



# RISK ASSESSMENT

<b>Title:</b>	COVID-19 Secure Station House	<b>Description of Works:</b>	Meeting Rooms & Use of Equipment	
<b>Reviewed by:</b>	Russell Cavanagh	<b>RA Reference &amp; Revision:</b>	WSS/BTC/SH/COV19/RA	01
<b>Location:</b>	Chapel Road, Burnham-on-Crouch, Essex, CM0 8JA	<b>Date:</b>	02/06/2021	

People Affected by Works			
Employees	X	Young Persons	
Public	X	Sub-contractors	X
Visitors	X	Others	

Likelihood (L)	Risk (L x S)			Severity (S)
Frequent	5	X	5	Fatality
Probable	4	X	4	Major Injury/Illness
Occasional	3	X	3	7 Day/LTI Injury
Possible	2	X	2	Minor Injury
Improbable	1	X	1	No Injury

Please also refer to the information on the Government and Public Health England websites

Risks above 6 are not acceptable; control measures must be implemented to reduce risks to below 6.





No	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	LS		L	S	RS
1	Exposure to COVID-19, Whilst Within the Council Offices	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>Staff must inform their Line manager or HR if they or family member within your household is “Clinically Extremely Vulnerable” or “Clinically Vulnerable”, so that a decision can be made regarding your working arrangements</li> <li>Work at home, where it is possible and practicable to do so</li> <li>You must consent to attend the office and agree to maintain all Covid arrangements, including using hand sanitiser and maintaining social distancing at all times</li> <li>Staff must comply with any Council policy for COVID-19 and Government guidance/advice without exception</li> <li>In the event of contamination or incidence of Covid 19, all contaminated/worn PPE must be double bagged, dated, and placed in the bio waste bins/bags in readiness for correct disposal</li> <li>Windows to be open in all areas to improve and maintain flow of fresh air around the offices.</li> </ul>	1	5	5





2	Exposure to COVID-19, Whilst Travelling to the Council Offices	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Travel alone in own vehicle (if possible)</li> <li>• If public transport is to be used, research/review options and travel at times that may be less busy</li> <li>• Use social distancing at all times, where possible/practicable</li> <li>• Wear face covering on public transport as directed</li> <li>• Wear disposable gloves on public transport (if preferred), and/or</li> <li>• Carry/use hand sanitiser after coming into skin contact with any surfaces, handles, handrails, operating buttons, etc.</li> </ul>	1	5	5
3	Exposure to COVID-19, Whilst Accessing & Egressing the Council Offices	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Government Covid Secure poster signed, dated and displayed on entry to the Council Offices</li> <li>• Only enter premises if social distancing can be maintained on entry</li> <li>• If safe entry cannot be made, ensure that a position of safety is taken, to maintain social distancing</li> <li>• Signage to be used to assist/remind of need to maintain social distancing</li> <li>• After entering through secure door, use hand sanitiser if hand/skin comes into contact with any surface or door operation</li> <li>• Hand sanitiser provided on entry.</li> </ul>	1	5	5





4	Exposure to COVID-19, Whilst in the Office at Workstations	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Keep workstations clear and ensure frequent cleaning (using anti-bacterial cleaning wipes), including telephone, keyboard and mouse</li> <li>• Anti-bacterial wipes are to be made available at workstations</li> <li>• All calls must be transferred to the respective telephone. Telephones must not be shared</li> <li>• Ensure that social distance can be maintained to left, right, front and rear of workstation(s)</li> <li>• Limiting of workstation use to permit social distancing</li> <li>• Where social distancing cannot be maintained by others means at workstations, use of screens to be considered</li> <li>• No stationary items (pens, etc.) are to be shared</li> <li>• Minimise paper/work transfer by hand</li> <li>• Signage to be used, reminding of the need to maintain social distancing</li> </ul>	1	5	5
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5	Exposure to COVID-19, Whilst Moving Around Office	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Number of persons present within the office, will be managed by limiting staff attendance, phased return</li> <li>• Maximum occupancy number for the office to be displayed outside the door</li> <li>• Hand sanitiser is to be used after opening doors/using door handles</li> <li>• Hand sanitiser “stations” are to be provided in close proximity to door sets</li> <li>• Where this is not possible, persons will either pass back to back or face in the same direction so as to avoid face to face contact</li> <li>• When using photocopier wipes, prior to and after use</li> <li>• Anti-bacterial wipes are to be made available at printers/photocopier</li> <li>• Signage to be used, reminding of the need to maintain social distancing.</li> </ul>	1	5	5
6	Exposure to COVID-19, Whilst Using Printer(s)/Stationary Equipment	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• When using printer/photocopier, use wipes, prior to and after use</li> <li>• Maintain social distancing only one person at a time to use the photocopier</li> <li>• Anti-bacterial wipes are to be made available at printer/photocopier</li> <li>• Signage to be used, reminding of the need to maintain social distancing.</li> </ul>	1	5	5





7	Exposure to COVID-19, Whilst Handling Post/Documentation	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Hand sanitiser to be used before and after handling post/documents</li> <li>• Hand sanitiser “stations” are to be provided within the office on workstations.</li> </ul>	1	5	5
8	Exposure to COVID-19, Whilst Using Toilet	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Wait until access/egress is clear and it is safe to enter/leave</li> <li>• Prior to leaving toilet, wash hands thoroughly for at least 20 seconds, drying hands with the paper towels</li> <li>• Waste bins are to be provided within the toilet for hand towel disposal</li> <li>• Waste bins are to be emptied at suitable frequencies to prevent overflowing</li> <li>• Hand sanitiser is to be used after opening doors/using door handles</li> <li>• Posters/notices encouraging effective hand washing to be displayed</li> <li>• Signage to be used, reminding of the need to maintain social distancing</li> <li>• Toilets are single use occupancy.</li> </ul>	1	5	5





9	Exposure to COVID-19, Whilst Using Kitchen Area & Equipment	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Only 1 person to be in the kitchen area at any one time with maximum occupancy signage displayed</li> <li>• If used ensure all appliances are cleaned frequently</li> <li>• Hand soap and/or sanitiser (as provided) must be used after use of any appliance</li> <li>• Hand sanitiser station to be provided in the kitchen</li> <li>• Keep surfaces clear and ensure frequent cleaning (using anti-bacterial cleaning wipes or disinfectant)</li> <li>• Persons are to make drinks for themselves only and subsequently wash/clean items used</li> <li>• Encourage staggered breaks/lunches; Use of own utensils is encouraged</li> <li>• Should utensils be used for food preparation and/or eating purposes, they must be cleaned prior/after use</li> <li>• Posters/notices encouraging effective hand washing to be displayed</li> <li>• Pedal bins to be used where possible/available; Where touch bins are used, surfaces are to be cleaned</li> <li>• Waste bins are to be emptied frequently</li> <li>• For hand drying paper towels are to be used</li> <li>• Social distance to be maintained, whilst using kitchen/rest areas</li> <li>• Signage to be used, reminding of the need to maintain social distancing</li> <li>• Hand sanitiser is to be used after opening doors/using door handles</li> </ul>	1	5	5
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10	Exposure to COVID-19, Whilst Eating & Drinking in the Office	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Prepare own food at home and package/protect accordingly</li> <li>• Persons are to make drinks for themselves only and subsequently wash/clean items used</li> <li>• Prior to eating/drinking, wash hands thoroughly for at least 20 seconds, drying hands, preferably with paper towels, or</li> <li>• Use hand sanitiser prior to handling food.</li> </ul>	1	5	5
11	Exposure to COVID-19, Whilst Using Chamber/Meeting Room	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• Meeting numbers to be limited, so as to maintain social distancing</li> <li>• Meeting room table and chair touch points are to be cleaned before/after using anti-bacterial wipes</li> <li>• Anti-bacterial wipes are to be made available within the chamber/room</li> <li>• Any IT/TV equipment (including remotes) that may be in room, is to be cleaned before any after use</li> <li>• Use hand sanitiser after equipment/remote use</li> <li>• Hand sanitiser to be provided within chamber/meeting room</li> <li>• Take own refreshments and stationery into meeting (if applicable)</li> <li>• Chamber/meeting room to be cleared and cleaned after every use</li> <li>• Signage to be used, reminding of the need to maintain social distancing when inside the chamber/meeting room.</li> </ul>	1	5	5







12	Exposing Council Guests/Visitors to COVID-19	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>Prevent the need for guests/visitors by using other means, i.e. telephone or holding a virtual meetings</li> <li>Where visitors “need” to attend, a briefing must be given to the visitor on arrival regarding the COVID-19 arrangements in place</li> <li>All visitors may need to complete a health screening survey and must be willing to provide the Council with relevant test and trace information if they discover they have been exposed to/or infected with COVID-19.</li> </ul>	1	5	5
13	Exposure to COVID-19, Whilst Giving First Aid	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>Trained first aid personnel are to review first aid kit, to ensure that the necessary items are available and in date</li> <li>Where possible and practicable, avoid skin to skin contact</li> <li>First aiders are also to be aware of possible escape of body fluids and should this be the case, the area is to be isolated and suitably cleaned on removal of a patient.</li> </ul>	1	5	5





14	Exposure to COVID-19, Due to Others Becoming Unwell	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>If a staff member presents Coronavirus symptoms, they must be sent home immediately</li> <li>If a member of the public presents Coronavirus symptoms they must be told to follow current Government guidance</li> <li>If they are subsequently tested positive, then others who they may have been in contact, must be contacted and take a test/self-isolate</li> <li>Relevant areas must also then be cleaned accordingly.</li> </ul>	1	5	5
15	Individual Health & Wellbeing	Employees Suffering Health Issues	3	5	15	<ul style="list-style-type: none"> <li>Should any staff member display/notice any specific COVID-19 symptoms, they are to self-isolate, inform their Line Manager and HR to arrange for a test to be carried out</li> <li>Persons should not leave the home, except for the test</li> <li>Inform their Line Manager of the results of the test</li> <li>If condition allows, employee can continue to work at home should they choose to do so</li> <li>Staff to complete lateral flow tests prior to coming into the office (optional).</li> </ul>	1	5	5
16	Dormant/Unused Offices i.e. Water Systems	Legionella Contamination; Illness/Death	3	5	15	<ul style="list-style-type: none"> <li>Carry out relevant maintenance, inspection, cleaning and disinfection of relevant water system</li> <li>Ensure the Legionella Risk Assessment is reviewed and all L8 control measures re-introduced with records maintained on site.</li> </ul>	1	5	5





17	Exposure to COVID-19 Due to Contamination	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> <li>• A full deep clean of the Council Offices is to take place prior to staff returning to the office</li> <li>• Cleaning hours will be extended to ensure high touch areas are disinfected throughout the day and waste is emptied regularly</li> <li>• Hand sanitiser to be provided for each member of staff and placed on their desks for use in and around the office</li> <li>• Anti-bacterial sanitiser wipes will be provided throughout the office for cleaning of office equipment.</li> </ul>	1	5	5
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