

# Risk Assessment Covid-19

<b>Activity/Person/Location (please list areas of your operations which this assessment covers)</b>	Covid-19 Risk Assessments for Contract Management Compliance and Quality Officers service activities
<b>Service Area</b>	Quality and Compliance
<b>Manager</b>	
<b>Assessor(s) including employee representative</b>	
<b>Date of assessment</b>	23 <sup>rd</sup> October 2020
<b>Manager monthly review date</b>	23 <sup>rd</sup> November 2020 and at each occasion we receive new Government and NHS England guidance./

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

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

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

## Summary Description of the CMQC team tasks:

**Quality and Compliance Officers (QCO):** - The roles of QCO has been classified as a “Key Worker” roles and have all received confirmation letter from the Council Chief Executive. During their day to day work, Officers are expected to visit buildings and properties as and when is required to carry out the statutory compliance inspections /risk assessments of the assets. The Officers will also be required to respond to emergency incidents such as fire in the building applicable to their areas of responsibility. During the visits to the sites, officer could come in contact with uncontrolled number of residents, some in confined spaces such as lifts, internal foyers, and stairways in the building and some in open spaces such as playgrounds, parks etc. On some occasions, the Officers will also be required to enter properties to carryout Intrusive Type 3 Fire Risk assessments, Asbestos risk assessments as and when is required. **Throughout COVID-19** – these officers have worked from home, they will now start to carry out planned visits to inspect buildings, taking in the region of 2 hours per visit, returning home upon completion of their work. They will only visit the buildings they are inspecting and will not be going into other council sites.

100% of the Role of the Energy (QCO) currently acting up to Quality and Compliance Manager, is now mobile working, including working from home. This Officer role also includes attending meetings outside the LBBDD. Some of the officer use their own car and drive to work and to sites and some officers use public transport to travel to work and to sites. During the day to day work, officers will also require using welfare facilities and offices within the Council Corporate buildings including, Depots, Barking Town Hall, libraries etc. **Throughout COVID-19** – these officers have worked from home and will continue to do so for the foreseeable future.

**Contract Management officers (CMO):** - The role of CMO has not been classified as “Key Worker” role. Prior Covid-19 pandemic, officers were mobile working including working in different offices, attending meetings, and working from home. During the day to day work, officers will also require using welfare facilities and offices within the Council Corporate buildings including, Depots, Barking Town Tall, libraries etc. Some of the officers use their own car and drive to work and to sites and some Officers use public transport to traveller to work and to sites. During the day to day work, officers will also require using welfare facilities and offices within the Council Corporate buildings including, Depots, Barking Town Tall, libraries etc. **Throughout COVID-19** – these officers have worked from home and will continue to do so for the foreseeable future.

### Exposure to Covid-19: - Covid-19 Individual Health Risk Assessment

Individual Health Covid19 risk assessments for each member of staff and their personal support needs have been carried out in liaison with each member of staff and signed by both staff and management. A copy of all the risk assessments have been sent to Human Resources via HR Portal, to keep on staff individual HR records.

Specific personal risk assessment has been carried out for each Officer that have been assessed as a **Clinically extremely vulnerable, Clinically Vulnerable or BAME Employee group** of people and copies sent to human resources via HR Portal to keep on each Officer HR records.

This risk assessments, must be read in conjunction with the above Individual Health Risk Assessments, CMQC- Coronavirus **Covid-19** personal Impact Risk Assessment carried out in March 2020, CMQC Lone Working Risk Assessments and CMQC Lone working Safer System of Work update in March 2020. The risk assessment will be reviewed at each occasion where there is a change on the advice received from Government, NHS England and LBBB or if there is a change in any member of staff health condition.

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 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</li> </ul>	<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>* Extended to 10 days following guidance from UK Chief Medical Officers issued 30.7.2020</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> <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>Sections 1, 2, 3 and 4 of this risk assessments are 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 the Health and Safety team.</p> <p><b>Regular Management staff briefing an update on any new changes and regular reminders to staff to access the Staff</b></p>	<p>CM and CQ Managers</p>	<p>Weekly and as and when new guidance are received</p>	<p>Ongoing</p>

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	<p>spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> <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 symptoms including infection in both lungs which can lead to death</li> </ul>	<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 1metre 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> <li>○ In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19</li> </ul> </li> </ul>	<p>Information Hub for the latest updates.</p>			

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		<p>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>.</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> <ul style="list-style-type: none"> <li>• Staff must comply with Testing and Contact tracing, CMQC Lone Working Risk Assessments and CMQC Lone working Safer System of Work update in March 2020 and inform the line managers immediately if they show any of the symptoms during the working day.</li> </ul>	<p>Once the app is available, all staff, contractors' visitors, contractors with a smart phone should download the app.</p> <p>Ensure that all staff download the App on their work mobile</p> <p>Ensure that staff are fully aware of the arrangement in place</p>	<p>CM and QC Managers</p>	<p>When the App becomes available</p>	<p>When the App becomes available</p>
<p>3. Shielded and clinically vulnerable Groups including those who are pregnant.</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <p>Shielding staff have been consulted with on the content of this risk assessment and any particular health risks relevant to the individual staff member.</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> </ul>	<p>As a manager, you must confirm you have consulted with your shielding staff and then activate to black text as confirmation that all shielding staff have been consulted with.</p>	<p>CM and CQ Managers</p>	<p>Weekly and as and when new guidance are received or</p>	<p>Ongoing</p>

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Black, Asian, and Minority Ethnic (BAME) and clinically vulnerable groups	UK and international data suggest that people from Black, Asian, and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.	<ul style="list-style-type: none"> <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>Risk assessment undertaken with BAME and clinically vulnerable staff members using 'appendix 1' of this document.</li> </ul> <p><b>Exposure to Covid-19: - Covid-19 Individual Health Risk Assessment</b></p> <ul style="list-style-type: none"> <li>Individual Health Covid19 risk assessments for each member of staff and their personal support needs have been carried out in liaison with each member of staff and signed by both staff and management. A copy of all the risk assessments have been sent to Human Resources via HR Portal, to keep on staff individual HR records.</li> <li>Specific personal risk assessment has been carried out for each Officer that have been assessed as a <b>Clinically extremely vulnerable, Clinically Vulnerable or BAME Employee group</b> of people and copies sent to human resources via HR Portal to keep on each Officer HR records</li> </ul>	As a manager, you must confirm you have consulted with your BAME and clinically vulnerable staff and then activate to black text as confirmation that all shielding staff have been consulted with.		there is a change in staff health	

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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 possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature, loss of taste or smell they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the person subsequently tests positive (Close contact generally refers to being within 2 metres for more than 15 minutes).</li> <li>If you have been in close contact with someone who is being tested for COVID-19, but they do not yet have a test result: <a href="#">Current advice</a> states that at this stage, you do not need to self-isolate. You should take extra care in practising social distancing and good hand and respiratory hygiene. Contacts of people who have tested positive for COVID-19 infection who need to self-isolate will be notified accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate.</li> <li>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</li> </ul>	<p>Management must ensure that staff comply with CMQC Lone Working Risk Assessments and CMQC Lone working Safer System of Work and inform the line managers immediately if they show any of the symptoms during the working day.</p>	<p>CM and CQ Managers</p>	<p>Weekly and as and when new guidance are received or there is a change in staff health</p>	<p>Ongoing</p>

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		<p>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></p> <ul style="list-style-type: none"> <li>• Staff cleaning would be inline 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> <li>• Staff must inform management before they attend site visits to properties /buildings and ensure that they carry and wear the relevant PPE with them at all time.</li> </ul>				
<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>Staff will not be attending council offices and sites, other than those that they have to inspect on that day. These inspections will be planned and timed to take a maximum of 2 hours, allowing the staff member to return home once the work is complete.</p> <p>During some inspections of apartment blocks, there is the need for staff to knock on resident's front doors to inspect the door frame and inner side of the door as they are fire doors. Residents will be asked to step back to maintain 2 metre social distancing, the staff member will just enter the property wearing PPE including face mask to inspect the rear of the door, they will then exit the property.</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</li> </ul>				

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		<p>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</p> <ul style="list-style-type: none"> <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> <li>Sanitisation / hand washing protocols to be observed when handling deliveries of supplies.</li> <li>Staff /Customers advised to follow guidance below:</li> </ul> <p><a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p>  <ul style="list-style-type: none"> <li>Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene.</li> <li>Staff must inform management before they attend site visits to properties /buildings and ensure that they carry and wear the relevant PPE with them at all time.</li> </ul>				
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> <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>				

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		 <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. All persons in the vehicle must wear face masks, gloves and goggles/ face shield. <ul style="list-style-type: none"> <li>If travelling between work sites on public transport, then a face mask must be worn.</li> </ul> </li> </ul> <p>It is difficult to socially distance during car journeys. You can reduce the risk of transmission by:</p> <ul style="list-style-type: none"> <li>opening windows for ventilation</li> <li>travelling side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>facing away from each other</li> <li>considering seating arrangements to maximise distance between people in the vehicle</li> <li>cleaning your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch</li> <li>asking the driver and passengers to wear face masks, gloves and goggles/ face shield.</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>				

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		<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>				
7. Travelling between work locations in fleet/ private vehicles	Staff, contractors  (Risk - as set out in section 1)	<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> <li>If travelling between work sites on public transport, then a face mask must be worn.</li> </ul> <p>It is difficult to socially distance during car journeys. You can reduce the risk of transmission by:</p> <ul style="list-style-type: none"> <li>opening windows for ventilation</li> <li>travelling side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>facing away from each other</li> <li>considering seating arrangements to maximise distance between people in the vehicle</li> <li>cleaning your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch</li> <li>asking the driver and passengers to wear face masks, gloves and goggles/ face shield.</li> </ul> 				

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		<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> <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. If travelling between work sites on public transport, then a face mask must be worn.</li> <li>• Ensuring safe distancing is always adhered to – 2 meters apart</li> <li>• No physical contact e.g. handshaking</li> </ul>				

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		<ul style="list-style-type: none"> <li>LBBD 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> <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>				
8. General office arrangements COVID-19	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	<p>These teams will not be visiting council offices to work or visit unless there is an inspection visit planned for that site. At any sites where a COVID-19 Secure Building or Service Risk Assessment has been completed, the teams will liaise with that site to discuss the COVID-19 Risk Assessments and how their inspection visit will be conducted and any impact the inspection may have upon the site being visited (cooperation and coordination).</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> </ul>	Ensure that staff accessing offices comply with all H&S arrangements put in place by Facility Management to maintain a Covid19 Secure Environment	CM and CQ Managers	Weekly and as and when new guidance are received or there is a change in staff health	Ongoing

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>• Social distancing guidelines to be applied (including in office / lifts /corridors /staff rooms / meeting rooms / kitchens/ canteens/ WC's/ inhabited spaces), considering spacing of desks in the office and staggering start/finishing and breaktimes</li> <li>• Pinch points in corridors and stairs, consider: <ul style="list-style-type: none"> <li>○ Allowing only essential trips within buildings/ sites, to maintain social distancing as much as possible. By limiting the number of staff moving around you are also reducing the number of people in high traffic areas including corridors and stairs.</li> <li>○ If possible, arrange one-way systems with arrows on the floor to prevent crossing in narrow spaces and ensure all staff know to make space for each other.</li> </ul> </li> <li>• 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: <ul style="list-style-type: none"> <li>○ Assigning one person per work area</li> <li>○ Reducing the number of people in the work area so that 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> </ul> </li> <li>• Notices to maintain social distancing displayed</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>• 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 inline with:</li> <li>• <a href="#">Working-safely-during-covid-19/offices-and-contact-centres offices</a></li> <li>• Additional day time cleaning arrangements put 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>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>				



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>Contractors and delivery companies' safe systems of work, risk assessment and Covid-19 secure arrangements have been established.</li> </ul>				
9. Visiting a customer's premises	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p>When officer have to visit a resident's home, a letter will be sent to all residents at least one week before works commence by the Tenant Liaison Officer which will include the below information:</p> <ul style="list-style-type: none"> <li>Planned date of the works within their property.</li> <li>Description of the works to be carried out within their property.</li> </ul> <p>Officers are expected to visit buildings and properties as and when is required to carry out the statutory compliance inspections /risk assessments of the assets, respond to emergency incidents such as fire in the building applicable to their areas of responsibility. The Officers will also be required to enter properties to carryout Intrusive Type 3 Fire Risk assessments, Asbestos risk assessments as and when is required.</p> <p>Staff will not be attending council offices and sites, other than those that they have to inspect on that day. These inspections will be planned and timed to take a maximum of 2 hours, allowing the staff member to return home once the work is complete.</p> <p>During some inspections of apartment blocks, there is the need for staff to knock on resident's front doors to inspect the door frame and inner side of the door as they are fire doors. Residents will be asked to step back to maintain 2 metre social distancing, the staff member will just enter inside the property wearing PPE including face mask to inspect the rear of the door, they will then exit the property.</p> <p></p> <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> </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>• 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>• LBBB 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 household member in their home) who is coughing, even if you are not providing direct care to them.</li> <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>  <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> </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>• 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>  <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 bullet points below and the following guidance: <a href="#">working-safely-during-coronavirus-covid-19</a>.</li> <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> </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>• 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 iPad pointers, wherever possible send paperwork digitally</li> <li>• Contact line manager once visit/job is complete</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>• Upon completion of work, personnel to sanitise any shared equipment i.e. tooling and any electronic devices</li> </ul> <p data-bbox="584 837 629 874">+</p> <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> <li>• Staff must comply with CMQC Lone Working Risk Assessments and CMQC Lone working Safer System of Work and inform the line managers immediately if they show any of the symptoms during the working day.</li> </ul>				
10. Lunch / Breaks	Staff, contractors, visitors, customers, public.	<p data-bbox="584 1364 629 1428"></p> <p>The staff visiting a site will generally plan their working day so that they are back at home to be able to have lunch at home.</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
	(Risk - as set out in section 1)	<ul style="list-style-type: none"> <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>• 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> Determined food / drink / refreshments provision for the site/ location i.e. bringing in own food only, use of on-site provision, supply of drinks/ milk, 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>				
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> <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> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> <li>• Where 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> <li>• Avoid using lift where is possible</li> </ul> <p><b>Lifts on site</b></p> <ul style="list-style-type: none"> <li>• PPE including a face mask is to be used in the lift.</li> <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, the lifts can be used to go up within the building, but staff must use the stairs to come back down the building.</li> </ul>  <ul style="list-style-type: none"> <li>• Increased Hygiene protocols to be observed i.e. sanitisation before and after use.</li> <li>• Avoid touching any part of the lifts and avoid using handrails where is possible</li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
12. Fire drills / Emergency situations	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)  Smoke inhalation, exposure to heat	 <p><b>Operational Buildings</b></p> <ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to safely evacuate all personnel on the premises</li> <li>• Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable (planned drills only)</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>  <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> <li>• Staff are familiar with the design of the buildings.</li> </ul>	Ensure that staff accessing offices comply with all H&S arrangements put in place by Facility Management to maintain a Covid19 Secure Environment	CM and CQ Managers	Weekly and as and when new guidance are received or there is a change in staff health	Ongoing

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> <li>Fire Escape Plans and Asbestos warning Plaque are delayed in all buildings</li> </ul>				
13. First Aid	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<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> <p></p> <ul style="list-style-type: none"> <li>Where closer contact may be necessary to administer first aid, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron, and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting</li> <li>For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) <b>DON'T</b> do rescue breaths. 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> <ul style="list-style-type: none"> <li>Report and accidents /near miss to line manager and fill in an accident form and forward the completed form to Corporate Health and Safety Team via the HR portal.</li> </ul>	Management and staff to ensure that the First Aid box provided is kept up to date and replace any damaged or out of date first aid equipment's.	Mangement and Staff	Weekly or at each time the first aid box has been used	ongoing

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>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>These teams will not be reoccupying buildings at this time.</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> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> <li>• Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap / 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>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				
15. Behaviour of staff           Behaviour of the public	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)     Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.	 <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> <li>• Report and accidents /near miss to line manager and fill in an accident form and forward the completed form to Corporate Health and Safety Team via the HR portal.</li> <li>• Staff must comply with CMQC Lone Working Risk Assessments and CMQC Lone working Safer System of Work and inform the line managers immediately if they show any of the symptoms during the working day.</li> </ul>				
16. COSHH Cleaning / Sanitisation products	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <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> </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
	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>• 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> <li>• Staff been instructed to not bring or use any chemical in the workplace that have not be authorized and COSHH risk assessed by management.</li> </ul>				
17. Office/on site Dealing with / clearing up with Body Fluids	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must follow all infection control measures including covering wounds prior to glove use</li> <li>○ Full appropriate PPE must be worn, this will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> <li>○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests</li> </ul> </li> </ul> <p>Move the action in yellow into the column as a control.</p> <p>See LBBB Body Fluids Guidance for further information  <a href="https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Body-Fluids.aspx">https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Body-Fluids.aspx</a></p> <ul style="list-style-type: none"> <li>•</li> </ul>	CMCQ staff will not be required to carry out this task, however, where possible staff must temporary block off/isolate/warning signs the area of spillage and report any body fluids incident within the buildings to Facility Management.			
18. Mental Wellbeing	Staff					

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>Mental wellbeing could be affected by C-19 pandemic</p> <p>Stress and anxiety (Staff feeling isolated and worrying on the impact of the virus)</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> <li>Mental health, wellbeing and support mechanisms for staff reviewed and in place</li> <li>EAP programme in place 24/7</li> <li>Occupational Health team support</li> <li>Trained mental health first aiders available</li> <li>1-2-1 supervision meetings with manager and discussions around COVID-19 concerns.</li> <li>LBBD Mental Health First Aiders list made available to staff <a href="https://lbbd.sharepoint.com/sites/SCLD/SitePages/Wellbeing.aspx">https://lbbd.sharepoint.com/sites/SCLD/SitePages/Wellbeing.aspx</a></li> <li>LBBD Mental Wellbeing initiatives promoted to employees on a regular basis via 1:1s and team meetings <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></li> <li>All CMCQ staff have access to Council intranet and Staff information Hub</li> </ul>				
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></p> <ul style="list-style-type: none"> <li>Business Continuity Plan reviewed to include COVID-19 related risks.</li> <li>Daily Roll call report to Senior management on staff attendance and minimum number of staff required to maintain critical services.</li> <li>Holidays are agreed based on business needs and staff available to work.</li> <li>Health, Safety and Wellbeing Self-Assessment for Remote / Homeworking in place</li> </ul>	<p>Ensure that all staff take their laptop, iPads, work mobile phones and charging leads at home.</p> <p>Ensure that Staff have complete the GDPR and Cyber Data Protection mandatory training.</p>			
Other?		Please add any additional specific arrangements applicable to your service / work setting.				

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.

