

South Holland District Council COVID-19 Workplace Risk Assessment Form
Phase 2 - Return to Offices V2.0

This latest version of the COVID-19 Workplace Risk Assessment has been completed using the latest guidance documentation issued by HM Government. This risk assessment will be reviewed and updated on a monthly basis and if any significant amendments are issued by HM Government. Management will be made aware of any changes to this document as they occur to ensure that they and all other staff members are kept up to date with any relevant amendments.

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Version	Date	Status	Author	Comments
1.0	02/09/2020	Released	KB	
1.1	08/09/2020	Draft	KB	Review frequency changed to bi-monthly Discussed weekly at cell meeting
2.0	13/10/2020	Released	KB	

This risk assessment is designed to identify the specific control measures necessary to mitigate the risk of COVID-19 infection to a level as low as reasonably practicable in the premises specified.

Health and Safety at Work - Hierarchy of Risk Control

This risk assessment follows the Health and Safety Executive (HSE) recognised control measures hierarchy and focuses on controls which can eliminate the risk of infection, reduce the risk of infection, isolate individuals, control the spread of the virus by engineering or other means, provision of training, information, instruction and supervision and the provision of personal protective equipment recognised as being the least desirable of control used only when all others have been exhausted. **The Management of Health and Safety at Work Regulations 1999 Schedule 1** specifies the general principles of prevention along with the hierarchy of risk control, which is as follows:

- **Elimination;**
- **Substitution;**
- **Changing Work Methods/Patterns;**
- **Reduced or Limited Time Exposure;**
- **Engineering Controls (Isolation, Insulation and Ventilation);**
- **Good Housekeeping;**
- **Safe Systems of Work;**
- **Training and Information;**
- **Personal Protective Equipment;**
- **Welfare;**
- **Monitoring and Supervision;**
- **Review.**

Weekly Property Cell Meetings

COVID-19 Workplace Risk Assessments are discussed as a priority item in the weekly meeting(s) and any highlighted issues are suitably addressed and recorded as a matter of urgency.

Health and Safety Statutory Duty of Employers:

Specific Health and Safety requirements in the context of COVID-19 and practical recommendations and considerations for organising the workplace.

An employer is under a statutory duty to ensure, so far as is reasonably practicable, the health and safety of its employees, that is, to set up and implement a safe system of work (the employer also has a similar common law duty). The employer must both provide an adequate system and ensure that employees and others follow it. Compliance

with Government guidance is good evidence and sets the standards required by the Health and Safety Executive in terms of its enforcement action. It is also worth bearing in mind that, whether or not there is the potential for legal claims is largely an issue for the future; what matters now is doing what is required to build workforce and customer confidence.

Employers have a duty to consult their people on health and safety. This can be achieved by listening and talking to them about the work and how we will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the council takes their health and safety seriously. At its most effective, full involvement of the workforce creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving.

COVID-19 History:

When the lockdown was announced on 23 March 2020, the UK Government closed specific businesses and venues. All other employees were asked to “**take every possible step to facilitate their employees working from home**” this advice was amended on 17 July 2020 when the Prime Minister announced that from the 01 August 2020 the governments advice for England on going to work changed: Instead of the government telling people to work from home, the government are going to give employers more discretion, and ask them to make decisions about how their staff can work safely. This could still mean continuing to work from home or it could mean making workplaces safe by following COVID-secure guidelines.

The employers should only ask people to return to their place of work if it is safe.

The Chartered Institute of Personnel and Development (CIPD) ask that businesses ensure they can meet three key tests before bringing their people back to the workplace:

- **Is it essential?**
- **Is it sufficiently safe?**
- **Is it mutually agreed?**

The UK Government’s COVID-19 Recovery Strategy was published and released on 11 May 2020 indicating the Government’s Roadmap for how and when the UK will adjust its response to the COVID-19 crisis. This document was updated on 24 July 2020.

Following later Government announcements on Tuesday 23 June 2020 additional information was been added to this document highlighting the Rationale; **Evidence and Practical Considerations** released by the **Safety Advisory Group for Emergencies (SAGE)**.

MHCLG issued further guidance on 30 June 2020 titled **COVID-19 Guidance for the safe use of multi-purpose community facilities:**

3d: Meetings and Civic Functions

“We continue to recommend that where meetings can take part digitally without the need for face-to-face contact, they should continue to do so. Where community facilities need to be used for physical meetings, these meetings should be managed within the social distancing guidance and principles”.

The principles set out in the “**safer workplaces**” Guidance apply, including, but not limited to:

- Meetings of civic, political or community groups (e.g. parish council meeting or political party, charity board of trustees).
- M.P. or councillor surgery/drop in sessions. The Government are discouraging unnecessary physical attendance at meetings. Where necessary to take place physically, participants should maintain 2 metres (or 1 metre with risk mitigation) separation throughout.
- Public Meetings and local consultations (e.g. planning).

Local Authorities in England have some powers to hold public meetings virtually by using video or telephone conferencing technology. Further information is available: **Working Safely during Coronavirus (COVID-19): Offices and Contact Centres.**

On 07 July 2020 the **World Health Organisation (WHO)** announced that members of their technical committee have stated they are working on publishing a scientific brief about how and if the coronavirus can spread in the air. Professor Benedetta Allergranzi stated that evidence on airborne transmission was emerging but “is not definitive”.

On 23 July 2020 HM Government issued a further amended **Working Safely during COVID-19 in offices and contact centres**.

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated. They will also need to monitor these measures to make sure they continue to protect workers.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors and other people, as well as your employees.

It is suggested that we make sure that the risk assessment for the business addresses the risks of COVID-19, using the guidance to inform our decisions and control measures. Therefore, to ensure compliance by South Holland District Council this document has been utilised whilst updating our Workplace Risk Assessment.

On 31 July 2020 HM Government announced some **Adjustments to the Roadmap to Recovery** set out on 17 July. This document also included a questions and answers section, including the following:

1. Working from home

Q: Who should go to work?

A: Those who are clinically extremely vulnerable should carry on working from home wherever possible, but can go to work if the workplace is COVID-19 Secure.

Q: What's changing?

A: From 01 August 2020, employers should consult with their employees to determine how to work safely. Working from home is one way of doing this, but workplaces can also be made safe by following COVID-19 Secure Guidelines.

These are tailored guidelines for employers, developed in consultation with businesses, developed in consultation with businesses and trade unions to help protect their workforce and customers from coronavirus (COVID-19) while still continuing to trade or getting their business back up and running.

Where it is decided that workers should come into their place of work, this will need to be reflected in the risk assessment and other actions taken to manage the risks of transmission in line with COVID-19 Secure Guidelines.

The employer should consult with individuals on how they can work safely, and ensure their workplaces are COVID-19 Secure if they are asking employees to return.

Q: Is it safe for me to go into work?

A: Your employer should consult with you on how you can work safely. Working from home is one way to do this, but workplaces can also be made safe by following COVID-19 Secure Guidelines.

If employers decide that workers should come their place of work, they need to make sure workplaces are safe by following the COVID-19 Secure Guidelines.

Q: What are the COVID-19 Secure Safety Guidelines that workplaces have to put in place?

A: HM Government have set out clear, practical steps that businesses should take to ensure their workplaces should take to ensure their workplaces are COVID-19 Secure and give their staff the confidence to return to work.

These are tailored guidelines for employers to help protect their workforce and customers from coronavirus while still continuing to trade or getting their business back up and running.

The guidelines include how to keep as many people as possible safely apart from those who do not live within various workplace settings.

Q: How will Health and Safety Regulations be enforced?

A: If an Enforcing Authority, such as the Health and Safety Executive or the Local Authority identifies employers who are not taking action to comply with the relevant Public Health Legislation and Guidance to control public health risks they will consider a range of actions to improve control of workplace risks.

Examples of non-compliance could be not completing a new risk assessment taking account of the risk of COVID-19, or taking insufficient measures in response.

The actions an enforcing authority might consider includes giving specific advice to a business or issuing an improvement notice, which a business must respond to in a fixed time, or a prohibition notice.

Failure to comply is a criminal offence, which can lead to fines or imprisonment for up to 2 years.

Local Authorities also have new powers to close any premises if they believe it necessary to help prevent transmission of COVID-19.

Q: My employer is asking me to come to work but I'm scared – what should I do?

A: Your employer should consult with you on how you can work safely, and ensure the workplace is safe if they are asking you to return.

If you remain concerned that your employer is not taking all practical steps to promote social distancing then you can report this to your Local Authority or the Health and Safety Executive who can take a range of actions, including (where appropriate) requiring your employer to take additional steps.

Q: What if they try to fire me because I won't go to work but cannot work at home?

A: HM Government urge employers to take social responsible decisions and listen to the concerns of their staff. Employers and employees should come to a practical agreement about their working arrangements.

If individuals need advice, they should approach ACAS where they can get impartial advice about work disputes.

The Scientific Advisory Group for Emergencies (SAGE) Additional Information

COVID-19 is transmitted in three ways:

1. **Direct Person-to-Person Contact** - if an infectious person breathes droplets on you or you pick them up through physical contact with an infectious person.
2. **Contact with a Contaminated Surface** - if you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected.
3. **Aerosol Transmission** - fine droplets of liquid containing virus are breathed out, form an aerosol and are carried through the air. You may become infected if you breathe these in.

If you are further away from someone there's less risk of catching the virus from droplets or aerosol transmission. However, distance isn't the only thing that matters.

- **Duration** - the longer you are close to an infectious person, the higher the risk.
- **Fresh Air** - the risk is lower if you are outdoors, or in a well ventilated area,
- **Direction** - the risk is lower if you are not face-on with the infectious person

The risk of transmission is small at 2m and where possible, you should maintain 2m distance. If it is not possible to keep 2m distance, reduce the risk to yourself and others at 1m by taking suitable precautions through risk mitigation.

39 mitigations are outlined by SAGE and are included below.

The highest risk for *close-range transmission* is when someone is face-to-face with an infectious person at a distance of 2m or less for a prolonged period. The risk increases with the amount of time spent in close proximity to the infectious person and with the reduction of distance. The risk at 2m face-to-face is around 10 times lower than the risk at 1m. When people are side-to-side or behind one another risk is via aerosols and so is determined by the influence of ventilation.

Risk of *contact transmission* increases with the proximity to the infectious person (surfaces close by are more likely to be contaminated), the number of surfaces touched, virus survival on hands and surfaces, and higher frequency face touching behaviour. Frequent cleaning of hand touch surfaces and good hand hygiene reduce risk.

Risk of *aerosol transmission* is highest when people share poorly ventilated spaces where the viral aerosols can build up rather than being diluted and removed by the ventilation. Risk increases with time spent in the same shared air. Risk is generally higher closer to the infectious person, but beyond this close proximity the concentration of aerosols that a susceptible person will be exposed to depends on the ventilation in the room. Transmission by aerosol can happen at distances beyond 2m in the same enclosed space especially if the ventilation is poor and duration of exposure is sufficient.

There are growing numbers of anecdotal reports of outbreak clusters, where one person is responsible for localised clusters (super-spreading events involving multiple highly over-dispersed numbers of secondary cases), sometimes over a relatively short time period (typically hours).

There is good evidence that pre-symptomatic and asymptomatic transmission occurs, and may underpin some of these clusters. These people are not necessarily coughing and sneezing, but they are shedding sufficient virus to cause multiple secondary cases through normal respiratory activities and/or through contamination of surfaces.

All of the issues identified above are important to consider when developing a risk assessment. Given each job comprises a mix of individual work activities, it will be important to identify the factors that influence risk and the appropriate mix of prevention and mitigation at the level of the work activity to reduce these risks to levels which are as low as reasonably practicable. This underlines the need for front line employees as well as managers to be involved in risk assessment preparation.

Creating an environment that minimises the possibility of COVID transmission requires appropriate actions to prevent and mitigate risk. This should consider **all of the known transmission routes** together with the **time that someone is exposed**. Selecting prevention and mitigation measures should use a "Hierarchy of Risk Control" approach. It is important to ensure that measures are in place to cover all the transmission routes, and groups of measures are likely to be needed to ensure this is achieved.

Contractors	When required for emergency, compliance, or other required works
Public	It is planned for a small number of members of the public to be allowed entry into the premises for gaining access to D.W.P and SHDC. The number will be limited by staff and security using a triage system at the front door to the premises. For D.W.P. further confirmation will be detailed within their COVID-19 Workplace Risk Assessment.

Assessment of Risk:

Hazard Severity	High
Frequency of Exposure	Med
Overall Assessment	Med

General:

Hazard	Who might be harmed	Control Measures
<p>Infection of persons with the COVID-19 Virus.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> • Close contact with COVID-19 positive person • Contact with a surface contaminated with the COVID-19 Virus • Contaminated air/ environment 	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office <p>Security</p> <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Please refer to COVID-19 Secure Guidance for full details. (Section 2) “Consider who is needed to be on site”</p> <ul style="list-style-type: none"> • Workers in roles essential for Business and Operational Continuity; • Safe Facility Management; • Workers who from a mental health and well-being perspective will benefit from working on site; • Regulatory Requirement which cannot be performed remotely; and • Workers in roles which cannot be performed remotely due to home circumstances or the unavailability of safe enabling equipment. <p>Staff working on-site have been cleared to work on-site by their Departmental Manager.</p> <p>Working Safely During Coronavirus (COVID-19) in Offices and Contact Centres – Guidance Published 11 May; Updated 03 July 2020; Further Updated 23 July 2020</p> <p>For safety and to ensure that this Workplace Risk Assessment covers all aspects the above mentioned document has been utilised throughout. Information taken directly from the document has been written in <i>italic</i>. Each SHDC Control Measure has then been added underneath.</p> <p>Social Distancing is 2 Metres (1 Metre + explained)</p> <p><i>You must maintain social distancing in the workplace wherever possible. Where social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</i></p> <p>Mitigating Actions include:</p> <ul style="list-style-type: none"> • <i>Further increasing the frequency of hand washing and surface cleaning;</i> • <i>Keeping the activity time involved as short as possible;</i>

		<ul style="list-style-type: none"> • <i>Using screens or barriers to separate people from each other;</i> • <i>Using back-to-back or side-to-side working (rather than face-to-face) wherever possible;</i> • <i>Reducing the number of people each person has contact with by using “fixed teams” or “partnering” (so each person with only a few others)</i> • <i>Wear face coverings</i>
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Permitted Access

Hazard	Who might be harmed	Control Measures
<p>Infection of persons with the COVID-19 Virus.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> • Close contact with COVID-19 positive person. • Contact with surface contaminated with the COVID-19 Virus. • Contaminated air/environment 	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office <p>Security</p> <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Symptomatic persons are NOT permitted on premises. Corporate signage is displayed at all entrance points advising that persons who are symptomatic MUST NOT enter the premises.</p> <p>Contractor COVID-19 Risk Assessments and Method Statements are obtained and Control Measures are agreed prior to work commencing.</p> <p>Members of the general public will be triaged at the front door by staff from the Department of Work and Pensions and security staff. * Visitor access to the premises will be by appointment only/ agreement at entrance and after conducting a pre-visit screening which comprises of the following questions;</p> <ul style="list-style-type: none"> • Are you or anyone in your household COVID-19 Positive? • Are you or anyone in your household COVID-19 Symptomatic? • Are you or anyone in your household clinically vulnerable and/or shielding? <p>If the answer is YES to any of the questions the activity must not be conducted face-to-face or on the premises without a task specific risk assessment to <u>reduce</u> the risk of infection as low as practicable.</p> <p>This process MUST include Agency Workers, Contractors, Elected Members, Employees, Tenants, Visitors and Service Users.</p> <p>Responsive cleaning arrangements in place in the event of a COVID-19 positive/symptomatic person being made known to the Building Responsible Person or their deputy. For example:</p> <ul style="list-style-type: none"> • a person responding negative to the pre-visit questions but presenting with symptoms on site; • a person developing symptoms when on site; or • a person becoming aware of a family member developing symptoms.

Social Distancing for Workers:

Hazard	Who might be harmed	Control Measures
<p>Infection of persons with the COVID-19 Virus.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> • Close contact with COVID-19 positive person. • Contact with surface contaminated with the COVID-19 Virus. • Contaminated air/ environment. 	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security • Visitors (including • Service Users) • Others 	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Coming to and Leaving Work</p> <p>Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure hand washing upon arrival.</p> <p>Steps that will normally be needed:</p> <p><i>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of those with protected characteristics.</i></p> <ol style="list-style-type: none"> 1. <i>Providing additional parking or facilities such as bike racks to help people walk, run or cycle to work where possible.</i> 2. <i>Reducing congestion, for example, by having more entry points to the workplace.</i> 3. <i>Providing more storage for workers clothes and bags.</i> 4. <i>Using markings and introducing a one-way flow at entry and exit points.</i> 5. <i>Providing hand washing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads where possible.</i> <p>Face coverings MUST be worn by members of the general public when entering the premises. The wearing of face coverings by SHDC staff is optional whilst in the safe working bubble.</p> <p>At the present time there is not the necessity to stagger arrival and departure times as the number of staff using the premises is low. However, this should be monitored and considered as and if considered necessary.</p> <p>The Government are prompting staff to refrain from using public transport to travel to and from work. Due to the low number of staff using the premises at the present time it is not considered necessary to alter any in place arrangements.</p> <p>There are three entry points into the premises which will ensure (as far as is reasonably practicable) that congestion is not an issue. To reduce congestion within the reception area, SHDC staff will be required to sign in and out of the premises with the necessary documentation being placed within each department. Plans are in place to provide social distancing and maintain safe working social bubbles preventing cross contamination between sets of staff by allocating individual entry points.</p> <p>Fire exits will be used by staff exiting the premises to provide additional social distancing provisions and avoiding potential cross-overs.</p> <p>Due to the layout of the premises it is difficult to provide a one-way system in entirety throughout the premises. However, a system has been put in place which will work adequately well provided that staff adhere to "line of sight provisions" and are prepared to communicate and give way to other members of staff whilst manoeuvring around the</p>

		<p>premises. Plenty of hand washing facilities and hand sanitising stations have been provided throughout the premises including entry and exit points. The touch-point security gates have been deactivated.</p>
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Social Distancing for Workers

Hazard	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 Virus.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> • Close contact with COVID-19 positive person. • Contact with surface contaminated with the COVID-19 Virus. <p>Contaminated air/ environment.</p>	<p>Agency Workers Contractors Elected Members SHDC Colleagues Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office <p>Security Visitors (including Service Users) Others</p>	<p>Working Safely During Coronavirus (COVID-19) Moving around buildings and worksites</p> <p>Objective: To maintain social distancing wherever possible while people travel throughout the workplace.</p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted and cleaning them between use.</i> 2. <i>Restricting access between different areas of a building or site.</i> 3. <i>Reducing job and location rotation.</i> 4. <i>Introducing more one-way flow through buildings.</i> 5. <i>Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging the use of stairs wherever possible.</i> 6. <i>Making sure that people with disabilities are able to access lifts.</i> 7. <i>Managing use of high traffic areas including corridors, lifts and walkways to maintain social distancing.</i> <p>Staff are encouraged to only make essential trips within the premises and to remain at their work station as much as possible throughout the working day. Restrictions are in place to ensure that work bubbles are maintained between different tenants within the premises. Wherever possible job and location rotation is to be avoided. In areas where this cannot be avoided it will be necessary to ensure that all shared work equipment is thoroughly cleaned before and after use. Wherever possible a one-way system has been adopted, however, the layout of the premises does not lend itself completely to this approach throughout. It is necessary for staff to adhere to “line of sight provisions” and are prepared to communicate and give way to other members of staff whilst manoeuvring around the premises. The provided lift has a reduced capacity of one person and is provided with hand sanitation. Staff members with disabilities are able to access the lift if necessary and their individual Personal Emergency Evacuation Plans (PEEPs) will be suitably amended, if necessary, when they return to work in the premises.</p>

		Areas of potential high traffic have been highlighted and include the corridors and stairwells where social distancing could be compromised. Provided that staff members adhere to the "line of sight provisions" and are willing to communicate and give way to other staff members while manoeuvring in these areas this is not seen as a major issue.
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Social Distancing for Workers

Hazard	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment.</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19) Workplaces and Work Stations</p> <p>Objective: To maintain social distancing between individuals when they are at their workstations.</p> <p><i>For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.</i></p> <p><i>If it is not possible to ensure working areas comply with social distancing guidelines (2 Metres or 1 Metre risk mitigation where 2 Metres is not viable) then businesses should consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission.</i></p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. Review layouts and processes to allow people to work further apart from each other. 2. Using floor tape or paint to mark areas to help people comply with social distancing (2 Metres or 1 Metre with risk mitigation where 2 Metres is not viable). 3. Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. 4. Only where it is not possible to move workstations apart, using screens to separate people from each other. 5. Managing occupancy levels to enable social distancing. 6. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment. <p>Layouts of individual office spaces have been mapped out on several occasions with the best office lay-out being adopted to ensure that social distancing can be maintained.</p> <p>Some individual work stations have been deemed unacceptable for use where walkways are too close and the prescribed 2 metre social distancing cannot be maintained.</p> <p>Where work stations are too close for the prescribed social distancing to be maintained a roster can be drawn up to ensure that staff are not working next to or opposite each other at the same time.</p> <p>Maximum Occupancy Figures have been calculated for each office space. To ensure that the figure is not exceeded</p>

		<p>all members of staff must ensure that they are given permission to work from the office. Hot-desking has been removed and replaced with a system where a desk is booked by an individual and if then cleaned and quarantined for a period of 72 hours before it is available for re-use. All shared equipment must be thoroughly cleaned before and after use.</p>
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Social Distancing for Workers:

Hazard	Who might be harmed	Minimum Control Procedures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes: Close contact with COVID-19 positive person. Contact with surface contaminated with the COVID-19 virus. Contaminated air environment.</p>	<p>Agency Workers Contractors Elected Members SHDC Colleagues Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security 	<p>Working Safely During Coronavirus (COVID-19) Meetings:</p> <p>Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Using remote working tools to avoid in-person meetings.</i> 2. <i>Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2 Metres, or 1 Metre with risk mitigation where 2 Metres is not viable).</i> 3. <i>Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects.</i> 4. <i>Providing hand sanitiser in meeting rooms.</i> 5. <i>Holding meetings outdoors or in well-ventilated rooms wherever possible.</i> 6. <i>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</i> <p>In-person and face-to-face meetings should be avoided as these are considered to be the largest risk of transmission of the virus. A number of alternative remote working tools provide safer options which avoid unnecessary risk to staff members. If it is decided to hold an in-person or face-to-face meeting members of the meeting must utilise as many of the Mitigating Actions detailed below:</p> <p><i>Further increasing the frequency of hand washing and surface cleaning;</i></p>

	<ul style="list-style-type: none"> • Visitors (including Service Users) • Others 	<ul style="list-style-type: none"> • <i>Keeping the activity time involved as short as possible;</i> • <i>Using screens or barriers to separate people from each other;</i> • <i>Using back-to-back or side-to-side working (rather than face-to-face) wherever possible;</i> • <i>Reducing the number of people each person has contact with by using “fixed teams” or “partnering” (so each person with only a few others)</i> • <i>Wear face coverings</i> <p>All members of staff who are attending the meeting must ensure that they do not share pens, documents or any other objects throughout the meeting.</p> <p>Hand sanitiser is provided within the meeting rooms and should be used by all attendees of the meeting before it commences and again upon completion. The meeting room must be thoroughly cleaned after the meeting has been completed.</p> <p>Meeting rooms must be provided with an adequate supply of natural ventilation taking into consideration the number of people attending the meeting, the length of the meeting and the seating positioning (e.g. face-to-face).</p> <p>Floor and wall signage give a visual indication concerning the necessity to maintain social distancing which could be easily forgotten during the process of the meeting, acting as a constant reminder.</p>
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Social Distancing for Workers:

Hazards	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment.</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p>	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Common Areas:</p> <p>Objective: To maintain social distancing while using common areas.</p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases.</i> 2. <i>Staggering break times to reduce pressure on staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.</i> 3. <i>Using safe outside areas for breaks.</i> 4. <i>Creating additional space by using other parts of the workplace or building that have been freed up by remote working.</i> 5. <i>Installing screens to protect staff in receptions or similar areas.</i> 6. <i>Providing packaged meals or similar to avoid fully opening staff canteens.</i> 7. <i>Encouraging workers to bring their own food.</i> 8. <i>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</i> 9. <i>Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.</i> 10. <i>Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.</i> 11. <i>Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and</i>

	<p>Others</p>	<p><i>during shifts.</i></p> <p>Good communication has been maintained throughout the lockdown period with COVID-19 Workplace Risk Assessments being exchanged between all tenants residing within the premises. As the necessary work continues in preparation towards a phased return to work the plans of individual tenants are being communicated to ensure there is a consistent approach.</p> <p>Common areas where staff from different agencies may come into contact with each other have been identified as high risk areas with suitable and sufficient control measures adopted.</p> <p>Due to the small number of staff within the premises it is not deemed necessary to stagger breaks.</p> <p>Consideration should be given to utilising the available outside space for breaks if the weather permits.</p> <p>In preparation towards the phased return to work the plans of individual tenants have and are continually communicated to ensure that a consistent approach is maintained.</p> <p>Common areas where staff from different agencies may come into contact with each other have been identified as high risk areas with suitable and sufficient control measures adopted.</p> <p>Due to the small number of staff within the premises it is not deemed necessary to stagger breaks at this time.</p> <p>Consideration should be given to utilising the available outside space for breaks if the weather permits.</p>
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Social Distancing for Workers:

Hazards	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Accidents, Security and Other Incidents:</p> <p>Objective: To prioritise safety during incidents.</p> <p><i>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.</i></p> <p><i>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</i></p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.</i> 2. <i>Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.</i> <p>Staff are reminded that in an emergency situation social distancing can be ignored if it is necessary to avoid danger to themselves or others or if it is to render first aid assistance.</p> <p>External Fire Escape doors are to be utilised as exit doors for SHDC staff, thus reducing the density of people and further reduce the risk of contamination within the reception area. These doors have been fitted with self-closing devices to maintain the security of the building. To ensure the security of the premises staff should ensure that these doors are fully closed on exiting the premises.</p> <p>As the fire exit routes have been maintained throughout the premises it is considered unnecessary to amend the Fire Precautions (Workplace) Regulations. The Security staff will need to be updated on the access/egress strategy that has been put in place.</p>

Managing your customers, visitors and contractors:

Hazards	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Manage Contracts:</p> <p>Objective: To minimise the number of unnecessary visits to the offices.</p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Encouraging visits via remote connection/working where this is an option.</i> 2. <i>Limiting the number of visitors at any one time.</i> 3. <i>Limiting visitor to a specific time window and restricting access to required visitors only.</i> 4. <i>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carry out services at night.</i> 5. <i>Maintaining a record of all visitors, if this is practical.</i> 6. <i>Encouraging visitors to use hand sanitiser or hand washing facilities as they enter the premises.</i> 7. <i>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in reception.</i> <p>To reduce the risk of COVID-19 transmission every effort must be made by staff using the premises to encourage visits to the office by others to be kept to an absolute minimum. Wherever possible, alternative options with less risk should be considered as a priority.</p> <p>If a visit cannot be avoided, the next Control Measure is to limit the number of visitors to a bare minimum and keep the visit as short as practicable.</p> <p>Along with wearing a face covering the practice of all visitors to the premises washing their hands or sanitising on entry and before exiting must be strictly adhered to.</p> <p>Consideration should be given to the reception staff signing visitors into the premises to prevent the possibility of contamination from using the same pen.</p>

Managing your customers, visitors and contractors:

Hazards	Who might be harmed	Minimum Control Measures
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Cleaning the workplace:

Hazards	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Before reopening:</p> <p>Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <ul style="list-style-type: none"> • <i>An assessment for all sites, or parts of sites that have been closed, before restarting work.</i> • <i>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</i> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</i> 2. <i>Most air conditioning systems do not need adjustment, however, where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisors.</i> <p>Work continues to gain a suitable understanding of the air conditioning and ventilation systems installed throughout different parts of the premises. Maintenance is planned to bring the air conditioning and ventilation systems up to a suitable and sufficient standard.</p> <p>Until the above mentioned work is completed the air conditioning and part of ventilation systems have been closed down to avoid the possibility of spreading aerosols of coronavirus around the premises.</p> <p>Windows will be extensively utilised to provide ventilation throughout the office spaces where available.</p> <p>The second floor area will be thoroughly cleaned prior to the re-occupation of this area and sufficient supplies of hand sanitiser made available at sanitising stations.</p>

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Cleaning the Workplace:

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Cleaning the Workplace:

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Cleaning the Workplace:

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Personal Protective Equipment:

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<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19)</p> <p>Face coverings:</p> <p><i>There are some circumstances where wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</i></p> <p><i>However, workers who may want to wear a face covering should be allowed to do so.</i></p> <p><i>A face covering can be very simple and may be worn in enclosed space where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.</i></p> <p><i>Supplies of PPE, including facemasks, must continue to be reserved for those that need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</i></p> <p><i>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.</i></p> <p><i>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling them:</i></p> <ul style="list-style-type: none"> • <i>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.</i> • <i>When wear a face covering, avoid touching your face or face covering, as you can contaminate them with germs from your hands.</i> • <i>Change your face covering if it becomes damp or if you've touched it.</i> • <i>Continue to wash your hands regularly.</i> • <i>Change and your face covering daily.</i> • <i>If the material is washable, wash in line with manufacturers instructions. If it is not washable, dispose of it carefully in your usual waste.</i> <p>HM Government have ruled that the wearing of facemasks within office accommodation will not be made mandatory (15 July 2020). Staff can wear face coverings at their own discretion and the above mentioned criteria should be adopted by those staff members who decide to wear them.</p> <p>Contractors on site, however, will be requested to wear a face covering.</p>

Workforce Management:

Hazards	Who might be harmed	Minimum Control Measures
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Workforce Management:

Hazards	Who might be harmed	Minimum Control Measures
<p>Infection of persons with the COVID-19 virus.</p> <p>Possible causes:</p> <p>Close contact with COVID-19 positive person.</p> <p>Contact with surface contaminated with the COVID-19 virus.</p> <p>Contaminated air environment</p>	<p>Agency Workers</p> <p>Contractors</p> <p>Elected Members</p> <p>SHDC Colleagues</p> <p>Tenants Including:</p> <ul style="list-style-type: none"> • Department of Work and Pensions • P.S.P.S. • Citizens Advice South Lincs • L.C.C. Registry Office • Security <p>Visitors (including Service Users)</p> <p>Others</p>	<p>Working Safely During Coronavirus (COVID-19) Outbreaks in the workplace</p> <p>Objective: To provide guidance in the event of a COVID-19 outbreak in the workplace.</p> <p>Steps that will usually be needed:</p> <ol style="list-style-type: none"> 1. <i>As part of your risk assessment you should ensure that you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.</i> 2. <i>If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.</i> 3. <i>If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.</i> <p>Single Point of Contact (S.P.O.C.) SHDC Donna Hall, Licensing and Business Support Manager</p> <p>Local Public Health England Protection Team PHE East Midlands Health Protection Team Public Health England, Seaton House City Link, Nottingham NG2 4LA</p> <p>Phone: 0344 2254 524 (Select - Option 1)</p> <p>*** Procedures to be written in conjunction with Donna Hall for both SHDC and the Premises ***</p>

Workplace Management:

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Inbound and Outbound Goods

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Key:

Hazard Severity

- 1 = LOW (minor injury, first aid treatment only).
- 2 = MEDIUM (attendance at A&E but not long-term admittance to hospital).
- 3 = HIGH (severe injury, life threatening, long-term hospital treatment).

Frequency

- 1 = LOW (extremely infrequent, negligible occurrence less than once per week).
- 2 = MEDIUM (occurs several times throughout the day, regular occurrence).
- 3 = HIGH (occurring very frequently, hourly occurrence).

Risk

- 1-3 LOW RISK. Acceptable.
- 4-6 MEDIUM RISK. Monitor and implement further corrective actions where reasonably practicable.
- 7– 9 HIGH RISK. Frequent monitoring to ensure effectiveness of controls measures put in place and to identify additional actions necessary to continue to reduce the risk to the lowest level practicable.