

COVID-19 risk assessment – Old Town Hall**Company name: Watford Mencap****Assessment carried out by: Jane Pattinson****Date assessment was carried out: 13/07/20 – Old Town Hall**

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to your business Drivers going out for your business Visitors	Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: ➤ how many wash stations are needed ➤ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities	- Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem.	Completed Completed Completed Not needed Provided Agreed	To action w/c 13/07 Completed 13/07

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		<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ➤ where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact ➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➤ leave non-fire doors open to reduce the amount of contact with 	<p>Gradual return to office – distanced.</p> <p>Completed</p> <p>Front door closed. Visitors restricted to back door & distanced.</p> <p>Completed</p> <p>Yellow tape on floor.</p> <p>Door guard in place.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak – disinfectant & Milton supplied</p> <ul style="list-style-type: none"> - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented - Provide information telling people who needs to clean and when - Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Identify how you are going to replenish cleaning products 	<p>Completed & ongoing daily</p> <p>Completed Review microwave ongoing. Kettle removed</p> <p>PPE – office based tasks. All staff have opportunity to attend SEs training & access PPE. Supplies held.</p> <p>Supplies ordering</p> <p>Completed</p>	

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		<ul style="list-style-type: none"> - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often – yellow bags - Provide areas for people to store personal belongings and keep personal items out of work areas 	<p>Wipes for photocopiers</p> <p>Changing places identified as place to rest if unwell whilst help summoned.</p> <p>Daily empty *& yellow bags</p> <p>Return crates after 17/07</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	

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		<ul style="list-style-type: none"> - clean things like reusable boxes regularly Put in place arrangements to clean if someone develops symptoms of corona virus in work. 	Steam cleaner purchased for deep clean, new Hoover, area identified.		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<ul style="list-style-type: none"> Follow our guidance on stress and mental health - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing #HCPA employee wellbeing line & health scheme - Consider an occupational health referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies <p>Monitoring on HJs monthly report, actions discussed, SMT, all staff 5 days leave</p>	<p>Complete</p> <p>Weekly staff and managers emails</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	
Contracting or spreading the virus by not social distancing	Workers	Follow our guidance on social distancing.	Put in place arrangements to monitor and supervise to make sure social distancing	Ongoing and completed	

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	<p>Customers</p> <p>Delivery drivers to/from your workplace</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules . - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ one-way systems ➤ holding meetings virtually rather than face-to-face ➤ staggering start/end times ➤ limiting the number of people on site at one time ➤ having allocated time slots for customers ➤ rearrange work areas and tasks to allow people to meet social distancing rules ➤ using empty spaces in the building for additional rest break areas where safe to do so ➤ implementing 'drop zones' for passing materials between people ➤ providing more parking areas or controlling parking spaces 	<p>rules are followed.</p> <ul style="list-style-type: none"> - Provide information, instruction and training to people to understand what they need to do - Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing 	Ongoing and completed	

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		<ul style="list-style-type: none"> ➤ limiting the amount of time people spend on the task ➤ placing workers back-to-back or side-by-side rather than face-to-face when working ➤ ‘cohorting’ work teams so they consistently work together ➤ improving ventilation <p>- Display signs to remind people to socially distance</p> <p>(Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)</p>	Completed and ongoing		
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<p>Follow our guidance on display screen equipment in our Protect homeworkers page</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p>	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s Protect homeworkers page	Send reminder in all staff email w/c 13.07	
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		- For all people working at home using display screen equipment (DSE) put in place information and training on how to protect	Office equipment and furniture has been taken home by employees – any		

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		<p>themselves, eg take regular breaks, stretching exercises, set the equipment up properly</p> <p>- For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</p>	reasonable requests actioned.		
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>Follow our guidance on heating ventilation and air conditioning (HVAC) – domestic fans only</p> <p>- Identify if you need additional ventilation to increase air flow in all or parts of your workplace</p> <p>- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help</p> <p>- If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc</p> <p>- Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	- maintain air circulation systems in line with manufacturers' recommendations	Completed	

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Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> - Identify who in your work force fall into one of the following categories: <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus - Discuss with employees what their personal risks are and identify what you need to do in each case - Identify how and where someone in one of these categories will work in line with current government guidance - If they are coming into work identify how you will protect them through social distancing and hygiene procedures - Follow current government guidelines for employers on the NHS Test and Trace service 	<ul style="list-style-type: none"> - Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant 2 x risk assessment completed for all staff Staffing & HR team currently reviewing high risk employees 2nd risk assessment outcomes. 	Completed by staffing & HR teams	
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers	<p>Follow our guidance on PPE during the outbreak</p> <p>There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus</p>	<ul style="list-style-type: none"> - Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out Plentiful PPE has been available to all in WM throughout pandemic. 	Completed	

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		<ul style="list-style-type: none"> - Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. 		Completed	
		<ul style="list-style-type: none"> - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks - Where required, ensure that those using RPE are face-fit tested. - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace <p>(Please note – face coverings are not PPE. There are some circumstances when wearing a face covering is required as a precautionary measure. Where people choose to wear them you should support them).</p>	<p>Ongoing training available front line staff</p> <p>Link with portal, HCPA, HCC & supplies s ongoing.</p> <p>Grade 1 masks freely available for staff for car journeys, public transport etc along with wipes and gloves.</p>		

		There is more advice on face coverings on GOV.UK.			
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Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

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Action	By who	By when
Hand care – provide hand cream in wash rooms	JP	13/7 – completed
Microwave and fridge – clean down high touch points before and after each use with hospic disinfectant spray in kitchen area, monitor cleaning	All	Ongoing
Crates – return to store, or move and hibernate to avoid having to clean	CT to ask volunteer drivers to return	17/7 onwards as Neighbourly stops
Identify Changing Places facility as safe place – all to be aware this will be the place that anyone who becomes unwell at work rests in, on seat now in room, with door closed and window open, whilst help is arranged	All	Immediate and ongoing
Reminder to staff homeworking- re DSE, posture, exercise, suitable equipment and facilities etc in next all staff email	NS – next all staff email	W/c 13/7
Complete - 2 nd phase, 2 nd individual staff risk assessment following up with relevant staff	SE and project managers	Ongoing
Ongoing adherence to 48 hr working time directive, limit additional hours being worked and careful annual leave monitoring – to ensure rest and suitable breaks are being given and taken	All staff and line managers, ongoing smt monitoring via HJ's monthly staffing report	Ongoing