|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COVID-19 Planning Site Visit Risk Assessment | | | | | | |
| Service Area | Planning (Growth and Delivery) | | | | | |
| What are the hazards? | Transmission of Covid-19 Coronavirus | | | | | |
| Who might be harmed? | Council Officers and members of the public. | | | | | |
| Risks | **Controls** | **Additional Controls** | **Action by who?** | **Action by when?** | **Done** |
| * 1. Travelling to site   Transmission/ spread of the Covid 19 virus | Officers should prepare thoroughly for each site visit - using Google maps, application information etc. so as to reduce the amount of time required to be spent on site.  If possible, officers should travel to site directly from their home.  If walking or cycling to site, officers should follow social distancing rules.  When using their own vehicle officers should:   * Not give lifts to anyone outside of their household * Regularly clean all hand contact points with sanitizing wipes   When using Pool vehicles officers should:   * Not give lifts to anyone outside of your household * Ensure they clean down all hand contact surfaces before and after use (Key fob, steering wheel, gear stick, hand brake, seat belt, radio controls, door handles, etc.). This is because Pool cars are NOT cleaned in-between uses.   On public transport officers should:   * Wear a face mask * Maintain Social Distancing * Not touch face, mouth or eyes * Sanitize hands regularly and wash using soap and water when able | Officers should check the decision tree (page 4).  If appropriate officers should complete the appropriate pre visit questionnaire (pages 5 & 6).  Officers will determine level of PPE from pre-visit questionnaire and ‘covid hygiene packs’ will be available for staff when needed  Officers 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/>  Prior to leaving for site officers should use the toilet facilities.  Officers advised on how to safely dispose of used gloves, disinfectant wipes or handwipes.  Please refer to Managers Checklist for cv-19 individual vulnerability risk assessment on page 7 to determine whether vulnerable staff members are fit for work. | Everyone – all staff | As necessary |  |
| * 1. Transmission/ Contracting of the Covid 19 virus from any member of the public/ staff/ contractors present during the site visit, to the officer or from the officer to members of the public, staff/ contractors present during the site visit. | Site visit only carried out if necessary (i.e. – digital sources insufficient)  Site assessed as to whether it is safe to visit.  Officer to have any necessary PPE and sanitising aids.  Building sites, or other sites currently being accessed, managed or used should be separately assessed as to whether it is safe to visit.  All staff briefed on lone working protocols. Site visit to be terminated if good hand hygiene or social distancing practices cannot be achieved. | Officers should check the decision tree (page 4).  If necessary, officers should complete the appropriate pre visit questionnaire (pages 5 & 6).  Officers should complete a pre visit questionnaire 2 for building sites and other managed sites (page 6). If needed undertake a site-specific risk assessment.  Officers to be reminded about buddy system, ensure full description of each site visit is included in outlook calendar. Buddy colleague to be informed of departure time, likely return time and contacted on return. | Everyone – all staff |  | Done |
| * 1. Training on Personal Protective Equipment   Required PPE  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.  Any non-COVID 19 PPE used should be personal to that member of staff and not shared. | The Council will support staff in using face coverings safely if they choose to wear one or are requested 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 * Safe donning of PPE <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf> * 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 or use alcohol gel if not available. * change your face covering after use. * 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 * practice social distancing wherever possible * Safe removal of PPE <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf> | Everyone – all staff, visitors and contractors | With immediate effect |  |

**COVID 19 Planning site visits Decision Tree**.

Should you undertake a site visit?

* Are you[**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)**?**
* Following discussions with your line Manager are you assessed as having high vulnerability to COVID 19 ?
* Do you live with a with a household member who is clinically extremely vulnerable to COVID-19?
* Are you ill or displaying symptoms that may relate to COVID-19?
* Are you are currently living with someone who has the symptoms of COVID-19, is unwell, is self-isolating or has been diagnosed with COVID-19?
* Have you been contacted by the NHS 'track and trace’ scheme suggesting you may have been exposed to COVID-19?

Do **not** undertake a site visit

YES

No

Do **not visit** but consider

* Can I get the information via telephone or online?
* Can I ask for a picture or video be taken then be e-mailed to me?

Is a site visit necessary?

* Is a digital site assessment insufficient?
* Is a site visit necessary for the scheme, application or project to proceed?

No

YES

Type of sites that can be visited - is the site one of the following:

* **Roadside visits** – view the site from a public viewpoint (road, footpath and similar) in outdoor locations where social distancing measures can be undertaken.
* **Busy city centre sites –** sites in the city centre may be safely accessible at certain quieter times of day – but should not be visited during busy periods**.** Asite-specific risk assessment should be undertaken.
* **Freely accessible outdoor sites –** where social distancing measures can be undertaken easily.
* **Garden/outdoor visits** – where it is necessary to open gates etc and enter property (open space/garden) in outdoor locations where social distancing measures can still be undertaken.
* **Third party sites (building sites etc)** - no site to be visited if contact is required with a third party, unless a site-specific risk assessment has been undertaken.
* **Interior visits to unoccupied buildings** e.g., empty residential properties, shops etc. Only to be undertake with a site-specific risk assessment.

Do **not** undertake a site visit

No

YES

Do Not Visit but consider…

* Speak to your line manager to discuss e.g. provide PPE, can a safe method be developed, or can alternative staff visit?

Have you completed the appropriate pre-visit questionnaire (if needed?)

* Do the results of the questionnaire indicate that a site visit is acceptable?
* Have you read the protocol for planning site visits?
* Do you have correct PPE and access to hand hygiene measures?

No

YES

Conduct visit

**Pre-site visit Questionnaire 1**

**Site visits to unoccupied sites in private ownership during the COVID-19 Pandemic**

**Planning Application ref: Date of visit:**

**Respondent name: Officer visiting:**

**Address:**

This questionnaire is for use with regard to visits to unoccupied sites in private ownership – for example back gardens or unoccupied buildings. It is expected that officers will contact the site owner, or their agent, to discuss the following:

|  |  |  |
| --- | --- | --- |
| 1 | **Can you confirm that the site is not occupied or will not be occupied at the time of the visit?**  *(If “no”, the site visit will have to be delayed until the risk has been removed)* | Yes/ No  *If ‘no’ then do not visit* |
| 2 | **When was the site, or access to the site, last occupied?** |  |
| 3 | **I will be sanitising my hands before entering the site – is there any other Covid-19 health and safety procedure that you would like me to undertake?** |  |
| 4 | **Are there any particular times of day when a site visit could be carried out more safely?**  *(If so please state when and arrange to visit then)* | Yes/ No  *If ‘yes’ arrange to visit then.* |
| 5 | **What PPE will I be required to bring for this site visit (e.g. hard hat)?** |  |
| 6 | **The officer will confirm that they are showing no symptoms of COVID-19.** |  |

**Pre-visit Questionnaire 2**

**Site visits to building sites and other managed sites during the COVID-19 Pandemic**

**Planning Application ref: Date of visit:**

**Respondent name: Officer visiting:**

**Address:**

This questionnaire is for use with regard to building sites or sites currently being accessed, managed or used (for example sites undergoing geotechnical investigation, tree management work, road works or similar). It is expected that officers will contact the appropriate onsite manager to discuss the following:

|  |  |  |
| --- | --- | --- |
| 1 | **Is anyone on site on site shielding or showing symptoms of the coronavirus?** | Yes/ No  *If ‘yes’ do not visit* |
| 2 | **What COVID-19 health and safety procedures are in place on site?** | *Do these seem reasonable and safe?*  *If not, do not visit.* |
| 3 | **I will be sanitising my hands before entering the site – is there any other Covid-19 health and safety procedure that you would like me to undertake?** |  |
| 4 | **Are there any particular times of day when a site visit could be carried out more safely?** | *Yes/ No*  *If ‘yes’ visit then* |
| 5 | **What PPE will I be required to bring for this site visit (e.g. hard hat)?** |  |
| 6 | **The officer will confirm that they are showing no symptoms of COVID 19.** |  |

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**MANAGERS CHECKLIST FOR CV-19 INDIVIDUAL VULNERABILITY RISK ASSESSMENT**

***Please refer to the FAQ’s document for Managers and Employees which will help determine if an employee is fit to work.***

Please ensure that a risk assessment for the workplace has been completed before using this form, especially if the employee is in a public facing role.

**To be completed by the manager**

|  |  |
| --- | --- |
| **Employee Surname:** | **Managers Name:** |
| **Employee Forename:** | **Managers email:** |
| **Job Title:** | **Directorate:** |
| **Site:** | **Service:** |
| **Gender M 🞏 F 🞏** | **Managers Contact no:** |
| **D.O.B:** |  |

Is employee:

* Over 40 and male
* Over 50 and female

NO

YES

Is employee:

* BAME
* Overweight
* Pregnant
* Shielded
* Long term medication/regular clinical appointments

Is employee:

* Pregnant
* Shielded
* Long term medication/regular clinical appointments

YES

NO

NO

YES

NO

NO

YES

YES

NB: Please provide copies of the generic risk assessment and job description with referral.