

Risk Assessment Covid-19 Civil Enforcement Parking & CCTV

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>.

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.

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.

Risk Assessment Covid-19

Activity/Person/Location (please list areas of your operations which this assessment covers)	Civil Enforcement of Parking on Street and Parking CCTV Control Room
Service Area	Parking Enforcement
Manager	
Assessor(s) including employee representative	
Date of assessment	16/07/20
Manager monthly review date	16/08/20

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

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

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

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. 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"> the virus moves from person-to-person in droplets from the nose or mouth 	<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 7 days and arrange to get tested ASAP. Their household members should self-isolate for 14 days.</p> <p>Where the staff member tests negative 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 7 days self-isolation and share contacts via NHS Test and Trace by calling 119 and follow advice/procedure provided by NHS</p>	Sections 1, 2, 3 and 4 of this risk assessment 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 the Health and Safety team.			

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	<p>spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> • the virus can survive for up to 72 hours or more out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth • exposure to the virus may result in mild or moderate symptoms (e.g. coughing, fever or change to your sense of smell or taste) or more severe symptoms including infection in both lungs which can lead to death 	<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"> • wash hands frequently including forearms where exposed (for at least 20 seconds) or use a hand sanitiser with a minimum of 60% alcohol • clean surfaces and equipment frequently using your usual detergent or normal household disinfectant • avoid touching your face, nose and eyes • the council is clear that staff will always keep a minimum distance of 2 metres from others where possible • 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"> ○ Further increasing the frequency of hand washing and surface cleaning ○ Keeping the activity time involved as short as possible ○ Using screens or barriers to separate people from each other ○ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible ○ 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) ○ 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 ○ In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19 <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</p>				

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		before putting them on and taking them off. Instructions on wearing a face covering and making your own can be found here .				
2. Testing and contact tracing	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	<ul style="list-style-type: none"> • 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). • Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus. • People can register for a test at www.nhs.uk/coronavirus, after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive. The track and trace guidance is available here.</p> <p><i>Please add any additional specific arrangements applicable to your setting.</i></p>	Once the app is available, all staff, contractors' visitors, contractors with a smart phone should download the app.			
3. Shielded and clinically vulnerable Groups including those who are pregnant.	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	 <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"> • Government guidance on shielded and clinically vulnerable people to be followed. (link Government Guidance) • Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. • Clinically extremely vulnerable individuals with serious underlying health conditions which put them at greatest risk of severe illness from coronavirus and have been advised by the NHS by letter, this group of employees should work from home where possible but can return to the workplace on 1st August if it is "Covid-secure". Read COVID-19: guidance on shielding and protecting 	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.			

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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.	<p>people defined on medical grounds as extremely vulnerable for more advice.</p> <ul style="list-style-type: none"> Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. LBBB PPE Guidance in place for staff visits and can be found here. Managers/ supervisors and staff to follow manufactures instructions on how to use PPE correctly. Risk assessment undertaken with BAME and clinically vulnerable staff members using 'appendix 1' of this document. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></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"> 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 Guidance for households with possible coronavirus infection. If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 				

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		<ul style="list-style-type: none"> 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). If you have been in close contact with someone who is being tested for COVID-19, but they do not yet have a test result: Current advice states that at this stage, you do not need to self-isolate. You should take extra care in practising social distancing and good hand and respiratory hygiene. Contacts of people who have tested positive for COVID-19 infection who need to self-isolate will be notified accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate. 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 COVID-19: cleaning of non-healthcare settings guidance Staff cleaning would be inline with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 First-aid procedure and arrangements in place. HSE first-aid guidance can be found here. 				
5. Pre-visit Communication strategy (communication to Customers/ Resident etc)	<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"> Please follow the relevant government guidance for your service/ work areas in the links below: working-safely-during-coronavirus-covid-19. Pre enquiries discussions held with each Staff member to determine COVID-19 issues/arrangements in place locally including: Anyone with symptoms, shielding, vulnerable at 				

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		<p>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"> 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&S requirements, this is achieved through regular digital meetings with management Supervisors keep staff updated on Covid related issues Where working in office 2m gaps between each staff desk space / chair. Sanitisation / hand washing protocols to be observed when handling deliveries of supplies. Staff are supplied with PPE for work been carried out of council buildings, hand sanitiser gloves, face masks etc. must be handed to staff as and when required Staff /Customers advised to follow guidance below: <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>  <ul style="list-style-type: none"> Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene. When going on site visits and carrying out enforcement, whilst out of buildings where hand washing facilities are not available. 				
6. Travel to office/ site	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	 <ul style="list-style-type: none"> Pre-arranged staff parking. Secure areas to lock up bikes made available Supervisors ensure PPE is supplied worn and used when staff on duty  <p>Walking, cycling and public transport</p> <ul style="list-style-type: none"> Protocols in place for staff getting to work, walking and cycling where possible, avoiding travelling by public transport where 				

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		<p>possible in line with Government guidance: Covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> • Face masks provided to staff using public transport. 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 here • Ensuring safe distancing is always adhered to – 2 meters apart by limiting working rooms to accommodate the 2m social guidance. • Staggered work times to avoid peak travel times, a bubble roster max 3 people to start at one time on staggered shifts has been created. • No physical contact e.g. handshaking  <ul style="list-style-type: none"> • Adhering to guidelines on hand washing, sanitising upon arrival/ leaving the office/ site being visited. • Washrooms available within office and work / break area <p>Use of private or provided vehicles</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"> • Journeys where possible are 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. • Arrangements in place to share journey with staff members within bubble roster. (appendix 2). 				

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		 <ul style="list-style-type: none"> • Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission • The vehicle are cleaned regularly using gloves and standard cleaning products, the drivers must clean the dashboard steering wheels / handlebars and any touched surfaces with supplied wipes and anti-bacteria mist spray. • Ensure staff have adequate handwashing/sanitiser to maintain personal hygiene. • Where possible when working in a van on Late Shift etc Driver in front and passenger to be seated at the back of vehicle behind passenger. (Face Mask Must be worn) and hand sanitiser used when entering and exiting the vehicles. 				
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"> • For those in fleet vehicles on council business, follow government guidance COVID19 guidance: Working from or in a vehicle • Share with the same individuals and with the minimum number of people at any one time • Wherever possible maintain a distance of two metres and avoid touching their faces/ or passenger to sit in rear of vehicle wearing the supplied face mask which must be used • Face away from each other during the journey • Mopeds / cycles / are assigned where practicable to same CEO staff member alongside handheld equipment and body worn cameras.  <ul style="list-style-type: none"> • Driver to be responsible for regularly sanitising the vehicle and keys regularly e.g. door handles, gear stick, steering wheel, 				

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		<p>handbrake, indicators/lights and wiper switches, dashboard and other surfaces which may be touched during the journey.</p> <ul style="list-style-type: none"> • Where possible, use the same vehicle/keys with the same driver to reduce risk. • Driver to sanitise handlebars, seat and touched parts of mopeds and cycles. • Carrying own sanitiser and disposable gloves for any surfaces that may need to be touched e.g. door handles on location • Adhering to guidelines on hand washing • Maintain good ventilation (i.e. keeping the windows open) • Adhering to guidelines on hand washing, sanitising upon arrival/leaving the work area. • Regularly clean the vehicle using gloves and standard sanitising products, with particular emphasis on handles, steering wheel, handbrake <p>Use of private vehicles (Managers attending Street Meetings etc).</p> <p></p> <ul style="list-style-type: none"> • Prearrange parking ahead of meeting. • PPE available to pick up from office prior to visit <p>Wherever possible staff will be traveling to the site alone using their own transport as below:</p> <p></p> <ul style="list-style-type: none"> • Ensuring safe distancing is always adhered to – 2 metres apart • No physical contact e.g. handshaking • Manager limits the contact with staff members when going into office to pick up relevant documentation for the meeting or site visit and keeps 2 meter distance 				

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		 <ul style="list-style-type: none"> • Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission • The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces before entering and after getting out of the vehicle • Staff have adequate handwashing/sanitiser to maintain personal hygiene, before, during and after the visit. 				
8. General office/Depot/ Community work arrangements COVID-19	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	<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"> • Telephone appointments/emails to office where possible to minimise face to face contact • Conduct meetings where possible via Skype / Teams • Access control system in place, intercom buzzer entry • 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 • Bubble roster in place for groups of 3 staff • Pinch points in corridors and stairs, consider: <ul style="list-style-type: none"> ○ 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. ○ 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. • 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. 				

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"> • Restrict the number of persons able to attend the offices/ consider booking system / site to maintain social distancing guidelines. • 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). • Workstations have been removed from CCTV control room to enable social distancing max 5 staff RM 17 & 3 staff RM9. • If you cannot move workstations 2 metres apart: <ul style="list-style-type: none"> ○ Assigning one person per work area ○ Reducing the number of people in the work area so that the number of people working less than 2m apart is minimal ○ Avoiding people working face-to-face – instead work side-by-side or back-to-back ○ Consider using screens to create a physical barrier between people. ○ 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. • Notices to maintain social distancing displayed  <ul style="list-style-type: none"> • Enhanced cleaning regime in place in line with COVID-19: cleaning of non-healthcare settings guidance • Staff cleaning would be inline with: • Working-safely-during-covid-19/offices-and-contact-centres offices • Additional day time cleaning arrangements put in place • Use of sanitiser for staff, contractors/ visitors entering and leaving the site. • Antibacterial Cleaning wipes available to clear desks space and staff have been briefed to avoid food consumption in control room and Rm9 • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Increased cleaning frequencies of hard surfaces / emptying of bins 				

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		<ul style="list-style-type: none"> • Hand washing poster displayed in all WCs • Protocol in place for use of the toilet facilities • Minimise sharing / touching of items • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing (including PCs) / re-use by another person, kitchen appliances • Sanitisation / hand washing protocols to be observed when handling deliveries. • 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. <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours • Waste to be stored safely and securely. <p></p> <ul style="list-style-type: none"> • Contractors and delivery companies' safe systems of work, risk assessment and Covid-19 secure arrangements have been established. 				
9. Visiting a customer's premises	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • 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. • 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 				

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		<ul style="list-style-type: none"> • LBBB staff to follow site/ location COVID-19 safety and general safety emergency protocols where applicable • Staff working from home will use the digital apps made available when meeting contractors on site government guidance is to be adhered to. • Complete your Dynamic Risk Assessment upon arrival at site and prior to starting any work. • 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) • First Aid box to be topped up and kept up to date. • 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.  <ul style="list-style-type: none"> • Staff wherever possible, use digital or remote alternatives to physical, in-home work such as video or phone consultations. • Service what's app group created with CCTV / CEO and Manager to discuss issues and update staff. Regular teams meeting with staff and options to have a digital 121 with any staff that requires. • Follow practical government guidance working-safely-during-coronavirus-covid-19. • External works/breaks will maximise ventilation and should be taken where possible. • Communicate with customer where possible outside the premises or by phone, if within the premises to reduce face/face contact • Ensuring safe distancing is always adhered to – 2 meters apart  <ul style="list-style-type: none"> • Enhanced cleaning regime in place to keep the premises clean and prevent transmission where applicable, in line with the bullet points below and the following guidance: working-safely-during-coronavirus-covid-19. • Minimise sharing / touching of items and surfaces • Staff should use their own tools where possible, when tool and equipment sharing cannot be avoided, staff should work in fixed 				

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		<p>teams / work bubbles and ensure that all tools and equipment are cleaned and sanitised between use. CEO staff equipment is (handheld – body cameras – Radios are allocated to individuals.</p> <ul style="list-style-type: none"> • Hand sanitiser made available to all staff and used regularly • 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. • 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. • 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 • 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. • Toilets –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. • 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. • No physical contact e.g. handshaking • Do not share pens or lpad pointers, wherever possible send paperwork digitally • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill lit advice • Upon completion of shift, personnel to sanitise any shared equipment i.e. Handheld Radio BWV etc and any electronic devices 				

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"> • Management keep in touch with workers about working arrangements in place to protect them including welfare, mental and physical health, and personal security. • All personnel trained in the management of social distancing and the control measures outlined • Contractors and delivery companies' safe systems of work, risk assessment and Covid-19 secure arrangements have been established. 				
10. Lunch / Breaks	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Social distancing protocols to be observed • Staggered lunch breaks in place • Lunch to be taken in well ventilated areas or eaten outside, where possible. • Systems in place where fixed teams/ bubbles are required at lunch. Where this is the case, social distancing must be observed (where applicable).  <ul style="list-style-type: none"> • 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.  <ul style="list-style-type: none"> • Hand washing (minimum 20 seconds) / sanitisation protocols to be followed prior to eating / drinking • Rigorous cleaning regimes have been introduced. 				
11. Lifts, corporate buildings, visits to other sites	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Parking staff within BTH currently using and will continue to use side entrance where there is no need for lift use or stairs. Entry to our office is accessed with no stairs and a slope. 				

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		 <p>Operational buildings – if lifts have to be used</p> <ul style="list-style-type: none"> • Buildings procedure in place for control of access/egress and use of lifts • Identify times of the day when the lift will be in frequent use – e.g. start/end of day and at break times. • 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. • Single person travel, if the risk assessment identifies that only one person at a time can use the lift. • Demarcation to allow social distancing on access/ egress, if applicable • 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. • Avoid lifts where possible - people who are able are encouraged to walk and use the upstairs.  <ul style="list-style-type: none"> • Increased Hygiene protocols introduced, to include regular cleaning and sanitation of lift controls and the passenger car and placing hand sanitiser near lift controls/push buttons with signs encouraging staff to use it. <p>Lifts on site</p> <ul style="list-style-type: none"> • 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) • Avoid lifts where possible  <ul style="list-style-type: none"> • Increased Hygiene protocols to be observed i.e. sanitisation before and after use. 				

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12. Fire drills / Emergency situations	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1) Smoke inhalation, exposure to heat	 <p>Operational Buildings</p> <ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable (planned drills only) • Fire drill arrangements to be confirmed with landlord/ duty holder/ occupant (where premises are shared) • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.  <ul style="list-style-type: none"> • Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation. • Enforcement supervisors to ensure all staff sign in and out when entering the Town hall offices • In the event of a fire / drill supervisors are to take attendance books from CCTV / CEO room to the rendezvous point. • 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. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary <p>Site visits</p> <ul style="list-style-type: none"> • Check vehicle Fire Extinguisher working and available (consider for fleet vehicles/ vans etc.) • 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. • 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 				

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
		guidelines where possible. Only return to the building when instructed to do so by an authorised person.				
13. First Aid	Staff, contractors, visitors, customers, public. (Risk - as set out in section 1)	<p> Adequate first aid provision in line with the services/ buildings first aid needs assessment.</p> <ul style="list-style-type: none"> • First aid boxes content checked, including for vehicles (fleet vehicles) <p></p> <ul style="list-style-type: none"> • Where closer contact may be necessary to administer first aid, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • For resuscitation - only deliver CPR by chest compressions and use a defibrillator (if available) DON'T do rescue breaths. HSE first-aid guidance can be found here. • minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible • PPE / Handwashing protocols to be followed • HSE first aid guidance printed and placed on board for all to see. • Management and staff must read and follow manufactures instructions on how to use PPE correctly. Guidance on PPE and the correct fitting of face masks can be found here. • Fitting of face mask guidance to be printed and placed on staff board alongside this risk assessment. <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>				
14. Reoccupation of operational buildings - areas which have not been in use during lockdown	Staff, contractors, visitors, public. Due to some or all parts of the premises not being used for a	<p> Consultation taken place with the building duty holder (i.e. the person responsible for maintaining the building):</p> <ul style="list-style-type: none"> • Visual inspection of the work area that you are going to occupy/ responsible for premises to identify and remedy health and safety 				

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e.g. Large Business, Depots, etc.	period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.	<p>hazards, particularly in any areas that may have been non-occupied due to lockdown</p> <ul style="list-style-type: none"> • Building services maintained in accordance with the LBBB 'Duty Holder Support Pack' including: • Maintenance checks of plant and equipment undertaken – including kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap / 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 • Electrical equipment and systems maintained • Electrical gate systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Identify and remedy possible vermin infestations 				
15. Behaviour of staff	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p></p> <ul style="list-style-type: none"> • Staff code of conduct applies in these times of Covid-19 and staff are always expected to maintain social distancing and hygiene protocols • Gps / Radio Handheld Monitoring systems in place to ensure staff are adhering to social distancing and not gathering in groups whilst out on street. • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions 				

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
Behaviour of the public	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"> • Review of procedures for dealing with the public in light of COVID-19 • Regular welfare checks scheduled at set times throughout the day. • Staff called via Base radio station to ensure welfare is OK. • Staff are informed that any abuse or prevention of issuing a PCN must be noted, the PCN will be served by post because of prevention to serve PCN. • Violence and Aggression training/conflict management training provision revised for customer facing staff (if applicable) • 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 • if you are threatened capture the behaviour on your Bodycam notice to be served by post. (Walk away). • Any abuse to staff captured on BWV will be upheld and prosecuted where evidence permits. 				
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"> • COSHH risk assessment updated to include all newly introduced cleaning products • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 				

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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"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must follow all infection control measures including covering wounds prior to glove use ○ Full appropriate PPE must be worn, this will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests <p>See LBBB Body Fluids Guidance for further information https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Body-Fluids.aspx</p>  <ul style="list-style-type: none"> • Cleaner on site as arranged by facilities team. • Guidance to be made available to staff to observe in an event. 				
18. Mental Wellbeing	Staff Mental wellbeing could be affected by C-19 pandemic (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Management keep in touch with workers about working arrangements in place to protect them including welfare, mental and physical health, and personal security. • Mental health, wellbeing and support mechanisms for staff reviewed and in place • EAP programme in place 24/7 • Occupational Health team support • Trained mental health first aiders available • 1-2-1 supervision meetings with manager and discussions around COVID-19 concerns. • LBBB Mental Health First Aiders list made available to staff https://lbbd.sharepoint.com/sites/SCLD/SitePages/Wellbeing.aspx 				

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		<ul style="list-style-type: none"> LBBB Mental Wellbeing initiatives promoted to employees on a regular basis via 1:1s and team meetings https://lbbd.sharepoint.com/sites/IntTp/HR/Pages/Mental-Wellbeing.aspx First aiders list to be made available to CEO staff Mental health matters - names to be made available to all staff. 				
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"> Business Continuity Plan reviewed to include COVID-19 related risks 				

It is important you discuss your assessment and proposed action with employees (including those that are shielding) 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