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| Return Risk Assessment | | | | | |
| Service Area | The Guildhall (re-opening of the premises to staff only – no public access) | | | | |
| What are the hazards? | Spread of Covid-19 Coronavirus | | | | |
| Who might be harmed? | Staff and contractors working at the premises | | | | |
| Risks | **Controls** | **Additional Controls** | **Action by who?** | **Action by when?** | **Done** |
| 1. Who Should Return to Work?    1. The health and safety of clinically extremely vulnerable individuals    2. The health and safety of clinically vulnerable individuals    3. People who need to self-isolate    4. People are not treated equally | All City Council Staff who can work from home should continue to work from home.  Staff should only return to work if they are fit for work, cannot work from home and only if their duties can be carried out safely in compliance with the [Covid19 Secure Guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)  People who are[**clinically extremely vulnerable**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-this-guidance-is-for) **should not work outside of their home**. If they cannot work from home, they are required to stay at home without being able to work. The Council will continue to pay their salary. Managers, please refer to managers checklist for cv-19 individual vulnerability risk assessment.  People who are[**clinically vulnerable**](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#protecting-different-groups-of-people) **should take extra care in observing social distancing.** If they cannot work from home, they should discuss with their line manager the potential to have a safe on-site role, taking into consideration the Covid19 Secure Guidance. Where a safe on-site role cannot be found they are required to stay at home without being able to work. The Council will continue to pay their salary.  Particular attention should be paid to the circumstances of people who live with clinically extremely vulnerable individuals.  People who have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result should immediately self-isolate at home for at least 10 days from when symptoms started.  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:   * a new continuous cough * a high temperature * a loss of, or change in, your normal sense of taste or smell (anosmia)   Be mindful of the particular needs of different groups of staff and in particular the needs of disabled staff and those who are new or expectant mothers. | Provide staff with equipment and technology allowing them to work from home.  Provide staff with COVID-19 stay at home guidance so they do not come in if they or someone in their household has symptoms of coronavirus.  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)  Understand and take into account the particular circumstances of those with protected characteristics  Involve and communicate appropriately with staff whose protected characteristics might either expose them to a different degree of risk, or might make any measures you are considering implementing inappropriate or challenging for them.  Consider whether you need to put in place any particular measures or adjustments to take account of equalities legislation.  Make reasonable adjustments to avoid disabled workers being put at a disadvantage, and asses the health and safety risks for new or expectant mothers.  Make sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. | Everyone – all staff, visitors and contractors | With immediate effect | Done |
| 1. Social Distancing and the Workplace    1. Pinch points at arrival and departure    2. Moving around the workplace    3. Socially distant workstations and space rationing    4. Face to Face Meetings    5. Contact in Common Areas and Shared Spaces    6. Accidents and Incidents | The Guildhall’s location enables walking and cycling to work.  Working hours have been reviewed by team leaders to maximise staggered arrival and departure times and break and lunchtimes and minimise role rotation. “Bubbles” will be used to limit teams mixing unnecessarily.  Two accessible entry points are available to the Guildhall - third floor and rear glass doors. Due to the nature of the building, the entry points will also act as exits points but will be safely managed via the rota. Clear signage will be provided.  One way systems/routes will be operational and where that is not practical, arrangements will be implemented to ensure that staff are not required to pass within 2m of each other by, for example, waiting until a stairway or corridor is clear before progressing. The capacity of lifts will be restricted to one (plus attendant if needed). Clear signage will be provided.  Team Leaders will allocate behind the scenes tasks on a weekly basis, in conjunction with Service Managers, and be linked to service priorities. This will be detailed via clearly displayed signage (flip charts).  Flip charts will be retained for track and trace purposes to identify who was onsite and when, and what parts of the building/social interaction may have occurred.  The Guildhall is a large venue and the number of staff is relatively small allowing excellent social distancing on site whilst the venue is closed to the public. Spaces will be utilised to provide for breaks and welfare whilst maintaining social distancing.  Tea and Coffee areas will be allocated to staff based on their work areas, to minimise risk of cross-contamination, inability to social distance and due to the size of the site, to reduce the amount of travel within the building.  Arrangements will be made to allocate a separate toilet for each member of staff on duty on site.  Face to face meetings will be minimised through increased use of technology (Teams), telephones and radios. Where necessary face to face meetings will maintain social distancing requirements in rooms capable of being well ventilated.  In an emergency, for example, an accident or fire, people will not be required to stay socially distant if it would be unsafe.  People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately after an emergency including washing hands  Minor first aid incidents requiring minimal attention, will be self-administered, but reported as standard. In any more severe incidents, staff will need to consider whether to intervene or call paramedics for support. Staff are not expected to intervene if they feel this puts them at unnecessary risk.  The venue rota will specify who is the duty manager onsite each day. Any unscheduled staff need to pre-book visits to the venue via the duty manager, to assist with capacity and track and trace.  All staff are required to sign in and out using their own pen. By signing into the building, staff are declaring that they are displaying no symptoms of Covid 19 and should they start to feel unwell and display symptoms, they must report to the duty manager, leave site immediately and self-isolate as per government guidance.  If any staff member exhibits symptoms, the venue will close and a deep clean will take place. Staff are not expected to return to the venue until this has occurred. All staff on the rota that day will be required to self-isolate as per government guidance. | Social distancing also to be adhered to in kitchen area, smoking area, printing area, toilets, entrance and exits.  Effective signage reminding staff to remain vigilant and keep their social distance.   * in kitchen * in toilets * entrance and exits * by the printers * walking to their car   A daily register of staff on site and allocated work areas/tasks will be maintained to assist track and trace if needed.  Send an all staff email upon the return to work as well as putting posters and signs up around the building reminding staff to remain vigilant and keep their 2m distance.   * in kitchen * in toilets * entrance and exits * by the printers * walking to their car | Everyone – all staff, visitors and contractors | With immediate effect |  |
| 1. Managing Other People    1. Face-to-face meetings replacing remote/virtual meetings    2. Site Visits    3. Visitors and visitor groups    4. Staggered visits/appointments etc    5. Record of all vistors/contacts    6. Guidance for other people on meetings/visit and site visits | Face to face meetings will be minimised through increased use of technology (Teams), telephones and radios. Where necessary face to face meetings will maintain social distancing requirements in rooms capable of being well ventilated.  This RA does not cover the premises being open to the public. Attendance on site by contractors (essential contractors only) will be managed in the same way as attendance by staff and as set out in this RA. |  | Everyone – all staff, visitors and contractors | With immediate effect |  |
| 1. Hygiene, Cleaning and Sanitizing    1. Cleaning/checking premises prior to return    2. Keeping the workplace clean    3. Personal hygiene, handwashing and toilets    4. Equipment    5. Changing | Mechanical checks will be undertaken prior to return to ensure that building systems are operating as required.  Work areas will be kept clean to prevent transmission by touching contaminated surfaces. A cleaning checklist is in place and is checked daily by Team Leaders or a nominated member of the team on a daily basis.  5 hours of daily cleaning support is required Monday to Friday to safely allow staff to work on the premises. A toilet will be allocated and labelled for each team member onsite to ensure cleaning efficiency. Additional cleaning capacity will be made available if necessary to support additional cleaning requirements and frequencies  Instructions and signage will encourage regular handwashing and facilities are adequate to provide running water, soap and where possible use disposable paper towels not air-dryers.  Hand sanitiser (minimum 60% alcohol content) is available at entry/exit points and throughout the office and Team Leaders will monitor are replenish supplies.  Cleaning wipes will be available for staff to clean workstations and other locations/surfaces/equipment as necessary. Staff will be required to clean the workstation prior to use and at the end of their use. Standardised GCC signage will be used to communicate to cleaners if a desk requires cleaning therefore each station is effectively being cleaned 3 times.  Common touch points – door handles, printers, handrails etc will be cleaned regularly and wipes will be available for cleaning as an when required.  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, handrails, lift buttons, reception area, toilet flush button, locks and taps etc using  appropriate cleaning products and methods.  Staff on duty will be required to dispose of their own waste in a central waste collection point.  Staff are not required to change clothes before commencing work.  Radios will be allocated and labelled to avoid cross-contamination.  If any staff member exhibits symptoms, the venue will close and a deep clean will take place. Staff are not expected to return to the venue until this has occurred. All staff on the rota that day will be required to self-isolate as per government guidance. | Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Hand washing guidance: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Employees to be reminded to clean work stations, keep good personal hygiene etc to help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> | Everyone – all staff, visitors and contractors | With immediate effect |  |
| 1. Personal Protective Equipment    1. Required PPE    2. Face coverings | Appropriate social distancing and the other measures set out in this RA should mean that PPE or face coverings are not required for duties at the Guildhall.  If any activities do require PPE the need will arise because of the health and safety requirements of the activity, not the need to protect against Covid19 and a separate risk assessment will be undertaken for that activity and relevant PPE provided. | The Council will support staff in using face coverings safely if they choose to wear one. This means telling staff:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible | Everyone – all staff, visitors and contractors | With immediate effect |  |
| 1. Workforce Management    1. Working patters/hours and teams    2. Work Related Travel    3. Deliveries | Working hours have been reviewed by team leaders to maximise staggered arrival and departure times and break and lunchtimes and minimise role rotation. “Bubbles” will be used to limit teams mixing unnecessarily.  Return to working at the Guildhall will include minimal work related travel, most likely only ever for transporting equipment, and this will only ever include a small number (approximately 2 - not in vehicle at same time) people who will ever use vehicle on shift.  Procedures have been put in place to minimise person-to-person contact during deliveries to the Guildhall. Providing signatures will be avoided, packaging will be removed as soon as possible and hand washing will be mandated immediately after taking a delivery. | Staff are encouraged to walk / cycle / use own vehicles to get to and from work, where possible. Staff encouraged to follow govt advice on use of public transport.  When using the work van, one person will be in the vehicle at any time, and will use cleaning wipes before and after use.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>  <https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-240520.pdf> |  |  |  |
| 1. Communications and Training    1. Clear, consistent and regular comms    2. Training in the new arrangements | Provide clear, consistent, information and guidance through emails, websites, notices and posters etc.  People may not have English as their first language and others who may struggle with written and verbal communication, therefore a need for easy to understand pictures and signs to be used. | Training provided through Microsoft team meetings on the new procedures, guidance or ways of working that have been introduced.  Staff/Team Briefings will also deliver clear and consistent messages and guidance. |  |  |  |