

# Risk Assessment Covid-19 Corporate Generic Template

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

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

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

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

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

**PPE Guidance:** There are very few workplaces where additional PPE is required to protect from the risks of coronavirus. The main controls to protect people are through social distancing, good hygiene (frequent cleaning and handwashing), ventilation, working in fixed teams or partnering, and not through the use of PPE.

Supplies of PPE, including face masks, should continue to be reserved for those who need PPE to protect against workplace risks, such as people exposed to dust and fume hazards as well as healthcare workers.

**Face Coverings:** Wearing a face covering is now mandated on public transport, supermarkets, taxis and enclosed areas where 2m distance cannot be maintained. The full list where the face covering is mandated can be found [here](#). If you wear a face covering 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](#).

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.

**Important note:**

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

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

If you have any COVID-19 PPE requirements, please discuss this with the Health and Safety team during the review of your Risk Assessment. Appendix 2 contains a PPE template and a process for you to order PPE and building related items should they be needed.

**How to use:**

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

Do not just copy this example, as that may not satisfy the law and may not protect your employees. You must think about specific hazards and controls relevant to your service area/ team. So at the bottom of most sections of the Risk Assessment, there is space under the heading 'Please add any additional specific arrangements applicable to your setting' for you to add items specific to your service.

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

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

# Risk Assessment Covid-19

<b>Activity/Person/Location (please list areas of your operations which this assessment covers)</b>	Participation, Opportunity and Wellbeing: Trewern OEC
<b>Service Area</b>	Education
<b>Manager</b>	
<b>Assessor(s) including employee representative</b>	
<b>Date of assessment</b>	03/11/2020
<b>Manager monthly review date</b>	03/12/2020

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	X
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)

**Trewern is currently closed to residential visitors in line with government guidance. This assessment focusses on staff/contractor activities and will be reviewed when restrictions are lifted.**

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. Minimising the risk of coronavirus transmission	Staff, contractors, visitors, customers, public.  Possible transmission of the virus from person to person and into the wider community.  People can catch the virus from others who are infected in the following ways:	The Trewern Management Team will continue to observe and work to all further requirements and local restrictions that may be introduced due <a href="#">to Covid-19 Alert Levels</a> or lockdown periods.  Staff who have been identified as able to work will begin normal operations after Furlough has ended. Where possible we will work from home. This is in line with government guidance and is the council's agreed position until further notice.  <b>Staff currently working in Trewern are:</b> <b>Head of Centre, 1 Grounds Person (2 days – Monday, Tuesday), 1 Grounds Person (2 days currently on sick). The rest of the staff are on Furlough (7 staff).</b> <b>Staff have been advised to stay at home should they develop any COVID symptoms or receive any track and trace advice from Public Health.</b>				

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	<ul style="list-style-type: none"> <li>• the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours or more out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> <li>• exposure to the virus may result in mild or moderate symptoms (e.g. coughing, fever or change to your sense of smell or taste) or more severe symptoms including</li> </ul>	<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>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. Sanitiser is available on entry to building, various points within the building and staff are issued with</li> </ul> </li> </ul>				

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	infection in both lungs which can lead to death	<p>their own hand sanitiser. Soap is also available in kitchen, bathroom and toilets.</p> <ul style="list-style-type: none"> <li>○ Keeping the activity time involved as short as possible - <i>where possible staff will work in separate rooms.</i></li> <li>○ <b>The grounds person will predominantly be working outside. Staff will be asked to stagger their working times to minimise contact with others. Only staff deemed to be absolutely necessary to attend site. Work from home will be undertaken wherever possible.</b></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. <b>This has been discussed and agreed with all staff.</b></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). <b>Staggering working times.</b></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. <b>Face shields and masks provided should prolonged contact be necessary.</b></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> <p>Wearing a face covering is optional, except on public transport, Taxis and certain indoor settings 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>				
2. Testing and contact tracing	<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> </ul>		All staff and visitors		

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		<ul style="list-style-type: none"> <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> <li>• To support contract tracing, staff are strongly encouraged to download the NHS Contact Tracing App onto your smart phone if you have one.</li> </ul> <p><b>QR Codes</b></p> <p>You should create and display a QR code if you are holding an event which is taking place in a physical location (this is now compulsory for certain settings). It is understood that QR codes are required for certain buildings, this would be covered within the building risk assessment, which is the responsibility of the building manager.</p> <p><b>Create a coronavirus NHS QR code for your venue</b>  <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a></p> <p>Visitors should scan the QR code when they arrive at the event, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). If the visitor does not have a smart phone, then you should get them to manually register contact details.</p> <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive. The track and trace guidance is available <a href="#">here</a>.</p> <p><b>We have downloaded the NHS Track and Trace QR code. All staff who are able will use this daily.</b>  <b>The QR code is available on the entrance notice board for all staff and visitors to use. The code is also on the side door entrance. All staff, who are able, have been asked to download the App and use it daily.</b>  <b>For visitors they will be guided to the information board, explained the latest requirements for site. They will be asked to scan the QR code. All visitors to site will sign in the visitor book as per fire regulations, this information will be held for 21 days.</b></p>				

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<p>3. Shielded and clinically vulnerable Groups including those who are pregnant.</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately</p>	 <p><i>Shielding staff have been consulted with on the content of this risk assessment and any particular health risks relevant to the individual staff member.</i></p> <ul style="list-style-type: none"> <li><i>Government guidance on shielded and clinically vulnerable people to be followed. (<a href="#">link Government Guidance</a>)</i></li> <li><i>Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield.</i></li> <li><i>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 for more advice.</a></i></li> <li><i>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.</i></li> <li><i>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.</i></li> <li><i>Risk assessment undertaken with BAME and clinically vulnerable staff members using 'appendix 1' of this document.</i></li> </ul> <p><b>We have one clinically vulnerable member of staff at Trewern who is currently on furlough. IHRA has been undertaken with this member of staff and ALL other staff at Trewern. WE have also completed a IHRA risk assessment for another member of staff with asthma.</b></p>				

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	affected by COVID-19.	<p><b>Staff have read these and had the opportunity to make changes if they wish to.</b></p> <p><b>The staff risk assessments are a live document and staff members will re-visit these in each 1-2-1 meeting, particularly once face to face sessions start and the risk increases</b></p>				
4. Someone becomes unwell	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p> Procedure developed to include:</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough or a high temperature loss of taste / smell across the service, they must be sent home and advised to follow the <a href="#">Guidance for households with possible coronavirus infection</a>.</li> <li>• If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not 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</li> </ul>				

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		<p>service. If you have not been notified, this means you do not need to self-isolate.</p> <ul style="list-style-type: none"> <li>The person who has been in contact with a person who is unwell should wash their hands thoroughly for 20 seconds Cleaning of the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Staff cleaning would be 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> </ul> <p><b>We have identified the classroom as a self isolating area and separate toilet facilities available in outside shower block, if required, which will be cleaned once they have left site.</b></p>				
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"> <li>Please follow the relevant government guidance for your service/ work areas in the links below:</li> <li><a href="#">working-safely-during-coronavirus-covid-19</a>.</li> <li>Pre enquiries discussions held with each customer to determine COVID-19 issues/arrangements in place locally including: Anyone with symptoms, shielding, vulnerable at address, access to site and safe use of shared spaces e.g. Occupants/workers in separate rooms or areas for social distancing, adequate ventilation and hyenine procedures etc when work commences</li> </ul> <p><b>Trewern will have contractors and visitors to site. Pre visit communication will include that all contractors provide COVID-19 Risk Assessment for any works to be carried out in and around Trewern.</b></p> <p><b>All visitors to site will be asked to download QR code and adhere to our risk assessment requirements.</b></p>				

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		<p><b>Staff / Visitors informed not to attend site if they feel unwell and have symptoms of coronavirus.</b>  <b>A staff have been given this information via email and tele communications.</b>  <b>All visitors have been given this information during the pre visit communications and the visitor will be asked before entering the building.</b></p> <ul style="list-style-type: none"> <li>The outcomes of the pre enquiry are relayed to the staff members 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 /Visitors 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>Guidance is highlighted with co-located partners</li> </ul>				
6. Travel to office/ site	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p>Due to location of Trewern staff travel in their own vehicles.</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.</li> </ul>				

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		<p>Instructions on wearing a face covering and making your own can be found <a href="#">here</a></p> <ul style="list-style-type: none"> <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> <p></p> <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 will travel to their work location alone using their own transport.</p> <p>If staff have no option but to share transport:</p> <p></p> <ul style="list-style-type: none"> <li>• If you are travelling with any other persons in a vehicle for work, then all the occupants of the vehicle must be wearing face masks throughout the journey.</li> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time in fixed teams. Where this is not possible, local service arrangements must be put in place.</li> </ul> <p>At Trewern we have 2 members of staff that travel into work from the same household and will not be required to wear masks on their journey. Where staff from different households travel in with another person (this is however very unlikely) face masks will be worn and the following control measures will apply.</p> <p></p> <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>If travelling on public transport during your working day, a face mask must be worn.</p> <ul style="list-style-type: none"> <li>If you are travelling with any other persons in a vehicle for work, then all the occupants of the vehicle must be wearing face masks throughout the journey.</li> </ul> <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> <p></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></li> </ul> <p></p> <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> </ul>				

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		<ul style="list-style-type: none"> <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> <li>• <b>Face Masks and have been sourced from LBBB via Will Donovan.</b></li> </ul> <p><b>Risk assessment available for USE OF VEHICLES</b></p> <p><b>Use of private vehicles</b></p> <p><b>Private vehicles used for travel between sites. Staff will only use their own vehicles if the centre vehicle is not available and only for short local use. All guidelines will be adhered to when using personal vehicle during work time.</b></p> <p>Wherever possible staff will be traveling to the site alone using their own transport as below:</p>  <ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise personal contact where practicable</li> <li>• Determine the minimum number of LBBB personnel required to attend location</li> <li>• Each LBBB team member will be travelling alone by personal car and will not be travelling by public transport, nor car sharing in line with Government guidance.</li> <li>• it is strongly recommended that staff travel by car where possible. If there is a need to travel via public transport staff must follow government guidance on the use of public transport. Face masks must be worn when using public transport <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Ensuring safe distancing is always adhered to – 2 meters apart</li> </ul>				

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		<ul style="list-style-type: none"> <li>• No physical contact e.g. handshaking</li> <li>• LBBB staff to contact relevant manager/team member to confirm visit has been concluded and left site safely</li> </ul> <p>If staff have no option but to share:</p>  <ul style="list-style-type: none"> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time (fixed teams)</li> </ul>  <ul style="list-style-type: none"> <li>• Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <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>If you are already occupying or considering providing your services from an office environment again, please consider the following points:</p>  <ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise face to face contact</li> <li>• Conduct meetings where possible via Teams</li> <li>• Access control system in place, intercom buzzer entry</li> <li>• Social distancing guidelines to be applied (including in office / lifts /corridors /staff rooms / meeting rooms / kitchens/ 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</li> </ul> </li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>reducing the number of people in high traffic areas including corridors and stairs.</p> <ul style="list-style-type: none"> <li>○ If possible, arrange one-way systems with arrows on the floor to prevent crossing in narrow spaces and ensure all staff know to make space for each other.</li> <li>• Demarcation to maintain safe distancing in place including spacing of desks, 2 metre floor markings and placing of barriers/ screens as determined in this risk assessment, in consultation with the duty holder/ principal occupier.</li> <li>• Restrict the number of persons able to attend the offices/ consider booking system / site to maintain social distancing guidelines.</li> <li>• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).</li> <li>• If you cannot move workstations 2 metres apart: <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> <p><b>Staff will enter the building through main door and exit through side door (except the last person locking up).</b>  <b>Signs on all corridors and stairs indicating social spacing and walking only on left hand side.</b>  <b>Staggered work days/times have been implemented.</b></p>  <ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place in line with <u>COVID-19: cleaning of non-healthcare settings guidance</u></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>• 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>• If Face coverings that staff, contractors or visitors are wearing when they arrive at the premises are removed by the wearer they should be 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><b>All above in place. Communal areas are cleaned start, middle and end of each day. Sanitisers, soaps and antiseptic wipes available throughout building.</b></p> <p><b>Signage in place for number of persons allowed in bathroom areas at any one time. Cleaning programme in place with additional wipes and sanitiser available for personal use.</b></p> <p><b>Signage in place for maximum numbers in smaller rooms. Kitchen will be 4 persons maximum. Office will be 2 and if someone would like a meeting then one person would leave.</b></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>Staff are required to sanitise the rooms before and after use. Bathrooms, Kitchen to include wiping the hot water urn before and after use. Staff must use their own mug and clean after use. Cutlery will need to be individualised and put through dishwasher after use. Any shared items such as sugar, coffee, teapot must again be wiped before and after use. Milk must either have an easy pour lid and handle wiped before and after each use or be decanted into individual jugs. Fridge door handle to be wiped before and after use. Doors into the kitchen, pantry, corridors to be open on fireguards and wiped throughout the day.</p> <p>All surfaces are wiped/ sprayed using anti bacteria wipes and sprays.</p> <p>Currently only 1 person on site for the majority of the time to undertake essential tasks. Lone work protocol in place. The cleaning of areas used by staff member and wcs/kitchen area undertaken by staff member on site.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues, and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> <li>• Waste to be stored safely and securely.</li> </ul> <p><b>Bio Hazard waste disposal kits available throughout building.</b></p> <p>+</p> <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> <p><b>Buildings Covid-19 Risk Assessment undertaken for Trewern masks and shields have been added to the bio hazzard kits and first aid kits</b></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
9. Visiting a customer's premises	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p><b>Not applicable to Trewern</b></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> <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> <p></p> <ul style="list-style-type: none"> <li>Wherever possible, use digital or remote alternatives to physical, in-home work such as video or phone consultations.</li> <li>Customers contacted through Youth Workers 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> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> <li>• Signage and barriers in place to encourage distancing is maintained to a minimum of 2 meters at front of property (for voids and longer duration works)</li> <li>• Personnel working in isolation by keeping doors closed in properties whilst maintaining ventilation (open windows)</li> <li>• External works/breaks will maximise ventilation and should be taken where possible.</li> <li>• Communicate with customer where possible outside the premises or by phone, if within the premises to reduce face/face contact</li> <li>• Ensuring safe distancing is always adhered to – 2 meters apart</li> <li>• If the customer comes closer than 2 metres - remind the householder of the social distancing requirements and that they are for both parties' safety. If the householder still will not keep a safe distance then you should leave the room, ensuring it is safe to do so and that all work is left in a safe condition.</li> </ul>  <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</li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p>bagged) for disposal at an agreed location at the end of the working day, if applicable</p> <ul style="list-style-type: none"> <li>• Staff must sanitise their hands after every visit and drop off waste before attending another task (if applicable). Additional cleaning of vehicles may be required in line with procedures.</li> <li>• Toilets – avoid using customers/resident’s toilets where possible, use designated/ identified toilet facilities. Should there be an urgent need to use customers facilities, then this should only be done with permission from the customer, following cleaning and hygiene protocols, using own paper towels provided. 20 seconds minimum recommended hand washing before and after use of toilet. Customers towels must not be used.</li> <li>• Food and drink – provide your own refreshments and have them outside in the open air where possible, do not accept food/drinks from the customer</li> <li>• No physical contact e.g. handshaking</li> <li>• Do not share pens or 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 shift, personnel to sanitise any shared equipment i.e. tooling and any electronic devices</li> </ul> <p></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> </ul> <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
10. Lunch / Breaks	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>• Social distancing protocols to be observed at all times, both inside and outside locations also.</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>  <ul style="list-style-type: none"> <li>• Determine food / drink / refreshments provision for the site/ location i.e. bringing in own food only, use of on-site provision, supply of drinks, use of appliances, if applicable.</li> </ul>  <ul style="list-style-type: none"> <li>• Hand washing (minimum 20 seconds) / sanitisation protocols to be followed prior to eating / drinking</li> <li>• Rigorous cleaning regimes have been introduced.</li> </ul> <p>Please add any additional specific arrangements applicable to your service / work setting.</p> <p><b>All areas used for food/drink/refreshments and frequently touched items are regularly cleaned throughout day and staff asked to wipe down areas after use. Using Anti-bac spray and wipes.</b></p> <p><b>Staff encouraged to use own mugs, cutlery, plates and milk supply.</b></p>				
11. Lifts, corporate buildings, visits to other sites	Staff, contractors, visitors, customers, public.	 <p><b>Not applicable to Trewern.</b></p> <p><b>Operational buildings</b></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>• 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> <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> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>• Increased Hygiene protocols introduced, to include regular cleaning and sanitation of lift controls and the passenger car and placing hand sanitiser near lift controls/push buttons with signs encouraging staff to use it.</li> </ul> <p style="text-align: center;"><b>Lifts on site</b></p> <ul style="list-style-type: none"> <li>• Follow local site/ buildings procedures that are in place for the control of access/egress, social distancing and use of lifts (this should be determined during your pre-visit arrangements)</li> <li>• Avoid lifts where possible</li> </ul> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>• Increased Hygiene protocols to be observed i.e. sanitisation before and after use.</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>				
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> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<p><b>All staff have been Fire Warden trained.</b>  <b>New fire alarm system installed.</b>  <b>Regular evacuation tests carried out.</b>  <b>Assembly points monitored to ensure social distancing.</b></p>				
<p>13. First Aid</p>	<p>Staff, contractors, visitors, customers, public.</p> <p>(Risk - as set out in section 1)</p>	<p> Adequate first aid provision in line with the services/ buildings first aid needs assessment.</p> <ul style="list-style-type: none"> <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> <p><b>All teaching staff hold 2 day REC first aid. Support staff have attended First Aid courses – any staff requiring up-dates will be booked when available.</b>  <b>Defib available on site.</b></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
		<b>Bio Hazard equipment is available</b>				
14. Reoccupation of operational buildings - areas which have not been in use during lockdown e.g. Large Business, Depots, etc.	Staff, contractors, visitors, public.  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><b>Trewern has been occupied throughout maintaining all regular safety checks.</b></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 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> </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>Asbestos management arrangements in place</li> <li>Boiler room plant inspected / maintained</li> <li>Identify and remedy possible vermin infestations</li> </ul> <p>All weekly fortnightly and monthly water and safety checks are completed. All services are in place and monitored regularly.</p> <p><b>Buildings Risk Assessment in place for Trewern</b></p>				
15. Behaviour of staff	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1)	 <ul style="list-style-type: none"> <li>Staff code of conduct applies in these times of Covid-19 and staff are expected to maintain social distancing and hygiene protocols at all times</li> <li>Training in place to reinforce expectations of staff behaviours, including adult to adult interactions</li> <li>Review of procedures for dealing with the public in light of COVID-19</li> <li>Regular welfare checks scheduled at set times throughout the day.</li> <li>Violence and Aggression training/conflict management training provision revised for customer facing staff (if applicable)</li> <li>If staff feel threatened or intimidated, they must immediately leave the scene and return to the nearest safe office/vehicle/secure area. The mantra 'If in doubt, get out' should be used when assessing situations</li> </ul>				
Behaviour of the public	Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.					
16. COSHH Cleaning / Sanitisation products	Staff, contractors, visitors, customers, public.  (Risk - as set out in section 1) Due to required increased cleaning/sanitising	 <ul style="list-style-type: none"> <li>COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure</li> </ul>	All staff to sign off areas of work regarding COSH Risk Assessments 11/01/2021	On site Duty Holder		

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
	g 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>Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. The cleaning products used will be COSH risk assessed and all staff will be shown correct use.</li> </ul> <p><b>All COSH Risk Assessments updated staff to sign on return</b></p>				
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>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> <p><b>All body Fluids Risk assessments updated.</b></p> <p>Kit provided including disposable gloves, aprons, face shield, surgical fluid resistant face mask,</p>	Staff to sign updated Risk Assessment 11/01/2021			
18. Mental Wellbeing	Staff	 <ul style="list-style-type: none"> <li>Mental health, wellbeing and support mechanisms for staff reviewed and in place</li> </ul>	Discussion with all staff and managers before		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>Mental wellbeing could be affected by C-19 pandemic</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> <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> </ul> <p><i>All staff have updated Mental Health Awareness iLearning Head of Centre has completed the managers Mental Health Awareness iLearning Regular contact with all staff including those on Furlough has been achieved through, email, Whatsapp and phone calls.</i></p>	<p>face to face work resumes Sufficient time to read the full risk assessment and agree that this works for all groups (amend if not) Increased conversations group and 1-2-1- once sessions re-start to ensure all staff are comfortable and feel safe start back 11/01/2021</p>			
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> </ul> <p><i>Closure of Trewern to residential trips was directed via Government Covid-19 Guidelines. Key operations were maintained and most of the staff were furloughed.</i></p> <p><i>Management committee has been informed and meeting arranged for Nov 19<sup>th</sup> 2020.</i></p> <p><i>Guidance and updates Via HR and Payroll</i></p> <p><i>Awaiting further Government Guidelines</i></p>				
Other?		N/A				

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.