

# Corporate Covid-19 Risk Assessment

06.07.20 **Final version**

## Contents

|   |   |
|---|---|
| Introduction .....  | 1 |
| Legal Requirements .....  | 1 |
| Purpose of This Document.....                                     | 1 |
| Assessment Team .....   | 2 |
| Risk Assessment Procedure .....                                   | 2 |
| Managing Risk.....  | 2 |
| Corporate Risk Assessment.....                                    | 3 |
| Who could be affected.....  | 3 |
| 1.0 Transmission through contact with contaminated surfaces ..... | 3 |
| 2.0 Transmission through contact with infected persons .....      | 4 |
| 3.0 Other hazards associated with COVID-19 Pandemic .....         | 5 |
| Re-Starting Services and Functions.....                           | 6 |
| Appendix 1: Additional Assessments.....                           | 6 |

## Introduction

This assessment has been prepared to consider the risks directly from the coronavirus, it is not intended to replace existing risk assessment e.g. fire, legionella but will consider aspects which may have been affected by the covid-19 pandemic. It is not site / task specific as it is intended that each site and team will use this as a basis for assessing the risks and deciding what controls are reasonably practicable in the circumstances.

The Covid-19 virus is easily transmitted by two routes:

- Airborne: The virus is expelled by coughing, sneezing or talking. It is believed that the majority of these will evaporate quickly or fall to a surface within 2 metres.
- Contact: This may result directly from person to person or indirectly via person to surface to another person.

## Legal Requirements

The council recognises its duties under the health and safety at work etc act 1974 to take reasonably practicable measures to keep employees and others who may be affected by our activities safe. In relation to COVID-19, the council has reviewed the recent guidance provided by the government to determine, which of those controls and others could be implemented to make our activities 'covid secure'.

Where cleaning products and/or PPE is recommended, it is a requirement that appropriate training/instruction is given and should be recorded as having been given.

## Purpose of This Document

To identify next steps within KBC as we embark upon the recovery phase of the COVID Response. This is split into 3 elements:

- Risk Assessment Procedure – How we will ensure our activities and premises are suitably assessed.
- Corporate Risk Assessment – Identification of reasonably practicable controls that will be applied across the council.
- Re-starting Services and Functions - Looking at services and functions that have been paused and could be restarted.

## Assessment Team

This assessment was completed by the Senior Management Team in conjunction with employee health and safety representatives and the North Northamptonshire Safety and Resilience Partnership (NNSRP) Health and Safety Advisors.

The assessment will be reviewed as often as required e.g. significant change in guidance, new activity, significant change in activity, confirmed **work-related** case of covid-19.

## Risk Assessment Procedure

All assessments will involve a review of the potential controls identified in the [latest government guidance](#) and [HSE guidance](#).

- NNSRP will develop a corporate risk assessment which will be published on the council website and issued to employees and members
- Working groups will be set-up and NNSRP will coordinate completion of site specific and common task assessments, which will be approved by a nominated senior manager see [appendix 1](#)
- Where tasks are not suitably covered in the above mentioned covid-19 assessments, management teams will complete task specific assessments
- NNSRP will publish completed covid-19 assessments on the NNSRP website and managers will ensure they are

communicated to relevant staff. Using the NNSRP website will allow sharing of information across NNSRP.

- [COVID Secure Poster](#) issued to premises when satisfactory assessments are in place and controls are implemented
- Building manager to display covid-19 secure poster

## Managing Risk

**Objective:** To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

We will:

- Continue to support and enable working from home as the primary method of mitigating risk in the workplace – namely supporting staff to avoid coming into a communal workplace where possible.

Where it is not possible to avoid coming into the workplace, we will:

- Put measures in place that reinforce the need for staff to maintain at least a two-metre distance between themselves, customers and contractors.
- Reduce the number of people each person has contact with by using fixed teams or partnering so each person works with only a few others. When staff work on critical services, we will aim to ensure that staff do not work together so that risk of cross-contamination of a critical team is minimised.
- Look for ways to make staff's stay at work as focussed and short as possible.

Where it is not possible to maintain a safe distance between staff and customers, we will assess whether it is safe for the service or activity to continue. We will not put the lives of our staff, members, customers and relatives in an unsafe position.

### Sharing the results of this risk assessment

This risk assessment will be made available to:

- Employees and elected members on the council intranet pages and through line managers
- Members of the public on the council website

# Corporate Risk Assessment

## Who could be affected

- Employees
- Members
- Members of the Public
- Contractors
- Visitors
- Agency Workers
- Clinically Vulnerable/Extremely Vulnerable Persons

## 1.0 Transmission through contact with contaminated surfaces

| How   | Control Measures  |
|---|---|
| 1.1 Potential for Infected person in workplace                                      | <ul style="list-style-type: none"> <li>• Arrange for all deliveries/ collections to be contactless where possible with couriers not entering our buildings.</li> <li>• Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>• Staff should avoid bringing unnecessary personal belongings into work, where available use lockers etc.</li> <li>• Ensure an adequate cleaning regime is in place for communal features</li> <li>• Identify where staff could be utilised to supplement cleaners; ensure training and direction is given</li> <li>• Prop open doors to prevent the need to touch (Fire doors must remain closed unless a suitable automatic closing device is fitted)</li> <li>• Adequate supplies of soap at washbasins are available</li> <li>• Warm running water available to wash hands</li> <li>• Cleaning products are provided for use by employees for workstations, equipment and communal features e.g. kettles</li> <li>• Hand Sanitiser to be provided at all entrance and exit points and key locations</li> </ul> |
| 1.2 Someone with confirmed covid-19 symptoms has recently been in the workplace     | <ul style="list-style-type: none"> <li>• Employees and volunteers made aware of <a href="#">isolation advice</a></li> <li>• Clean the area and handle waste as advised by <a href="#">Public Health England</a></li> <li>• Employees are encouraged to keep diaries up to date to support contact tracing</li> <li>• Separate Procedure for Covid Event.</li> </ul>   |
| 1.3 Equipment & tool sharing e.g. reception sign in, trades workers, office workers | <ul style="list-style-type: none"> <li>• Avoid “hot desking” where possible, instead designated individuals to use certain desks.</li> <li>• Avoid equipment &amp; tool sharing where possible</li> <li>• Provide suitable products for cleaning of tools &amp; equipment</li> <li>• Provide sanitisation gel (or washing facilities if possible)</li> </ul>  |
| 1.4 Through use of vehicles   | <ul style="list-style-type: none"> <li>• Avoid employees sharing or swapping vehicles where possible</li> <li>• Where sharing is unavoidable, maintain existing teams where possible</li> <li>• Maintain a user log to support contact tracing</li> <li>• Restrict the number of people in the vehicles where possible</li> <li>• Provide sanitisation gel (or washing facilities if possible)</li> <li>• Vehicle windows will be left open when in use and where possible</li> <li>• Procedures will be put in place for cleaning vehicles</li> <li>• Provide suitable products for cleaning of steering wheels, gearshifts, light and indicator switches etc</li> </ul>   |

## 2.0 Transmission through contact with infected persons

| How  | Control Measures  |
|--|---|
| 2.1 Contact with infected persons in the workplace | <ul style="list-style-type: none"> <li>• Employees are working from home where possible</li> <li>• IT solutions e.g. equipment for home working and new software for virtual meetings have been provided</li> <li>• Vulnerable persons should self-identify to their line manager who will conduct an individual assessment</li> <li>• Government advice issued to <a href="#">Self-isolate if symptoms of covid-19 develop</a></li> <li>• A process flow chart has been developed for deciding to allow employees to return to work</li> <li>• Staff who use public transport, taxi or car share to get to work, should be discouraged from returning to the office, or use other methods of transport where possible. Where staff use public transport they should follow any government guidelines in relation to social distancing and the wearing of face coverings.</li> <li>• Good ventilation of work areas e.g. opening windows and maintaining ventilation systems</li> <li>• 2-metre rule maintained where possible through layout review, one-way systems, signage, staggering room usage, maximise entry points etc</li> <li>• Avoid physical meetings and appointments unless deemed essential by line managers</li> <li>• Meetings to be held in well ventilated areas, ideally outside and be as short as possible</li> <li>• Where physical appointments are required, utilise appointment booking systems to manage numbers</li> <li>• Avoid gathering in entrances/exits, corridors, lobbies, kitchens, toilets, or near to printers/vending facilities</li> <li>• Customer facing roles will be provided with plexiglass barriers at all points of interaction where feasible</li> <li>• Employees are required not to shake hands or embrace</li> <li>• Handbook issued to re-emphasise government guidance and communicate corporate controls</li> <li>• Lifts should only be used by persons who are unable to use the stairs e.g. physical ability or moving equipment between floors</li> <li>• Maximum of one person to use lifts at any one time, unless there is a need to support an individual using the lift e.g. in a wheelchair or are members of the same household</li> <li>• Manage building capacity / room capacity</li> <li>• Where required each council property accessible to members of the public will have a method to control visitor numbers and manage queues outside of the door where these build up.</li> <li>• Contractors will be provided with site instructions before attending site and will be required to submit assessments covering covid-19 risks and necessary controls</li> <li>• All overnight stays must be approved. Accommodation providers will be asked to declare they have met the government guidelines on social distancing</li> <li>• Guidance from the government on wearing of face coverings will be re-enforced through the employee communications</li> </ul> |
| 2.2 Through provision of first aid                 | <ul style="list-style-type: none"> <li>• If minor injuries e.g. small cut, first aiders maybe able to provide instruction to the injured person to self-administer first aid whilst maintaining the 2-metre rule</li> <li>• If required to breach the 2-metre rule, and where available, first aiders should wear the following <a href="#">PPE</a>: <ul style="list-style-type: none"> <li>○ Disposable Gloves</li> <li>○ Disposable Apron</li> <li>○ Fluid Resistant Surgical Mask (Type IIR)</li> </ul> </li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Face / eye protection (where there is a risk of droplet transmission to eyes) If PPE is unavailable, a dynamic assessment should be made to determine whether it is safe to provide immediate first aid</li> <li>• If there is a concern about covid-19, and If CPR is required, follow SJA guidance <a href="#">LINK</a></li> </ul> |
|--|---|

### 3.0 Other hazards associated with COVID-19 Pandemic

| Hazard   | Control Measures   |
|--|--|
| 3.1 Providers unable to offer usual level of service for inspection and maintenance increasing the potential for failure of critical components or increasing potential for hazardous bacterial growth | <ul style="list-style-type: none"> <li>• Identify an alternative provider</li> <li>• Assess the ability to continue use, using the following hierarchy: <ul style="list-style-type: none"> <li>○ Prevent or reduce use of the equipment / property / system</li> <li>○ Delay the inspection or maintenance until the provider is available with increased operational checks / maintenance</li> </ul> </li> </ul> <p>Note: Certain vehicle MOT's are currently being extended by up to 6 months, see the government website for further details <a href="#">LINK</a></p>   |
| 3.2 Inadequate first aid cover   | <ul style="list-style-type: none"> <li>• First aid needs assessments will be reviewed to determine first aid provision</li> <li>• Stop higher risk activities if inadequate first aid cover</li> <li>• First aid certificates that expires on or after 16th March 2020 can be extended to 30<sup>th</sup> September 2020.</li> <li>• Employees are encouraged to download the St John's Ambulance App to refresh knowledge and reference <a href="#">LINK</a></li> <li>• Shared first aid cover with other businesses:<br/><b>Shared first aiders must:</b> <ul style="list-style-type: none"> <li>• be aware of the type of injuries or illnesses that you identified in your first aid needs assessment and have the training and skills to address them</li> <li>• know enough about your work environment and its first aid facilities</li> <li>• be able to get to the workplace in good time if needed</li> <li>•</li> </ul> </li> </ul> |
| 3.3 Lack of PPE leading to staff undertaking certain tasks exposing themselves to unnecessary risk   | <ul style="list-style-type: none"> <li>• Staff directed not to undertake activities requiring PPE where no PPE exists</li> <li>• Ensure that there is a complete record of PPE requirements for all tasks and anticipated lead times</li> <li>• A contingency provider is sourced in case of issues with main provider</li> <li>• Communicate stock levels regularly to ensure that stock is maintained</li> </ul>   |
| 3.4 Lack of cleaning equipment leading to a lack of consistent cleaning and exposure to unnecessary risk   | <ul style="list-style-type: none"> <li>• Reporting process in place to ensure that alternative cleaning provisions can be made if possible (e.g. requesting additional cleaning through contractors if staff cleaning provision is unavailable)</li> <li>• A contingency provider is sourced in case of issues with main provider</li> <li>• Communicate stock levels regularly to ensure that stock is maintained</li> <li>• Consider closing areas of the building where cleaning cannot be undertaken</li> </ul>  |
| 3.5 Fire evacuation  | <ul style="list-style-type: none"> <li>• Review evacuation procedure where usual method is affected e.g. reduced fire warden coverage.</li> <li>• In the event of a fire evacuation the 2m distance does not apply if it would be unsafe</li> <li>• People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>   |
| 3.6 Incorrect practices or failure to comply through lack of adequate information, instruction and training  | <ul style="list-style-type: none"> <li>• Regular briefings sent out via email to all staff to inform them of developments and remind them of safe practices.</li> <li>• Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Corporate signs are available <a href="#">here</a> and customised ones can be requested by emailing <a href="mailto:communications@kettering.gov.uk">communications@kettering.gov.uk</a>.</li> <li>• Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</li> <li>• Co-ordinating and work collaboratively (open lines of communication with) with other tenants in multi-tenant sites</li> <li>• Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements</li> <li>• Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> <li>• Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>• Utilisation of TV screens in reception to remind people of their responsibilities</li> </ul>     |
| <p>3.7 Stress – an inability to cope with the change of circumstances through homeworking or new precautions required in the workplace</p>                               | <ul style="list-style-type: none"> <li>• Union H&amp;S Representatives have been and will continue to be involved in the risk assessment process</li> <li>• Online courses available to employees to raise awareness of stressors and how to manage stress <a href="#">LINK</a></li> <li>• Line Managers remain in regular contact with home workers through virtual meetings etc.</li> <li>• Resilience team is facilitating a ‘lessons learnt’ exercise, which will provide valuable feedback from teams and employees</li> <li>• Confidential support line available and communicated to staff</li> <li>• Individual assessments completed as required</li> <li>• Occupational health provider appointed</li> <li>• Different awareness events promoted throughout the year e.g. time to talk day</li> <li>• Colour therapy book, stress balls and other informative give a ways e.g. leaflets available for staff</li> <li>• Intranet page with health and wellbeing information</li> <li>• Monthly newsletters that host different mental health information each month</li> <li>• The council will continue to work with employees who have dependants to accommodate their needs</li> </ul> |
| <p>3.8 DSE – Increased risk of work-related upper limb disorders for homeworkers as they continue to use DSE equipment for longer periods without the correct set-up</p> | <ul style="list-style-type: none"> <li>• Process flow chart to aid decision making for working from home</li> <li>• Employees will complete an on-line ‘homeworker’ assessment and issues will be escalated to the line manager</li> <li>• All longer term DSE users working from home will receive the following items where they do not already have them and where a risk assessment identifies the need for them to be provided: <ul style="list-style-type: none"> <li>○ DSE compliant chair</li> <li>○ Desk</li> <li>○ Laptop riser</li> <li>○ Separate keyboard</li> <li>○ Separate mouse</li> <li>○ Lap or Desk top computer</li> </ul> </li> </ul>  |

## Re-Starting Services and Functions

All activities which have been paused will be identified, re-introduction will be prioritised based on value the activity offers to residents and the ability to safely manage them.

Before re-introduction, a review against existing covid-19 assessments will take place to determine if the activity has been suitably covered, if not, a decision will be made to amend an existing assessment or prepare a new one.

# Appendix 1: Additional Assessments

This assessment has identified the need for the following additional assessment:

|   |
|---|
| KBC Sites   |
| <ul style="list-style-type: none"><li>• Bowling Green Road</li><li>• Robinson Way</li><li>• Lammas Road</li><li>• Warren Hill</li><li>• Sheltered Accommodation x10</li><li>• Meadow Road/Sheerness House.</li><li>• Chesham House</li><li>• Haylock House</li><li>• Community centres x 6</li><li>• The Museum</li><li>• The Art Gallery</li><li>• General Needs Blocks with Communal Areas e.g. Laundry Rooms</li><li>• Montrose House</li><li>• Cambridge Street</li><li>• Markets</li><li>• Ketterering Training Services</li></ul> |
| Vehicles use  |
| Open spaces   |
| Refuse Collection   |
| Visiting business premises  |
| Visiting other people's homes   |
| Home working  |

Note: Completion of the above assessments may determine the need for further assessments, which will be included in this list as identified.