



**CORONAVIRUS (COVID-19)**

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**Risk assessment: Management of change to working practices during Coronavirus (COVID-19) pandemic**

## DBC Corporate Activities Risk Assessment

Title of risk assessment: Corporate DBC Risk Assessment - Covid 19	Service Name: To be adopted by all service areas	Manager's Name: Claire Hamilton Chief Executive	Safe working procedure reference: <a href="#">Covid 19 Hub</a>	Review Date: 18/10/22		
Date of Assessment: 25/03/20 Updated 17/06/20 Updated 08/10/20 (Updated to record actions complete) Updated 18/10/21 (Updated hyperlinks)	Site/Location: All locations	Group Manager's Name: To be adopted by each service area	Reference: Covid 19			
Name of Risk Assessor: Corporate Health, Safety and Resilience						
Activity Description (describe either the activity or subject being assessed):  This Corporate template includes potential hazards and risk reduction measures to adapt to the Covid-19 pandemic and reflects current guidance from the Government, Public Health England (PHE) and relevant sector guidance.						
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when? <i>(specify date)</i>	Done (✓)
Coronavirus (COVID-19) (CV19)	Employees	1 In line with Council guidance, staff / services implementing working from home and alternative work arrangements				

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<p>Someone entering the workplace with CV19</p>	<p>A visitor enters the workplace with CV19 and passes the virus on to employees</p>	<p>2 Review of essential staff and ratio of percentage of staff required in the office</p> <p>3 Senior Manager to ensure only essential staff are coming into work</p> <p>4 Group Managers to ensure staff attend Forum and other buildings on a rota</p> <p>4 Group Managers reviewed all non-essential face-to-face meetings with residents / visitors (as appropriate to service needs in line with Business Continuity Arrangements) i.e. telephone contact; use of online access to Council services; postponement of meetings</p> <p>5 Increased communication to residents (who may access services) and visitors to sites highlighting the risks of CV19 advising that symptomatic individuals will not be allowed entry / requested to leave:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Council website</a> and Social Media Accounts</li> </ul>		<p>Group Managers</p>	<p>Group Manager (Procurement and Contracted Services) in line with Forum plan.</p>	<p>Complete</p>
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		<ul style="list-style-type: none"> <li>▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres)</li> </ul> <p>6 GMs conducted Local buildings risk assessments and implemented controls prior to staff and visitors returning. Corporate Health, Safety and Resilience Team hold a copy of all CV19 risk assessments.</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees Visitors</p> <p>Contracted CV19 by any means</p>	<p>1 The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted if they are a professional visitor. Line manager to follow <a href="#">outbreak process</a>. Other employees should self-isolate if they are advised by their line manager or contacted by NHS <a href="#">Test and Trace</a>.</p> <p>2 The workplace / vehicle will be disinfected following Public Health England Guidance: <a href="#">COVID-19, cleaning in non-healthcare settings</a> Where possible leave vehicle for 72 hours before cleaning. Relevant teams</p>		<p>2 Line manager to ensure vehicle is taken out of use</p>	<p>As soon as reasonably practicable</p>	<p>On-going</p>

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		<p>informed, keys cleaned and prevent re-issue until safe to do so.</p> <p>3 Managers to follow the CV19 <a href="#">outbreak process</a> in the event of a confirmed or suspected case of Covid 19 in a building or asset. It can be used for both employees and others, such as visitors or contractors.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees Visitors</p> <p>A person catches CV19 due to contaminated surfaces</p>	<p>1 An increased formal cleaning regime is underway; employees are cleaning equipment more often in line with local building risk assessments (keyboards, work surfaces, door handles etc.)</p> <p>2 Hand sanitisers will be provided to those who cannot reasonably get to soap and water</p>	<p>1 Drivers issued with materials to clean and disinfect their vehicle daily and throughout the day. Frequent cleaning of objects and surfaces are touched regularly, such as door handles, fuel pumps and vehicle keys, with correct disposal of wipes.</p> <p>Ensure any chemicals hazard to health related to the cleaning are COSHH assessed and COSHH training provided to staff.</p> <p>2. Extra hygiene requirements (handwashing etc.) encouraged to regularly clean hands when getting in and out of the vehicle</p>	<p>1 Line manager to ensure provision of cleaning supplies and training</p> <p>2. All vehicle staff</p>	<p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>

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		<p>3 Single person or contactless refuelling.</p> <p>4 Where employees are already using PPE in their work activity to protect against non-COVID-19 risks, they should continue to do so. <a href="#">Gov guidance</a> on PPE use.</p> <p>5 The requirement of PPE use in regards to CV19 has been included in service risk assessments owned by the relevant GM.</p>	<p>Regularly briefing drivers and temporary staff, providing in-vehicle guides and reminders for staff.</p> <p>Signage on controls including social distancing placed on dashboard.</p> <p>All cuts on the skin to be covered</p>	<p>line manager to ensure training is provided</p>	<p>On-going</p>	<p>On-going</p>
<p>Coronavirus (COVID-19) (CV19)</p> <p>Proximity, workplace gatherings</p>	<p>Employees</p> <p>A person catches CV19 due to working closely with an infected person</p>	<p>1 In line with Council guidance, staff / services implemented working from home and alternative work arrangements</p> <p>2 Reduction / cessation of all non-essential face-to-face meetings i.e. telephone contact; use of online access to Council services; postponement of large meetings (e.g. staff conference etc.)</p> <p>3 Within the workplace, staff advised to practise <i>Social Distancing</i> wherever possible in line with local building risk</p>	<p>Risk assess buildings, implement and communicate controls to all relevant people.</p>	<p>6 Group Managers with responsibility for Buildings</p>	<p>29<sup>th</sup> May 2020</p>	<p>Complete</p>

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		<p>assessments (e.g. no handshaking; postpone large meetings; separation between desks): Government guidance: <a href="#">Staying alert and safe</a></p> <p>4 Increase ventilation where possible with open windows in shared vehicles</p> <p>5 Maintain staffing bubbles within vehicles.</p> <p>6 Drivers are issued with tissues and a disposal bag in the vehicle.</p> <p>7 Staff meeting a member of the public face to face, whether in the office, in their home, or elsewhere, must wear a face covering, unless they are exempt from doing so. This is not to replace the controls put in place for social distancing, good hygiene and PPE as identified within the service areas Covid 19 activity risk assessments.</p>				
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees/Agency/Clients</p>	<p>1 GMs reviewed essential home and business visits that are required, this should</p>				

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<p>Staff visiting Clients in their homes</p>	<p>A person catches CV19 due to working in clients homes, business premises and other site visits</p>	<p>also account for their service Business Continuity Plan and staffing levels.</p> <p>2 Implement the field officers <a href="#">protocol</a>. Protocol circulated on the 14th May 2020.</p> <p>3 The individual will be sent home and advised to follow NHS guidance online. Line manager to follow <a href="#">outbreak process</a>. Other employees should self-isolate if they are advised by their line manager or contacted by NHS <a href="#">Test and Trace</a>.</p> <p>4 Ensure that any clinical waste is disposed of correctly in line with <a href="#">Gov guidance</a>.</p> <p>5 <a href="#">Hygiene measures</a> identified in local Covid 19 risk assessments to include staff having their own <a href="#">anti-bacterial</a> hand sanitiser or access to hand washing facilities.</p> <p>6 Any staff presenting symptoms of Covid 19 to not come into work and self-isolate</p>	<p>2 Ensure management have implemented the protocols for site visits.</p>	<p>2 Group Managers</p>	<p>29<sup>th</sup> May 2020</p>	<p>Complete</p>
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		<p>immediately. Line manager to follow <a href="#">outbreak process</a>.</p> <p>7 Staff meeting a member of the public face to face, either in the office or their home, must now wear a face covering, unless they are exempt from doing so. This is not to replace the controls put in place for social distancing, good hygiene and PPE as identified within the service areas Covid 19 activity risk assessments.</p> <p>8 Staff that will be visiting businesses listed on the Covid Hub as part of their work encouraged to use the <a href="#">NHS QR app</a> so that their visits are logged.</p> <p>9 Prior to entering a business premises ensure you comply with their risk assessments when on site.</p>	7 Group managers to ensure reflected in local Covid 19 risk assessments	7 Group Managers	2 <sup>nd</sup> October 2020	
Coronavirus (COVID-19) (CV19)  General / Awareness	Employees <i>(including those considered at increased risk)</i>	1 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources:	1 Line Managers carry-out routine 'safety inspections' to check that required standards are being met.  This may be through regular	Group Manager	29 <sup>th</sup> May 20	On-going

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	<p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures</p>	<ul style="list-style-type: none"> <li>▪ NHS guidance, <a href="#">how to wash your hands video</a> (20 second rule)</li> <li>▪ NHS <a href="#">advice on CV19</a>; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs</li> <li>▪ Hygiene requirements (handwashing etc.) and practise of social distancing</li> </ul> <p>2 Advice on risks, symptoms and control measures implemented relevant to the specific service / team (refer to separate risk assessments)</p>	<p>workplace/site 'safety tours'. Where changes have been made as a result of Covid-19, such as requiring Social Distancing during work, these should be incorporated into inspection and monitoring regimes.</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Employees <i>(including those considered at increased risk)</i></p> <p>Employees are not aware of the current Government guidance on need to self-isolate</p>	<p>1 NHS 111 online provides advice on when to self-isolate and access to an <a href="#">online interactive and personal checklist</a></p> <p>2 Employees with severe underlying health conditions were notified by the NHS. Staff should follow the current <a href="#">government guidance</a> on shielding.</p> <p>3 Staff should inform their Manager if they have concerns regarding home working; arrangements made to keep in touch with</p>	<p>2 Staff who identify themselves as vulnerable to discuss the relevant Covid 19 risk assessment with their line manager prior to returning to work and ensure all controls can be implemented. Any workplace adjustments to be recorded in conjunction with HR.</p>			

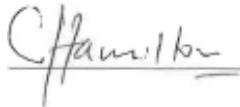
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		the affected individual and provision / access to further support: <a href="#">Employee Assistance Programme (EAP)</a>				
Coronavirus (COVID-19) (CV19)  Symptomatic or exposed employee(s)  Presenteeism	Employees, family members, general public  Employees are symptomatic of CV19 or have been in close contact with someone with CV19  A person catches CV19 due to another employee continuing to work despite being unwell	1 Any symptomatic employees will be sent home and a test arranged. Line managers to follow <a href="#">outbreak process</a> .  2 Employees are advised to follow <a href="#">NHS online guidance</a>  3 Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance in line with <a href="#">outbreak process</a> .  4 Working from home will be considered if well and able to work from home and a record made on <a href="#">i-Trent</a>				
Coronavirus (COVID-19) (CV19)  Employee(s) who have contracted CV19	Employees, general public, family members  Contracted CV19 by any means	1. Employees who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance, or advice of NHS <a href="#">Test and Trace</a> .				

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		<p>2. Management notified so that decontamination of the workplace / vehicle can be implemented and the <a href="#">outbreak process</a> followed</p> <p>3 All new starters and agency operatives to complete pre-employment health checks as appropriate.</p>				
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Signed:



Dated:

8 November 2021