|  |
| --- |
| Return Risk Assessment  |
| Service Area | Shire Hall Office |
| 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 and staff from a Black, Asian or minority ethnic background. Staff to complete the personal Covid assessment | Provide staff with 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 characteristicsInvolve 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.If you achieve a score of 6 or above on the Personal Covid assessment speak to your manager.  | Everyone – all staff, visitors and contractors  | With immediate effect  | Done |
| 1. Travelling to Work

Transmission/ spread of the Covid 19 virus | On public transport-* Wear a face mask
* Maintain Social Distancing
* Do not touch face, mouth or eyes
* Sanitize hands regularly and wash using soap and water when able

Using your own vehicle –* Do not give lifts to anyone outside of your household
* Regularly clean all hand contact points with sanitizing wipes

Walk or cycle to work wherever possible | On arrival at work - Staff 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/>Maintain social distancing when walking to and from the car park. |  |  |  |
| 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
 | Follow one way entrance and exit points Clear signage will be provided. Single occupancy of liftsDesks will be labelled for use. The laminate will identify if the desk may be used or if it has been used. Sign in to the Covid 19 register <https://forms.office.com/Pages/ResponsePage.aspx?id=58Fcq5fCqku6is2vONE4FTejj5AD6CtOux8SOEx1YplUQTRITFozVlNDUEhGUktORjQ0N0JQQzhMMy4u> if you are in the office.Social distancing will be maintained in the toilets by introducing a rule to limit capacity to one person at a time. Face to face meetings will be minimised through increased use of technology (Teams and Skype). 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 handsMinor 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. Should staff start to feel unwell and display symptoms, they must report to their manager, leave site immediately and self-isolate as per government guidance. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>  | 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

Find a desk where there is a green tick facing upwards. After use turn over the laminate to request the workstation needs to be cleaned.A daily register of staff in the office will be maintained to assist track and trace if needed.Staff can request a test via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> | 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
 | Staff to wash hand on entering the building and at regular intervals throughout the day, especially prior to eating. Hand sanitiser (minimum 60% alcohol content) are available at entry/exit points and throughout the office.Cleaning wipes will be available for staff to clean workstations and other locations/surfaces/equipment as necessary.Common touch points and toilets – door handles, printers, handrails, lift buttons etc will be cleaned regularly by County Council cleaning operatives. | 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.  | 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 normal office duties.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. Managing Other People
	1. Meetings
	2. Visitors
 | Minimise the need for face to face meetings by using technology.If a face to face meeting is essential - stagger visitor arrival times and appointments.Record of all visitors/contactorsStaggered appointments for contractors | Visitors and contractors to sign in providing name and contact details, allowing contact tracing if required.Use a large enough meeting space to enable social distancing. |  |  |  |
| 1. Communications and Training
	1. Clear, consistent and regular comms
	2. Training in the new arrangements
 | Provide clear, consistent, information and guidance through emails, Glos net, 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 and Glos Net 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. |  |  |  |