



RISK ASSESSMENT

Title:	COVID-19 Secure Station House	Description of Works:	Meeting Rooms & Use of Equipment	
Reviewed by:	Russell Cavanagh	RA Reference & Revision:	WSS/BTC/SH/COV19/RA	01
Location:	Station Approach, Burnham-on-crouch Essex, CM0 8DQ	Date:	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 Station House	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> Staff to inform Line Manager or HR if they or a family member within your household is "Clinically Extremely Vulnerable" or "Clinically Vulnerable", so that a decision can be made regarding your working arrangements Work at home, where it is possible and practicable to do so Staff must comply with any Council policy for COVID-19 and Government guidance/advice without exception 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. 	1	5	5
2	Exposure to COVID-19, Whilst Travelling to Station House	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> Travel alone in own vehicle (if possible) If public transport is to be used, research/review options and travel at times that may be less busy Use social distancing at all times, where possible/practicable Wear face covering on public transport as directed Carry/use hand sanitiser after coming into skin contact with any surfaces, handles, handrails, operating buttons, etc. 	1	5	5





3	Exposure to COVID-19, Whilst Accessing & Egressing Station House	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Government Covid Secure poster signed, dated and displayed on entry to the Station House • Only enter premises if social distancing can be maintained on entry • If safe entry cannot be made, ensure that a position of safety is taken, to maintain social distancing • Signage to be used to assist/remind of need to maintain social distancing • After entering through secure door, use hand sanitiser if hand/skin comes into contact with any surface or door operation • Hand sanitiser provided on entry. 	1	5	5
4	Exposure to COVID-19, Whilst Using Stairway	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Use landings for hold points/passing places or only allow one person on the stairway at any one time • At hold points/passing places where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues • Wear face covering, if required or if you want to do so • Use hand sanitiser after coming into skin contact with handrails and/or door handles/plates • Hand sanitiser "stations" are to be provided at stair entry/exit points • Signage to be used, reminding of the need to maintain social distancing. 	1	5	5





5	Exposure to COVID-19, Whilst Using Toilets	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Wait until access/egress is clear and safe to enter/leave • Prior to leaving toilet, wash hands thoroughly for at least 20 seconds, drying hands with the paper towels • Waste bins are to be provided within the toilet for hand towel disposal • Waste bins are to be emptied at suitable frequencies to prevent overflowing • Hand sanitiser to be used after touching doors/handle • Posters/notices encouraging effective hand washing to be displayed • Signage to be used, reminding of the need to maintain social distancing. 	1	5	5
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6	Exposure to COVID-19, Whilst Using Meeting Rooms	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Meeting numbers to be limited, so as to maintain social distancing • Maximum occupancy signage to be displayed outside rooms (based on social distancing guidelines) • Meeting room table and chair touch points are to be cleaned before and after using anti-bacterial wipes • Anti-bacterial wipes are to be made available in all meeting rooms • Any IT/TV equipment (including remotes) that may be in room, is to be cleaned before any after use • Hand sanitiser “stations” are to be provided at within meeting rooms • Rooms to be cleared and cleaned after use • Signage/markings to be used, reminding of the need to maintain social distancing. 	1	5	5
7	Exposure to COVID-19, Due to Others Becoming Unwell	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • If a Staff member presents Coronavirus symptoms, they must be sent home immediately • Inform others, to whom employee may have been in direct contact with • If a member of the public presents Coronavirus symptoms they must follow current Government guidance and self-isolate immediately • Other persons who may have become infected should be notified and they must also self-isolate • Relevant areas must also then be cleaned accordingly. 	1	5	5





8	Individual Health & Wellbeing	Employees suffering health issues	3	5	15	<ul style="list-style-type: none"> Should any employee 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 Persons should not leave the home, except for the test Inform their Line Manager of the results of the test If condition allows, employee can continue to work at home should they choose to do so Staff to complete lateral flow tests prior to coming into the workplace (optional). 	1	5	5
9	Dormant/Unused Premises i.e. Water Systems	Legionella; Illness/Death	3	5	15	<ul style="list-style-type: none"> Carry out relevant maintenance, inspection, cleaning and disinfection of relevant systems Ensure a review of the Legionella Risk Assessment is undertaken and all controls are back up and being maintained with records available on site. 	1	5	5
10	Exposure to COVID-19 Due to Contamination	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> A full facility deep clean is to take place prior to staff/public returning to the Station house Cleaning hours will be extended to ensure high touch areas are disinfected throughout the day and waste is emptied regularly Hand sanitiser to be provided checked and topped up on a regular basis. 	1	5	5

