</p>




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		<p><b>ADULT COLLEGE</b></p> <ul style="list-style-type: none"> <li>In an event of staff member becoming unwell - to ensure a site presence remains –responsible for adapting rota accordingly – <b>minimum of 1 member of management staff at each site.</b></li> </ul> <p><b>EMPLOYMENT &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>In an event of staff member becoming unwell - to ensure a site presence remains – responsible for adapting rota accordingly – <b>minimum of 1 member of staff at each site</b></li> </ul> <p><b>VOCATIONAL SUPPORT</b></p> <ul style="list-style-type: none"> <li>To ensure sites remain covered 4 days a week. responsible for adapting rota accordingly. 2 staff on site at any one time.</li> </ul>	<p>Identify the Service mental health first aider. – email to SLT 31/8/20 – Completed</p> <p>No staff have completed this training recently –to identify training</p> <p>First aid guidance has changed –to review</p> <p>Additional comments to be added here</p> <p>Guidance to be circulate to all first aiders.</p> <p>Info to be included in return to site booklet and circulated to team. Service users to receive briefing note prior to each site-based appointment.</p>		<p>26/8/20</p> <p>19/8/20</p> <p>21/8/20</p> <p>26/8/20</p> <p>28/8/20</p>	
<p>5. Pre-visit Communication strategy (communication to Customers/ Resident etc)</p>	<p>Staff, visitors, contactors, public, resident or building occupants</p> <p>(Risk - As set out in section 1)</p>	<p>Where it has been identified work cannot be done at home, the following protocol must be implemented.</p>  <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> <li>Please follow the relevant government guidance for your service/ work areas in the links below:</li> <li><a href="#">working-safely-during-coronavirus-covid-19.</a></li> <li>Pre enquiries discussions held with each customer to determine COVID-19 issues/arrangements in place locally including: Anyone with symptoms, shielding, vulnerable at address, access to site and safe use of shared spaces e.g. Occupants/workers in separate rooms or areas for social distancing, adequate ventilation and hygienic procedures etc when work commences</li> <li>The outcomes of the pre enquiry are relayed to the operative who will be carrying out the required work, including plans/directions issued and local general H&amp;S requirements</li> </ul>	<p>Service rules on infection control and social distancing measures to be communicated to service users in advance of attending site. Briefing note to be circulated to all learners prior to attending site, via email.</p> <p>Service users are required to confirm by email they have read and understood the guidance</p>		<p>28/8/20</p> <p>28/8/20 &amp; On-going</p> <p>28/8/20 &amp; On-going</p>	


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		<ul style="list-style-type: none"> <li>Sanitisation / hand washing protocols to be observed when handling deliveries of supplies.</li> <li>Staff /Customers 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>Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene.</li> </ul> <p>Please add any additional specific arrangements applicable to your service / work setting.</p> <p><b>ADULT COLLEGE / E&amp;S / VSS</b></p> <ul style="list-style-type: none"> <li>Meetings to be held via Teams or telephone, to reduce the number of people on site</li> </ul> <p><b>Employment &amp; Skills</b></p> <ul style="list-style-type: none"> <li>As part of appointment booking – all clients to be provided with briefing note on arrangements and expectations when visiting job shop sites – feedback then passed on to broker/RM</li> </ul> <p><b>VSS</b></p> <ul style="list-style-type: none"> <li>Staff will advise all clients that they will no longer be able to “walk-in” and will only be seen if they have an arranged appointment. As part of appointment booking – all clients will be provided with information on what to expect on arrival, arrangements and expectations when visiting Vocational Support site.</li> </ul>	<p>Visitors welcome leaflet to be updated with C-19 guidance and circulated via email prior to attending site</p> <p>Briefing note for job shop clients to be created – separate version for each site required.</p> <p>Staff to contact clients on caseload to advise them of this; and advise them to call if they require more urgent assistance as walk-in will not be available.</p> <p>VSSM will prepare a statement for team to share with clients on caseloads.</p>		<p>28/8/20</p> <p>28/8/20</p> <p>Ongoing</p> <p>28/8/20</p>	
6. Travel to office/ site	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p><b>Walking, cycling and public transport</b></p> <ul style="list-style-type: none"> <li>Ensure protocols in place for staff getting to work, walking and cycling where possible, avoiding travelling by public transport where possible in line with Government guidance: <a href="#">Covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	<p>Ascertain from Bradley Paris if staff/ service users need to replace the covering that they have worn to get to site prior to entering our premises – no they do not.</p> <p>Bins &amp; hand sanitation stations are in place at the</p>		<p>28/8/20</p> <p>28/8/20</p>	<p>14/8/20</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"> <li>Wearing a face covering is optional, except on public transport, where it is mandatory. If you choose to wear one in the workplace, 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></li> <li>Ensuring safe distancing is always adhered to – 2 meters apart</li> <li>Potential to stagger work times to avoid peak travel times</li> <li>No physical contact e.g. handshaking</li> </ul>  <ul style="list-style-type: none"> <li>Adhering to guidelines on hand washing, sanitising upon arrival/ leaving the office/ site being visited.</li> </ul> <p><b>Use of private or provided vehicles</b></p> <p>Wherever possible staff should travel to their work location alone using their own transport.</p> <p>If staff have no option but to share transport:</p>  <ul style="list-style-type: none"> <li>Journeys should be shared with the same individuals and with the minimum number of people at any one time in fixed teams. Where this is not possible, local service arrangements must be put in place.</li> </ul>  <ul style="list-style-type: none"> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces before entering and after getting out of the vehicle</li> <li>Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene.</li> </ul>	<p>entrance and exits for learners/staff to remove face coverings / masks safely. Posters to be displayed outlining how to remove face coverings safely and disposal or storage</p> <p>Remind learners and staff that it is the law that they must wear a face covering when travelling in England on a public bus, coach, train, tram, or other forms of public transport, as per the <a href="#">safer travel guidance for passengers</a>.</p> <p>Where learners &amp; staff remove face coverings upon arrival, they should immediately wash their hands or use the sanitation station. They should dispose of temporary face coverings in the bins provided or place reusable face covering in a plastic bag. Further guidance is available: <a href="#">safe working in education</a>, <a href="#">childcare and children's social care</a></p>	<p>All Staff</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 service / work setting.</i></p> <p><b>ADULT COLLEGE / E&amp;S/ VSS</b></p> <ul style="list-style-type: none"> <li>• Staggered start times in place for staff, to reduce travel on public transport at peak times</li> <li>• Staff preferences considered for onsite base</li> <li>• Info held on preferred method of travel to work</li> </ul> <ul style="list-style-type: none"> <li>• 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 and the Job Shop's &amp; VSS teams at BLC and DL. BLC and DL guidance is as follows: <ol style="list-style-type: none"> <li>1. Residents are asked to wear a face covering to access the building, posters clearly stating this at entrance doors</li> <li>2. You should consider where possible to also wear a face covering (maybe face shields which are more comfortable) if you are interviewing or having face to face conversations with residents – Social distancing measures must be maintained</li> <li>3. 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</li> <li>4. 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 <a href="https://bit.ly/2E8vf9R">https://bit.ly/2E8vf9R</a> Face-coverings when to wear one, exemptions and other key information to be followed.</li> <li>5. All partners to be advised that they need to inform their clients when visiting BLC or other locations that face coverings are mandatory</li> </ol> </li> </ul>	<p>Staff to advise line manager of change in circumstances and if review of start time/location is necessary.</p> <p>Info to be included in return to site booklet and circulated to team.</p> <p>Encourage learners to walk or cycle if possible – Student Service to promote safe cycling routes.</p> <p>Include the above in the learners briefing sheet.</p> <p>Print exemptions for information for all staff and include in staff briefing and return to work guide. <a href="https://bit.ly/2E8vf9R">https://bit.ly/2E8vf9R</a></p>		<p>As required</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
		<p>6. Some residents will be exempt from wearing a face covering; therefore, security at Barking and Dagenham Job Shops should be mindful this</p> <p>7. Any incidents should be recorded in the usual way</p> <p>Some SEND learners travel to site via Dial-a-ride. DAR have confirmed that they are running on reduced hours, 08:00 to 18:00 – Monday to Saturday. Social distancing measures are being followed.</p>	<p>Student services manager to keep abreast of changes with Dial-a-Ride</p>			
<p>7. Travelling between work locations in fleet/ private vehicles</p>	<p>Staff, contractors (Risk - as set out in section 1)</p>	<p>When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:</p>  <ul style="list-style-type: none"> <li>• For those in fleet vehicles on council business, follow government guidance <a href="#">COVID19 guidance: Working from or in a vehicle</a></li> <li>• Share with the same individuals and with the minimum number of people at any one time</li> <li>• Wherever possible maintain a distance of two metres and avoid touching their faces</li> <li>• Face away from each other during the journey</li> </ul>  <ul style="list-style-type: none"> <li>• Driver to be responsible for regularly sanitising the vehicle and keys regularly e.g. door handles, gear stick, steering wheel, handbrake, indicators/lights and wiper switches, dashboard and other surfaces which may be touched during the journey.</li> <li>• Where possible, use the same vehicle/keys with the same driver to reduce risk</li> <li>• Carrying own sanitiser and disposable gloves for any surfaces that may need to be touched e.g. door handles on location</li> <li>• Adhering to guidelines on hand washing</li> <li>• Maintain good ventilation (i.e. keeping the windows open)</li> <li>• Adhering to guidelines on hand washing, sanitising upon arrival/ leaving the work area.</li> <li>• Regularly clean the vehicle using gloves and standard sanitising products, with particular emphasis on handles, steering wheel, handbrake</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 style="text-align: center;"><b>Use of private vehicles</b></p> <p>Wherever possible staff will be traveling to the site alone using their own transport as below:</p>  <ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise personal contact where practicable</li> <li>• Determine the minimum number of LBBB personnel required to attend location</li> <li>• Each LBBB team member will be travelling alone by personal car and will not be travelling by public transport, nor car sharing in line with Government guidance.</li> <li>• It is strongly recommended that staff travel by car where possible. If there is a need to travel via public transport staff must follow government guidance on the use of public transport. Face covering must be worn when using public transport <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Ensuring safe distancing is always adhered to – 2 meters apart</li> <li>• No physical contact e.g. handshaking</li> <li>• LBBB staff to contact relevant manager/team member to confirm visit has been concluded and left site safely</li> </ul> <p>If staff have no option but to share:</p>  <ul style="list-style-type: none"> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time (fixed teams)</li> </ul>  <ul style="list-style-type: none"> <li>• Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</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>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces before entering and after getting out of the vehicle</li> <li>Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>ADULT COLLEGE</b></p> <ul style="list-style-type: none"> <li>Staff should travel independently at all times and remain at specific single location as per the rota and not to travel across the borough during working hours for any work purposes except if agreed by</li> <li>Caretakers travel between sites to be minimised.</li> </ul> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>Staff to remain at specific single location as per the rota and not to travel across the borough during working hours for any work purposes.</li> </ul> <p><b>VOCATIONAL SUPPORT</b></p> <ul style="list-style-type: none"> <li>Staff should travel independently at all times.</li> </ul>	<p>To be added to staff briefing note</p> <p>Once opening days and times are confirmed, can caretakers be allocated to sites?</p> <p>To be added to return to work guide</p>		<p>28/8/20</p> <p>258/8/20</p> <p>28/8/20</p>	<p>14/8/20</p>
<p>8. General office arrangements COVID-19</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p>If you are already occupying or considering providing your services from an office environment again, please consider the following points:</p>  <ul style="list-style-type: none"> <li>Telephone appointments/emails to office where possible to minimise face to face contact</li> <li>Conduct meetings where possible via Teams</li> <li>Access control system in place, intercom buzzer entry</li> <li>Social distancing guidelines to be applied (including in office / lifts /corridors /staff rooms / meeting rooms / kitchens/</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>canteens/ WC's/ inhabited spaces), considering spacing of desks in the office and staggering start/finishing and breaktimes</p> <ul style="list-style-type: none"> <li>• Pinch points in corridors and stairs, consider:</li> <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> <li>• Demarcation to maintain safe distancing in place including spacing of desks, 2 metre floor markings and placing of barriers/ screens as determined in this risk assessment, in consultation with the duty holder/ principal occupier.</li> <li>• Restrict the number of persons able to attend the offices/ consider booking system / site to maintain social distancing guidelines.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>• If you cannot move workstations 2 metres apart:</li> <li>• Assigning one person per work area</li> <li>• Reducing the number of people in the work area so that the number of people working less than 2m apart is minimal</li> <li>• Avoiding people working face-to-face – instead work side-by-side or back-to-back</li> <li>• Consider using screens to create a physical barrier between people.</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> <li>• Notices to maintain social distancing displayed</li> </ul> <p>Adult College</p> <ul style="list-style-type: none"> <li>• All telephones have been removed from office desks and staff to use 8x8 to make calls</li> </ul>	<p>All notices to be in place including signage outside main entrances to communicate &amp; illustrate 2 metre-rule on entry (ground markings &amp; wall signs)</p> <p>Social distancing, directional signage to be placed throughout both sites</p> <p>Social distancing floor markers to be placed through both sites</p> <p>Signage to be placed on staff entrance in the south stairwell that people going up the stairs have right of way</p> <p>Staff to use allocated desk space at all sites.</p> <p>Screens requested 31/7/20 to follow up</p>	<p>All staff</p>	<p>28/8/20</p> <p>Immediate</p> <p>14/8/20 and then 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>8. General office arrangements COVID-19 Continued</p>	<p>Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></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>• Additional day time cleaning arrangements are in place</li> <li>• Use of sanitiser for staff, contractors/ visitors entering and leaving the site.</li> <li>• Hand washing posters displayed</li> <li>• Increased natural ventilation / avoid rooms with no natural ventilation where possible</li> <li>• Increased cleaning frequencies of hard surfaces / emptying of bins</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Protocol in place for use of the toilet facilities</li> <li>• Minimise sharing / touching of items</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>• Items to be sanitised before sharing (including PCs) / re-use by another person, kitchen appliances</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>• Any homemade non-disposable face coverings that staff, contractors or visitors are wearing when they arrive at the premises must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> </ul>	<p>Adequate tissues are available throughout the building to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</p> <p>Adequate wipes to be provided for cleaning equipment.</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>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> Contractors and delivery companies' safe systems of work, risk assessment and Covid-19 secure arrangements have been established.</p>	<p>Reminder to all staff in staff briefing that all spillages must be reported to reception immediately</p> <p>Bin liners used in all bins to enable safe disposal of tissues and cleaning wipes.</p> <p>Caretakers guidance to be updated with how to dispose of waste from people with symptoms of coronavirus</p> <p>Full PPE readily available for caretakers to deal with spillages etc</p> <p>Bins to dispose of temporary face covering to be placed at the entrance and exit at both sites</p> <p>Additional 'Catch it, bin it, kill it' posters to be displayed throughout both sites.</p>		28/8/20	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p> Staff attending college sites at present, are briefed on the control measures in advance of attending the college site.</p> <ul style="list-style-type: none"> <li>• X1 Safeguarding Officer on call</li> <li>• X1 first aider on site (both sites) at all times</li> </ul> <ul style="list-style-type: none"> <li>• LTM Duty Manager to be in attendance at all times whilst the sites are open during term time and first 2 weeks of Sept.</li> <li>• X1 Safeguarding Officer on site at all times</li> <li>• X1 first aider on site (both sites) at all times</li> <li>• Staff not required to attend site, will continue to work from home</li> </ul>	<p>Ensure duty rotas are in place, publicised and adhered to.</p> <p>Staff to use allocated desk space at all sites</p>	All staff	1/9/20  1/9/20	

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"> <li>Staff will continue to conduct meetings remotely, where possible.</li> <li>Where physical meetings take place:</li> <li>Only essential participants should attend.</li> <li>Meetings should be kept as short as possible.</li> <li>Social distancing should be maintained throughout.</li> <li>Avoid use of shared objects and shared refreshments.</li> <li>Meetings should take place in well-ventilated rooms.</li> </ul>				
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Teaching staff will continue to deliver remotely online via Teams except where this is not suitable delivery method for cohort.</li> <li>Where tutors come on site to deliver classes, all site protocols should be followed.</li> <li>Classes will be kept to an appropriate maximum number to meet 2m social distancing.</li> <li>SEND/Pre-entry/Entry 1-2 classes will be divided into 2 groups of 6 who either attend alternate weeks or attend every week with one group meeting with tutor and the other working independently with LSA support.</li> <li>Where classes are 'split' to facilitate delivery, learners will remain in their class bubble with the same learners for the duration of the course.</li> <li>Learners attending on-site provision will be restricted to joining fewer classes to minimise infection risk.</li> <li>Tutor/LSA to maintain distance from their learners, staying at the front of the room, and away from each other and maintaining 2 metre distance where possible.</li> <li>Tutor/LSA should avoid close face to face contact and minimise time spent within 1m of any learner or colleague.</li> <li>Learners to be supported to maintain distance and not to touch staff and their peers where possible.</li> <li>Tutor/LSA to reinforce recommendations/protocols to learners regularly to facilitate best practice amongst learners.</li> <li>Learners may be asked to abide by staggered entry and exit times to accommodate cleaning regimes.</li> <li>PPE/Face shields will be provided to tutors/LSA/Staff on site.</li> </ul>	<p>Teaching teams are fully briefed of protocols around attendance on site.</p> <p>Review and communicate access arrangements to learners expected on site.</p> <p>SEND/Pre-entry/Entry 1-2 classes to be divided into 2 groups of 6 and notified whether to attend alternate weeks or attend every week.</p> <p>Identify where learners can attend in bubbles</p> <p>Learners attending on site courses to be restricted to one on site/face to face course.</p> <p>Encourage learners to communicate with the FOH team via telephone, even when on site – to be added to learners briefing note and induction and reinforced by staff.</p>	Tutors/LSA	1/9/20  7/9/20  7/9/20  28/8/20  28/8/20  14/9/20	

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"> <li>Classrooms have been adjusted to support 2m social distancing guidelines.</li> <li>All apprenticeship delivery will be via Teams and they will not be required to attend site.</li> </ul> <p>Further guidance on what FE providers need to do from the start of the 2020 autumn term is available here <a href="https://bit.ly/3qYjBgo">https://bit.ly/3qYjBgo</a></p>	<p>Review class start/end times for staggered start/end.</p> <p>Confirm weekly cleaning schedule.</p>		<p>7/9/20</p> <p>7/9/20</p>	<p>14/8/20</p>
<p>8. General office arrangements COVID-19 Continued</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p><b>Adult College Ripple Road</b> <i>Entry and exit from the building</i></p> <ul style="list-style-type: none"> <li>Staff to enter the building using the fire door in the south stairwell.</li> <li>Adult college staff to be on site prior to 9:15.</li> <li>Learners to be permitted to enter the building via the front door from 09:15 and 13.00 each day.</li> <li>Learners to queue using social distancing measures to the left of the building.</li> <li>Learners will exit the building via the fire doors in the north stairwell.</li> <li>The location of all classes will be displayed on a PowerPoint in Reception visible to learners as they enter the buildings so they are clear where their course is located and can move swiftly to their classes.</li> <li>Staff who are managing entry the building to confirm the floor and classroom number to each learner prior to entry to the building.</li> <li>Hand-sanitiser station on entry and exit.</li> </ul>	<p>Where reference to learner briefing note below – service rules on infection control and social distancing measures to be communicated to service users in advance of attending site and SU's are required to confirm by email they have read</p> <p>Presence outside main entrances as service users prepare to enter the sites, to ensure adherence to control measures.</p> <p>Welcome back on-site video to be created and shared prior to return to site with staff and service users</p> <p>PowerPoint of course and classroom locations to be created and maintained for daily display at each site.</p>		<p>1/9/20</p> <p>1/9/20</p> <p>7/9/20</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
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <b>Communal areas</b> <ul style="list-style-type: none"> <li>Staff and service users to adhere to the one-way system throughout the building.</li> <li>AC staff and learners to exit the building via the fire exit doors in the north stairwell (next to reception).</li> <li>Avoid lifts where possible – see below</li> <li>Café 127 will be closed until further notice.</li> <li>Social distancing guidance applies in the staff room.</li> <li>Staff to sanitise shared spaces and appliances prior and after use.</li> <li>Sanitation stations are located throughout the building</li> </ul>	Cleaning materials to be made available next to the photocopier		Immediate	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<ul style="list-style-type: none"> <li>The accessible toilet on the ground floor will be for staff and disabled service users only.</li> <li>Toilets on floors 1 &amp; 2 – single sex and accessible toilet facilities are in place. The middle cubicle in the ladies' toilet to be taken out of use.</li> <li>The toilets on the 3<sup>rd</sup> 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.</li> </ul>	Cleaning materials to be available in all communal toilets  How will a learner know that the female toilet is occupied? To be confirmed		Immediate	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Computers in the communal area will be marked out of use. Learners without access to IT will be encouraged to book an appointment to use a PC in a one of the internet café style classrooms.</li> <li>Only one curriculum and one admin computer are available in the staff room at Ripple Road and these need to be booked prior to use.</li> </ul>	Booking system for internet café style classrooms to be designed, staff allocated and offer marketed.  Tutor computer booking system to be introduced for staff room on Teams		7/9/20  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
		<ul style="list-style-type: none"> <li>Additional day time cleaning arrangements are in place. A cleaner will be on site daily from 11:00 – 14:00.</li> </ul> <p><i>Office and classrooms</i></p> <ul style="list-style-type: none"> <li>Maximum capacity has been noted for all classrooms and offices.</li> <li>Classroom capacities have been reduced to enable 2m social distancing.</li> <li>Staff to use allocated workspaces only.</li> <li>Staff to only attend site when rostered.</li> </ul>	<p>Notice displayed in all offices and classrooms noting maximum occupancy</p> <p>Notices to be displayed in all rooms open the windows for ventilation, where this is not possible the AC must be turned off whilst windows are open</p> <p>Consider tutors being allocated with walkie talkies or mobile telephones to contact reception or caretakers in an emergency.</p>	<p>Re-opening Working group</p>	<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>	
<p>8. General office arrangements COVID-19 Continued</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p><i>Reception area</i></p> <ul style="list-style-type: none"> <li>Perspex screen will be provided at student service reception desk</li> <li>One member of staff from the student services team to be based in the reception area facing the entrance.</li> <li>On the days that a Job Shop apprentice is available, they will work from the front desk and at the desk facing into the lounge.</li> <li>A member of the MIS team will work from the enrolment booth.</li> <li>The caretakers will be based in the reprographics room on the 3<sup>rd</sup> floor.</li> </ul> <p><i>Enrolments</i></p> <ul style="list-style-type: none"> <li>Residents will be directed to the website, online enrolments, and open days to obtain IAG and enrol.</li> <li>Onsite enrolments by appointment only.</li> </ul>	<p>Perspex screen to be requested</p> <p>Screen to be erected</p> <p>Enrolment options to be fully published.</p>	<p>Caretakers</p>	<p>28/8/20</p> <p>17/8/20</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
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p>Parsloes</p> <p><i>Entry and exit from the building</i></p> <ul style="list-style-type: none"> <li>Staff and service users to adhere to the one-way system throughout the building.</li> <li>Staff, service users and visitors to enter via the front door and exit via the fire door at the rear of the building and exit the site via the fire door.</li> <li>Hand-sanitiser station on entry and exit.</li> <li>Learners to queue to the right of the building and into the car park.</li> <li>Adult college staff to be on site prior to 9:15.</li> <li>Learners to be permitted to the building via the front door from 09:15 and 13.00 each day.</li> </ul> <p><i>Communal areas</i></p> <ul style="list-style-type: none"> <li>There are individual ladies, gents and accessibility toilet cubicles on site.</li> <li>One ladies and gent's cubicle to be allocated to staff.</li> </ul>	<p>Clear exit instructions via the car park to displayed</p> <p>Notice displayed in all offices and classrooms noting maximum occupancy</p> <p>Notices to be displayed in all rooms open the windows for ventilation, where this is not possible the AC must be turned off whilst windows are open</p>		28/8/20  28/8/20  28/8/20	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p><i>Car park</i></p> <ul style="list-style-type: none"> <li>From September - Sydney Russel School will use the adult college car park at Parsloes as one of the entrances to the school. Arrival times will be staggered. Staff will be at the entrance to the car park on Parsloes Avenue each day ensuring students enter the school safely. If any college staff arrive at the same time, they will ensure parking is completed safely for both the member of staff and students. – Contact for the SRS is Tracey Maxwell Jones – School Business Leader - 0209 959 9900</li> </ul>	<p>Arrangements for Sydney Russell students to access the school to be added to staff briefing note</p>		28/8/20	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p><b>E&amp;S &amp; VSS</b></p> <p>Dagenham Library &amp; BLC</p> <ul style="list-style-type: none"> <li>The Library is not opening to the public but appointments only, and library members are not allowed in at all but will collect their books from the entrance.</li> <li>The Entrance remains the same, but the exit is through the fire door on the right in Church Elm Lane.</li> <li>Everyone visiting the library will be expected to wear a face covering – however, exemptions apply.</li> </ul>	<p>Staff based at BLC and DL to see and comment on their building risk assessments.</p>	E&S and VSS staff	14/8/20	





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
		<ul style="list-style-type: none"> <li>Buildings Covid-19 Risk Assessment developed by building manager and in place</li> </ul>				
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	Other building users <i>East London Housing Partnership</i> <ul style="list-style-type: none"> <li>Two members of staff can use the office space at any one time.</li> <li>All staff must see sight of this risk assessment and adhere to the guidance.</li> <li>Room three on the first floor has been designated as the ELHP meeting room and has a maximum capacity of X</li> <li>ELHP will not be returning to site until further notice.</li> </ul>	ELHP risk assessment to be shared with	ELHP	01/10/20	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	Other building users <i>Four Square Church</i> <ul style="list-style-type: none"> <li>A total of 36 people can be accommodated in the lounge at any one time</li> <li>Church leaders must see sight of this risk assessment and ensure that the congregation are aware and adhere to this guidance</li> <li>Members and church officials to wear face covering or shields at all times whilst on site, including children aged 11 and over – However, exemptions apply <a href="https://bit.ly/2E8vf9R">https://bit.ly/2E8vf9R</a></li> <li></li> <li>Four Square members to enter via the front doors and exit via the fire exit doors at the rear of the premises</li> <li>Church members are not permitted to move chairs or furniture in the lounge and must adhere to 2m social distancing guidance</li> <li>All members to adhere to the one-way system throughout the site</li> <li>Church leaders must ensure that a comprehensive register of attendance is completed for each session to ensure track and trace is possible if required.</li> </ul> CLC <ul style="list-style-type: none"> <li>Maximum capacity in rooms 6 – 5 people 7 – 7 people</li> </ul>	Clear exit instructions via the car park to displayed  Notices to be displayed in all rooms open the windows for ventilation, where this is not possible the AC must be turned off whilst windows are open		28/8/20  28/8/20	
					17/8/20	




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
		<ul style="list-style-type: none"> <li>CLC to enter and exit the building via the doors in their office</li> <li>Staff to enter and exit via the side door (once the first person has entered via the front door.</li> <li>All staff must see sight of this risk assessment and adhere to the guidance.</li> </ul> <p><i>Healthy Lifestyles Team</i></p> <ul style="list-style-type: none"> <li>All staff must see sight of this risk assessment and adhere to the guidance.</li> <li>A maximum 9 people can be accommodated in room 5 at any one time</li> </ul>	<p>CLC risk assessment to be shared with YB</p> <p>Notice displayed in all offices and classrooms noting maximum occupancy</p>		<p>1/9/20</p> <p>28/8/20</p>	
8. General office arrangements COVID-19 Continued	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p><i>Deliveries and post – both sites</i></p> <ul style="list-style-type: none"> <li>Reduce frequency of supplies by bulk ordering and eliminate non-essential orders</li> <li>No delivery of personal items to W&amp;S premises</li> <li>Clear demarcation of delivery points to save unnecessary physical interactions – including “non-touch” drop.</li> <li>Staff handling post to use gloves due to virus possibly being present on paper, plastic and other coverings.</li> <li>All staff advised to safely and quickly dispose of external packaging and immediately wash hands after handling incoming items</li> <li>Staff to collect deliveries as soon as possible to avoid build-up of packaging and multiple handling of items by staff.</li> <li>Hand washing protocols to be observed after handing post/deliveries.</li> </ul>	<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>	
8. General office arrangements COVID-19 Continued	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Only visitors authorised in advance by the AFM team can attend the premises until 01<sup>st</sup> September 2020.</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
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<b>Employment and Skills</b> <ul style="list-style-type: none"> <li>Job Shop staff to enter and exit Ripple Road building via the fire exit in the south stairwell.</li> <li>DJS &amp; BJS enter and exit points to be confirmed by Universal Library Ras</li> <li>Riverside staff team to work from home or an alternative W&amp;S location until Riverside project is signed off as Covid secure.</li> </ul>	BLC and DL Building risk assessment requested  Job Shop Staff to view BLC & Dagenham Library's building Risk Assessment to ensure they are aware of this and can adhere to any measures which are in place.	Job brokers based at BLC or DL	29.07.2020 confirmation that building RA will be shared on completion received	
8. General office arrangements COVID-19 Continued	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<b>VSS</b> <ul style="list-style-type: none"> <li>Vocational Support staff to enter and exit the building via one of the two staff access points located at either side of the library (fire exits).</li> <li>Clients with arranged appointments to access the building via the entrance located on the right-hand side of building and enter via the front door. Signage/arrows in place.</li> <li>Staff to use space allocated and booked to them to ensure they are able to maintain social distancing guidelines.</li> </ul>	VSS Staff to view Dagenham Library's building Risk Assessment to ensure they are aware of this and can adhere to any measures which are in place.	CS & VSSTeam	29.07.2020 confirmation that building RA will be shared on completion received	
9. Visiting a customer's premises	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>The service has safe operating procedures outlined in their work activity risk assessments and safe systems of work, relevant parts of which are considered below.</li> <li>Prior to arrival to site / location, the site / location if appropriate to provide what the COVID-19 arrangements are for arrival and for your visit</li> <li>LBBD staff to follow site/ location COVID-19 safety and general safety emergency protocols where applicable</li> <li>Complete your Dynamic Risk Assessment upon arrival at site and prior to starting any work.</li> <li>If a staff member becomes unwell at customers premises, contact your office/ line manager, relevant parts of the procedures to be followed (as set out in section 4)</li> <li>All standard work issue PPE to be worn, full PPE is required whenever you are within 2 metres of someone (client or</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>household member in their home) who is coughing, even if you are not providing direct care to them.</p> <ul style="list-style-type: none"> <li>Only a face mask is needed where your visit does not require you to touch the client (client or household member in their home), but you need to be within 2 metres of the client. If you cannot maintain 2 metre social distance, then the Public Health England/ LBBB COVID-19 PPE Guidance for Property Visits is followed. The Guidance can be found <a href="#">here</a>.</li> </ul> <p></p> <ul style="list-style-type: none"> <li>Wherever possible, use digital or remote alternatives to physical, in-home work such as video or phone consultations.</li> <li>Customers contacted through call handlers or direct with householders and clients to ensure what they need to do to keep safe and if it is safe to enter and COVID-19 free</li> <li>Reminding customers / clients who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.</li> <li>Follow practical government guidance <a href="#">working-safely-during-coronavirus-covid-19</a>.</li> <li>Signage and barriers in place to encourage distancing is maintained to a minimum of 2 meters at front of property (for voids and longer duration works)</li> <li>Personnel working in isolation by keeping doors closed in properties whilst maintaining ventilation (open windows)</li> <li>External works/breaks will maximise ventilation and should be taken where possible.</li> <li>Communicate with customer where possible outside the premises or by phone, if within the premises to reduce face/face contact</li> <li>Ensuring safe distancing is always adhered to – 2 meters apart</li> <li>If the customer comes closer than 2 metres - remind the householder of the social distancing requirements and that they are for both parties' safety. If the householder still will not keep a safe distance then you should leave the room, ensuring it is safe to do so and that all work is left in a safe condition.</li> </ul> <p></p> <ul style="list-style-type: none"> <li>Enhanced cleaning regime in place to keep the premises visited clean and prevent transmission where applicable, in line with the</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>bullet points below and the following guidance: <a href="#">working-safely-during-coronavirus-covid-19</a>.</p> <ul style="list-style-type: none"> <li>• Minimise sharing / touching of items and surfaces</li> <li>• Staff should use their own tools where possible, when tool and equipment sharing cannot be avoided, staff should work in fixed teams / work bubbles and ensure that all tools and equipment are cleaned and sanitised between use.</li> <li>• Set up a transfer station at indoor sites for safe handling (pick up/moving) tools, kit and deliveries.</li> <li>• Hand sanitiser available and used regularly</li> <li>• All infection control measures to be followed including covering open wounds prior to glove use, all personnel are advised to wear gloves when undertaking works.</li> <li>• On completion of the works / shift, removal and disposal of single use PPE and cleaning of any other equipment will prevent contact contamination occurring, if applicable.</li> <li>• Remove all rubbish regularly. All single use PPE and used cleaning towels / wipes will be disposed of by placing in a waste bag, which will then be placed into a sealed bag (so its double bagged) for disposal at an agreed location at the end of the working day, if applicable</li> <li>• Staff must sanitise their hands after every visit and drop off waste before attending another task (if applicable). Additional cleaning of vehicles may be required in line with procedures.</li> <li>• Toilets – avoid using customers/resident’s toilets where possible, use designated/ identified toilet facilities. Should there be an urgent need to use customers facilities, then this should only be done with permission from the customer, following cleaning and hygiene protocols, using own paper towels provided. 20 seconds minimum recommended hand washing before and after use of toilet. Customers towels must not be used.</li> <li>• Food and drink – provide your own refreshments and have them outside in the open air where possible, do not accept food/drinks from the customer</li> <li>• No physical contact e.g. handshaking</li> <li>• Do not share pens or lpad pointers, wherever possible send paperwork digitally</li> <li>• Contact line manager once visit/job is complete</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>Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>Upon completion of shift, personnel to sanitise any shared equipment i.e. tooling and any electronic devices</li> </ul>  <ul style="list-style-type: none"> <li>You should keep in touch with workers about working arrangements in place to protect them including welfare, mental and physical health and personal security.</li> <li>All personnel trained in the management of social distancing and the control measures outlined</li> <li>Contractors and delivery companies' safe systems of work, risk assessment and Covid-19 secure arrangements have been established.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>Staff will not be conducting employer visits</li> <li>Staff will not be attending employer premises to collect evidence of employment</li> </ul> <p><b>VSS</b></p> <ul style="list-style-type: none"> <li>Staff will not be visiting clients in their homes.</li> <li>All employer engagement will be completed virtually via phone and digital platforms.</li> </ul>	To ensure EE team / job shop staff are aware of protocol around physical offsite visits and to conduct virtual visits only		28/8/20	
10. Lunch / Breaks	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Café 127 will be closed until further notice.</li> <li>Social distancing protocols to be observed</li> <li>Staggered lunch breaks or eat at your own workstation for containment</li> <li>Lunch to be taken in well ventilated areas or eaten outside, where possible.</li> <li>Staff to eat lunch in their office wherever possible.</li> </ul>	Note re café closure to be added to staff and learners briefing note and displayed on site.  Guidance to be displayed in staff room and include in guidance to tutors.		28/8/20  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
		<ul style="list-style-type: none"> <li>• The communal dining table is only available to staff who are unable to eat lunch in their offices – for example FOH team.</li> <li>• Additional day time cleaning arrangements are in place. A cleaner will be on site daily from 11:00 – 14:00.</li> <li>• Systems in place where fixed teams/ bubbles are required at lunch. Where this is the case, social distancing must be observed (where applicable).</li> </ul> <p> • 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.</p> <p> • Hand washing (minimum 20 seconds) / sanitisation protocols to be followed prior to eating / drinking</p> <ul style="list-style-type: none"> <li>• Rigorous cleaning regimes have been introduced.</li> </ul> <p>Please add any additional specific arrangements applicable to your service / work setting.</p> <p><b>VSS</b></p> <ul style="list-style-type: none"> <li>• Staff will have access to antibacterial wipes if they wish to use the kettle; and will be advised to wash hands before and after use.</li> </ul> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>• BJS &amp; DJS have own access to cooking / storage facilities and will have cleaning materials to ensure spaces/equipment is cleaned before and after use.</li> <li>• ACJS has no facilities and will follow AC RR processes</li> </ul>				
11. Lifts, corporate buildings, visits to other sites	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p> • <b>Operational buildings</b></p> <ul style="list-style-type: none"> <li>• Buildings procedure in place for control of access/egress and use of lifts</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>• Identify times of the day when the lift will be in frequent use – e.g. start/end of day and at break times.</li> <li>• Consider rearranging working patterns, reducing the number of people on site and other measures such as staggering start/finish/break times to reduce the numbers needing to use a lift at any one time.</li> <li>• Single person travel, if the risk assessment identifies that only one person at a time can use the lift.</li> <li>• Demarcation to allow social distancing on access/ egress, if applicable</li> <li>• Where it is identified in the risk assessment that a lift can carry more than one person, passengers should use lifts and face the sides of the lift car with their backs towards other passengers.</li> <li>• Avoid lifts where possible - people who are able are encouraged to walk and use the upstairs.</li> </ul>  <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>Lifts on site</b></p> <ul style="list-style-type: none"> <li>• Follow local site/ buildings procedures that are in place for the control of access/egress, social distancing and use of lifts (this should be determined during your pre-visit arrangements)</li> <li>• Avoid lifts where possible</li> <li>• Access to the lift will be managed by the member of staff allowing access to the building and reception staff.</li> <li>• All staff and service users must inform reception of their intention to use the lift.</li> <li>• The lift should only be used where a person cannot access the upper floors by using the stairs.</li> </ul>	<p>Signage to be placed outside of the lift on all floors</p> <p>Need to resolve how learners/disabled staff will use lift to descend from upper floors and control crossing traffic from those leaving coinciding with those arriving.</p>	<p>YB/Re-opening Working Group</p>	<p>14/8/20</p> <p>28/8/20</p>	<p>14/8/20</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"> <li>One person at a time to use the lift unless a learner is accompanied by a parent/guardian or support worker.</li> </ul>  <ul style="list-style-type: none"> <li>Increased Hygiene protocols to be observed i.e. sanitisation before and after use.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>DJS and BJS to follow Universal Protocol for library facilities</li> <li>ACJS to follow AC RR protocols as above</li> </ul> <p><b>VSS</b></p> <p>VSS to follow Universal Protocol for Dagenham library facilities.</p>	<p>Include protocols within return to site document</p>		<p>28/8/20</p>	
<p>12. Fire drills / Emergency situations</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>Smoke inhalation, exposure to heat</p>	 <p><b>Operational Buildings</b></p> <ul style="list-style-type: none"> <li><b>In the event of the fire alarm sounding – social distancing guidance does not apply, and staff and service users must exit the building safely via the nearest exit.</b></li> <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)</li> <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>Fire drills to be announced and held early September and then one every half term</p> <p>Review arrangements for staff and service users with mobility issues and update PEEP's</p> <p>Evacuation procedures to be added to learner &amp; staff briefing note/induction and return to work guide</p> <p>Fire procedures to be reviewed and updated</p>	<p>/Caretakers/Staff</p>	<p>14/9/20</p> <p>14/9/20</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"> <li>• Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation.</li> <li>• Fire risk assessment and Emergency Evacuation Plans revised for office to take into account 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><b>Site visits</b></p> <ul style="list-style-type: none"> <li>• Check vehicle Fire Extinguisher working and available (consider for fleet vehicles/ vans etc.)</li> <li>• Consider fire risk within your Dynamic Risk Assessment upon arrival at site, including what equipment and goods you are taking on site, ensuring you are not going to block any fire escape routes.</li> <li>• Familiarise yourself with the local fire arrangements at the site you are visiting, including evacuation routes, do not use lifts and use local fire assembly point, observing social distancing guidelines where possible. Only return to the building when instructed to do so by an authorised person.</li> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	Fire marshal refresher training to be delivered to all staff		11//9/20	
13. 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 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</li> </ul>	Review first aid procedures		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
		<p>resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</p> <ul style="list-style-type: none"> <li>• For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) <b>DON'T</b> do rescue breaths. HSE first-aid guidance can be found <a href="#">here</a>.</li> <li>• minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible</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> <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 (not societal) to coronavirus (needs to be evidence based)</p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	<p>The correct procedures for using PPE to be included in staff and learners briefing.</p>		<p>28/8/20</p>	
<p>14. Reoccupation of operational buildings - areas which have not been in use during lockdown e.g. Large Business, Depots, etc.</p>	<p>Staff, contractors, 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> <p>Depending upon the building you are going to re-occupy, you may need to do some or all of the following, in consultation with the building duty holder/ principal occupier (i.e. the person responsible for maintaining the building):</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> </ul> </li> </ul>	<p>This will be considered in the building 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
		<ul style="list-style-type: none"> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</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 / outlet (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</li> <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><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
15. Behavior of staff	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<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>● Training in place to reinforce expectations of staff behaviours, including adult to adult interactions</li> <li>● Review of procedures for dealing with the public in light of COVID-19</li> <li>● Regular welfare checks scheduled at set times throughout the day.</li> <li>● Violence and Aggression training/conflict management training provision revised for customer facing staff (if applicable)</li> <li>● If staff feel threatened or intimidated, they must immediately leave the scene and return to the nearest safe office/vehicle/ secure area. The mantra 'If in doubt, get out' should be used when assessing situations</li> </ul>	<p>Regular reminders to staff and students regarding social distancing measures – by email and instruction by staff.</p> <p>Reception staff to notify the duty manager of any service user not adhering to social distancing rules</p> <p>Code of conduct to be shared with all staff and all managers asked to ensure this is discussed at 1-1's &amp; Team meetings</p> <p>To be included in return to site booklet</p>	FOH team	14/9/20  On-going  01/9/20  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
15. Behavior of the public	Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.	 <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>Welfare checks throughout the day by RMs to all onsite staff – this could include a phone call/email/teams’ message</li> <li>‘if in doubt, get out’ mantra needs to be included in return to site booklet for staff</li> <li>Staff to notify security immediately (BJS/DJS) of any service user behavioural issues and contact RM on the ‘on call rota’</li> </ul>	Staff to be reminded of Violence and aggression at work policy. <a href="https://bit.ly/2E5W0M8">https://bit.ly/2E5W0M8</a>		28/8/20	
16. COSHH Cleaning / Sanitisation products	Staff, contractors, visitors, customers, public.  (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	 <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>Work with in house or external 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 service / work setting.</i></p> <p><b>Adult College</b></p> <ul style="list-style-type: none"> <li>COSHH cleaning products are only used by cleaning staff, they are stored safely and data sheets as available</li> </ul> <p><b>E&amp;S</b></p> <ul style="list-style-type: none"> <li>Staff have been advised they are not to use any cleaning products that come under the COSHH regulations. All cleaning products will be supplied directly from the borough resources.</li> </ul>	Reminders to be circulated and to be included in the booklet		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
		<p><a href="https://lbbd.sharepoint.com/sites/SCLD/SitePages/Wellbeing.aspx">https://lbbd.sharepoint.com/sites/SCLD/SitePages/Wellbeing.aspx</a></p> <ul style="list-style-type: none"> <li>LBBD Mental Wellbeing initiatives promoted to employees on a regular basis via 1:1s and team meetings</li> </ul> <p><a href="https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Mental-Wellbeing.aspx">https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Mental-Wellbeing.aspx</a></p> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p> <ul style="list-style-type: none"> <li>Mental wellbeing workshops created and promoted to staff.</li> <li>Regular check-ins with all staff</li> <li>Daily contact via Teams</li> <li>Biweekly meetings</li> <li>Fortnightly check ins with line manager</li> <li>Encouragement to attend wellbeing workshops</li> </ul>				
18. Mental Wellbeing & Safeguarding	Customers (learners, clients, residents)	<ul style="list-style-type: none"> <li>Regular contact with vulnerable service users.</li> <li>Promoting wellbeing and resources to learners via Teams and newsletters</li> <li>Robust safeguarding procedures are in place, learners are introduced to safeguarding and safeguarding officers at induction and throughout the academic year.</li> <li>Staff have received safeguarding inductions and complete annual safeguarding training.</li> <li>Safeguarding procedures are promoted on the curriculum Teams.</li> <li>Learners information is checked on enrolment.</li> </ul>	<p>Promote support via GP's and NHS 111, <a href="#">MindEd</a>, which includes e-learning modules about young people's mental health the <a href="#">Every Mind Matters</a> platform which has specific advice for adults and young people on maintaining good mental wellbeing during the coronavirus (COVID-19) outbreak the Association of College's (AoC) <a href="#">coronavirus (COVID-19) resource hub</a>, which includes advice for learners and staff the Education and Training Foundation's <a href="#">mental health and emotional wellbeing</a> advice for FE staff <a href="#">Education Support</a> provide mental health and wellbeing support services to all education staff</p>		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
			<p>free apps available on the <a href="#">NHS App Store</a> for mental health and wellbeing support in earner briefing.</p> <p>Complete welfare checks at the start of each lesson to ensure that all learners are engaged and supported.</p>		14/9/20 & ongoing	
19. 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> Business Continuity Plan reviewed to include COVID-19 related risks</p> <p><i>Please add any additional specific arrangements applicable to your service/ work setting.</i></p>	<p>Tabletop exercise to be conducted to ensure plan stands up to challenges and is robust</p>		01/10/20	
20. Other?		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it monthly. 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. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.



## Covid-19 Individual Health Risk Assessment Form, Guidance and FAQs

This guidance applies only to front-line employees or employees who are required to physically be in work for some or all the time. We are aware that many managers of front-line services have already undertaken risk assessments and good arrangements are in place. If individual risk assessments have been done, there is no requirement to repeat this, but they will need to be updated to include specific Covid-19 risks. The process has been introduced to make sure that no one has been missed, and in particular to ensure that in advance of ongoing research by Public Health England on the risk factors for BAME employees that individual health risk assessments have been undertaken and are in place.

**The scheduling of services returning to a physical location is being currently overseen by the council's Recovery and Legacy group. Risk assessments for staff who are currently home working will not be undertaken at this stage but will of course be required once a decision has been made for the service to return to a physical work location.**

### Protecting front-line staff

In response to the Covid-19 pandemic we have:

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

We have put in place creative solutions to enable social distancing at work, by such measures as:

- changing the layout of workplaces
- adjusting shift patterns
- staggering commute times
- reducing risks such as virtual contact with residents as opposed to home visits where this is possible.

### At risk groups

Coronavirus (Covid-19) can make anyone seriously ill. But for some people, the risk is higher. There are 2 levels of higher risk groups - individuals that are **high risk** (clinically extremely vulnerable) and those that are **moderate risk** (clinically vulnerable). See more on this at <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>.

It is important that the line manager explains this with individual employees to help them take more personal responsibility for managing risks.

### **Employees at high risk (clinically extremely vulnerable)**

Staff who are in a clinically extremely vulnerable group [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) should have received a letter from the NHS or a template letter from their GP, and they should be shielding (currently up to 31<sup>st</sup> July 2020). GP fit notes are not valid confirmation of this status. This group of employees should work from home where possible but can return to the workplace on 1<sup>st</sup> August if it is “Covid-secure”. The council is putting in place a structured support and communication plan for this group of staff, and individual managers will be contacted. At this stage no manager should be discussing return to work for this group. If covid-19 secure risk assessments have already been undertaken and any shielding staff have been excluded in the consultation and engagement the risk assessment will need to be reviewed.

The following arrangements continue to apply, pending the pause of shielding arrangements:

- If the employee can work from home, they will continue to do so. In some cases, work can be reorganised to facilitate this.
- If the employee can't work from home, they will remain at home on full pay.
- Employees living with someone who is “shielding” are not required to “shield” themselves and should work from home if possible. The NJC has said that this group can return to the workplace as long as the workplace is covid-19 secure. Managers will be advised on the next steps and shouldn't put in place any arrangements for return for the time being.

### **Employees at moderate risk (clinically vulnerable)**

If employee is at moderate risk from coronavirus, they can go out to work (if they cannot work from home) and for things like getting food or exercising, but they should try to stay at home as much as possible. It's very important that they follow the general advice on social distancing, including staying at least 2 metres (3 steps) away from anyone they do not live with. Unlike people at high risk, they will not get a letter from the NHS. Health Risk Assessments are vital for this group of employees to ensure that all the right levels of controls can be put in place and must be agreed.

The health and individual characteristics include the following:

- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

### **Covid-19 and Pregnancy**

NHS guidance states that there is no evidence that pregnant women are more likely to get seriously ill from coronavirus, but pregnant women have been included in the list of people at

moderate risk (clinically vulnerable) as a precaution. This is because pregnant women can sometimes be more at risk from viruses like flu. It is not clear if this happens with coronavirus. But because it is a new virus, it's safer to include pregnant women in the moderate-risk group.

### **Other Risk Factors: BAME staff**

Emerging UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19 and Public Health England have recently published a report on the disparities in the risk and outcomes. Until there is clarity about the risks, we advise that BAME staff may be additionally vulnerable to Covid-19.

On their own these factors may not require restriction from any particular activity but with BAME staff, in particular considering if there any underlying health conditions present as well, this would reinforce the need to apply stringent control measures which include social distancing and/or the use of Personal Protective Equipment (PPE). The Health Risk Assessment has been designed to help identify the control measures that need to be agreed and put in place.

### **Other Risk Factors: Age and Gender**

Similarly, those in an older age group and male gender also seem to confer increased risk and these facts should be taken in to account in the health risk assessment.

## **Advice on undertaking a Health Risk Assessment**

When you are reviewing work activities it is important to consider individual risks and aim to reduce them if possible, even if the risk is low.

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

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

### **Elimination**

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

### **Substitution**

Replace a material or process with a less hazardous one

### **Engineering controls**

Isolate employees from the hazard

### **Administrative controls**

Identify and implement procedures to maximise safe working.

### **Personal Protective Equipment (PPE)**

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

It is not possible to avoid all risk and the aim of the health risk assessment is to avoid unacceptably high-risk activities and to bring down risk in other areas as far as reasonably practicable. Most people in the moderate risk categories will be able to continue working but it is still important to consider how you could reduce their risk.

The line manager should undertake a health risk assessment with the employee and discuss the following:

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

The health risk assessment form provides a consistent framework to help you to undertake the process. If duties can't be adjusted or the standard hierarchy of Covid-19 risk management cannot be followed (as outlined above), the manager must submit the health risk assessment to Occupational Health using the fast track referral Covid-19 Specific management referral form to support/provide additional recommendations.

## FAQs

- 1) Do I need to undertake a health risk assessment for staff now using the attached form and guidance?

Yes - for all current front-line staff. The deadline for completion was 19 June 2020. We will require confirmation that health risk assessments have been completed and a front-line staff list will be sent from HR/OD for Directors to confirm.

- 2) What defines a front-line employee for the context of the health risk assessment?

All those staff who are unable to do their jobs 100% from home; this would include staff that work the majority of their time from home but have to undertake home visits or attend court etc.

- 3) Are there certain staff groups that the health risk assessment should be undertaken for?

So that no one is missed, all front-line staff should have a health risk assessment. We are aware from Public Health England advice and guidance that some groups are at greater risk these include employees with some health conditions, age, pregnant employees and BAME employees.

- 2) How do I approach this with my employees?

We are asking managers to undertake health risk assessments for all front-line employees. In relation to employees from BAME communities, the research and statistics from Public Health England have shown that BAME communities are at a higher risk of contracting the Covid-19 virus with a disproportionate number of deaths, so we want to provide assurance that there is a formal opportunity to assess all the risks to protect our employees. This has been designed to look for solutions and to provide reassurance.

Government and Public Health England guidance has set out the groups at moderate risk and it is important that we provide a structured and consistent framework. It is recognised that some employees may have multiple health risk factors.

- 3) What if I already have an individual risk assessment for the member of staff, do I need to do another one?

No - but you must review and update the current risk assessment with the employee to ensure that Covid-19 concerns are discussed and addressed as to any potential risks.

- 4) If staff are shielding and are at home 100%, (either working or not working), I assume that they do not need a health risk assessment at this time as they should continue to be at home until further advice is received?

Yes - these staff do not require a health risk assessment at this time, but this may be required, depending on Government guidance, when the return to physical workplace is imminent.

You will use the form if you receive a new notification that the employee has received an NHS shielding letter or a template letter from their GP. We are aware that the list of people required to shield has been reviewed by GPs and others, and new people contacted to say that they have now been included, and some who have been advised that they are no longer required to do so.

- 5) This group should follow the latest guidance, and not yet return to work. The council is putting in place robust arrangements to support this group in their return, once shielding arrangements are paused
- 6) If a team member is in a vulnerable group and I think that with minor adjustments they can now do all their work at home, do I have to carry out a health risk assessment?

Yes, the health risk assessment will help you to identify what you can put in place. The minor adjustment could be for example swapping home visits to virtual visits where this is possible to do so.

- 7) Do Managers send the health risk assessment to Occupational Health regardless of the outcome?

No – if you and the employee have agreed a range of control measures and they can safely work (with hazards removed) you will not need to ask Occupational Health to review further.

You should refer the health risk assessment to Occupational Health to review if you don't think that the person can work at all, as you can't control the hazards and their job can't be adjusted, or the medical history is so complex that you need a medical view, or you and the employee can't agree on what needs to be in place. If you do need your health risk assessment to be reviewed, please use the fast track Covid-19 referral form.

- 8) What if the member of staff refuses to co-operate with the health risk assessment?

The process should be undertaken with sensitivity and be supportive. It shouldn't be intrusive, and you should provide reassurance of confidentiality at all times. You can contact ManagerAssist on 0800 298 2021 if you would like help and coaching on how to prepare for a conversation in advance of undertaking a health risk assessment.

Try to find out the reasons why and what their concerns are and resolve to address them. If, however they do not wish to discuss this with you, find out if they may be happier

discussing directly with Occupational Health; if so, then refer them using the Covid-19 fast track OH referral. If they still do not wish to engage please discuss further with your HR Adviser and make a note on the health risk assessment and send through the HR Portal for their Personal File.

9) What should I do with the completed health risk assessments?

This should be sent through the HR Service Desk to be placed on the employee's Personal File. Please use the following on the Service Catalogue:

### **DBS / Risk Assessment / Right to Work**

"I want HR to save this adverse risk assessment on the personal file"

10) Will training be provided on health risk assessments?

We will be providing skills training on Covid-19 secure risk assessments which will include individual health risk assessments. Currently we have an i-learn module which provides general training on risk assessments that you can use to refresh your skills. The ManagerAssist line will coach you through any soft skill needs. Your HR Business Partner, HR Adviser, Occupational Health and the Health and Safety Team are available if you need any advice and support.

11) Who is responsible for the health risk assessment?

As with all risk assessments, managers are responsible and accountable, even where you have asked advice from HR or Occupational Health etc.

12) What kind of controls and mitigation have others put in place?

These are individual health risk assessments and will depend on individual circumstances and job roles. The following have been suggested by others:

- Stagger start and finish times and introduce rota/shift practices to help practice social distancing
- Visits requiring face to face contact use virtual meetings if possible
- Where an onsite visit is absolutely critical call in advance and use a check list including asking about the opportunity to wash hands, and to find out if anyone unwell
- Access to Work could be involved for equipment and other resources
- Workplace Options Employee Assistance Programme can provide guidance, support and counselling
- Car parking and cycle facilities could be made available
- Make sure that the employee is aware of the relevant PPE required for their role has been issued with the guidance and has ongoing access to PPE.

13) Do I keep the health risk assessment under review?

Yes, it is suggested that this is undertaken monthly as part of the one-to-one process or if any circumstances change.

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

General Information					
Employee Name			Job Title		
Line manager			Job title		
Location / Area:			Working hours:		
Date of Assessment:			Review date:		
Individuals underlying health condition category / other factors:	Please tick appropriate box:	<input checked="" type="checkbox"/>	Current post involves:	Please tick appropriate box:	<input checked="" type="checkbox"/>
	Notified as 12 weeks Clinically Extremely Vulnerable ( <b>Shielding</b> very high-risk group) Note - <b>front line employee should not be in work in any circumstances but may be able to undertake full or some work at home.</b>			Directly caring for Covid-19 service users (tested as positive) and undertakes Aerosol generating procedures (AGPs)	
	<b>Clinically Vulnerable</b> – pregnant, over 70 or underlying health condition as per PHE list			Directly caring for Covid-19 residents (tested as positive) – not undertaking AGPs	
	<b>BAME Employee</b>			Directly caring for service users not tested / unknown Covid-19 status but within 2 meters of patient – within any setting	
				Proving a service which involves levels of face to face interactions with service users / members of the public	
				Proving a service to colleagues (e.g. training)	
What are you already doing?					
Aspects	Current Position		Additional action to reduce risk		
Can <i>this</i> work be done at home?					
Could <i>alternative</i> work be undertaken at home or elsewhere in the council?					
Can face to face interactions be limited and move to virtual working?					
If they can't, will they be able to work at 2m social distancing					
What arrangements are in place / will be put into place to ensure regular contact / wellbeing?					
Can work times be adjusted to reduce the					



use of public transport, especially at peak times.		
Can work times within the team be staggered to reduce group sizes?		
Can the layout of the workplace be adjusted to allow for 2-metre social distancing?		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Other considerations:		

Assessment		
<i>Please tick appropriate box:</i>	✓	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the employee		Local manager to review and monitor.
If the employee can't work at all, as you can't control the hazards and their job can't be adjusted, or the medical history is so complex that you need a medical view, or you and the employee can't agree on what needs to be in place.		Refer employee to Occupational Health for further advice and support.
Additional notes		
<i>Please add any additional notes as appropriate</i>		
<b>This is a true record of the conversation and agreed action(s):</b>		
<b>Employee signature</b>		<b>Date signed</b>
<b>Print Name</b>		
<b>Manager's signature</b>		<b>Date signed</b>
<b>Print Name</b>		
<b>Occupational Health Review (if required)</b>		

Manager to keep the individual health risk assessment under review, through monthly 1-2-1s or sooner if circumstances change.



## Appendix 2

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**

**SEE BUILDINGS Risk Assessment for PPE**

	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 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 which 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)		

