



Assessment Reference Cov19 Task 020620	Site/Location Thurston OEC, Coniston, Cumbria Buildings and Estate			Work Activity COVID 19, Task Based Risk Assessment (General Controls) Working during the pandemic		
Assessor(s) Andy Sallabank	Date of Assessment 02/06/2020	Date of Previous 29/05/2020	Date of Review In Light of New Govt. Guidance	Level of Risk Before Controls (See risk matrix)		Level of risk After Controls
<p>Overview</p> <p>This document is a template that can be used to help managers to develop a task-based risk assessment in relation to COVID-19. Below is a list of recommended control measures which can be used in the development of the task-based risk assessment or deleted if not applicable. These are not explicit requirements that need to be implemented for each work activity but should be used as guidance and good practice. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities.</p> <p>Managers are responsible for monitoring the advice and guidance available and ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.</p> <p>All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.</p> <p>Additional information on roles and responsibilities are included in the Government guidance - Working safely during coronavirus (COVID-19) : https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>Help and Support is available with the development of your risk assessment through the South Tyneside Council Health and Safety</p>						



Team									
Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	Probability	Severity	Risk Rating	Controls and Precautions What are you doing to reduce the risk?	Probability	Severity	Residual Risk
<p>Spread of COVID 19</p>	<p>Employees, contractors, visitors, members of the public, family</p>	<p>Transmission / cross contamination of COVID – 19 virus</p>	3	5	15	<p>Where possible staff should work at home and avoid coming into workplaces</p> <p>Consideration will be given to flexible ways of working and encourage agile and home working arrangements where</p>	2	5	10



	members Contracting Coronavirus				<p>possible.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none">• Risks and symptoms of COVID19• Advice regarding self-isolation of those showing signs or symptoms• Self-isolation for anyone who has recently travelled to the high-risk countries• Handwashing guidance• Ongoing updates monitored by manager and cascaded to staff. <p>Upon entry to buildings staff must wash hands with soap and water and do this regularly during the day. NB: Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>Peripatetic workers (remote/mobile workers) who do not have access to soap and water should be provided with alcohol-based hand sanitiser/gel/wipes.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition,</p>			
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					<p>included static electricity created by touching metal objects.</p> <p>Before going to work you must report to your manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none">• A high temperature• A new continuous cough <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids should be individually assessed to see if the contact can be eliminated, reduced, isolated.</p> <p>Plan your work to minimise contact between workers.</p> <p>Non-physical work that requires close contact between workers should not be carried out.</p>			
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					<p>Work that requires direct skin to skin contact should not be carried out.</p> <p>Screening questionnaire/doorstep check asked when entering a non-STC/STH premises or when allowing contractors/visitors onto site. Asking has anyone in the household/premises displayed signs or symptoms of:</p> <ul style="list-style-type: none">• Fever• New continuous cough <p>Where symptoms in the household/premises are identified entry should not proceed unless essential (in this case you must carry out an additional risk assessment).</p> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker (https://111.nhs.uk/covid-19/) which will provide advice about what to do. For those who develop symptoms, they should go home and inform their manager/supervisor. Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting under the RIDDOR Regulations and must be captured on the AR1 reporting document . For further advice and guidance contact your Health and Safety Team.</p>			
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					<p>Staff with laptops requested to take them home at the end of each day, and, if they go on leave.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by building cleaning.</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned. Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</p> <p>Staff are advised to limit the use of photocopiers and use a touchscreen pen when use of the photocopier is required. If not available immediately wash hands after use.</p> <p>Members of staff who deal with members of the public and have access to screened areas should interview from behind a full screen. Where there is no screen consideration should be given to installation of a screen.</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p>			
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					<p>Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc.</p> <p>Large gatherings should not take place without the explicit consent of the Director of the service area.</p> <p>Toolbox Talks/Safety briefings should be undertaken in an open environment where it is safe to maintain 2m separation without exception, unless wet weather conditions would degrade the paperwork then a suitable indoor venue to be considered.</p> <p>All non-essential visits to places of care for those people at risk should cease. e.g. visits to hospitals, care homes etc.</p> <p>Where staff are required to share tools, plant or equipment these should be thoroughly cleaned before and after use. If safety equipment or tools cannot be cleaned (due to chemical corrosion issues) then it must be quarantined and left for at least 72 hours before being used by another member of staff.</p> <p>Supervisors and Managers to ensure the 2m rule is maintained wherever possible and lead by example.</p> <p>Where possible employees' start/finish times will be staggered to reduce the likelihood of an influx of people at the same times.</p>			
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						<p>Consideration will be given to introduce shifts/rota, to ensure that the numbers of staff are split over the day rather than having everyone in the premises at the same times.</p> <p>All staff must take reasonable care of their own health and safety.</p> <p>Managers and supervisors must lead by example, ensuring social distancing is always complied to by both the managers and employees.</p> <p>First Aiders will be issued with the current advice and guidance.</p>			
Eating and Safe use of welfare facilities.	<p>Employees, family members</p> <p>Contracting Coronavirus</p>	Transmission / cross contamination of COVID – 19 virus	3	5	15	<p>Welfare facilities including adequate handwashing and soap provided for all staff and visitors.</p> <p>Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always clean your hands before and after eating, smoking or drinking.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p>	2	5	10



					<p>Avoid using communal welfare facilities and breakout areas where a 2m separation cannot be maintained. Use outside picnic tables when possible</p> <p>Whenever possible stagger break times to reduce the number of people using the facilities at any one time and maintain a 2m distance between yourself and others avoid all contact.</p> <p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Restrict the number of people using the toilet facilities at any one time and try and maintain a 2m distance form others. Allocate specific toilet facilities to individuals or small, constant, groups</p> <p>Regularly and thoroughly clean your hands before and after using the toilet facilities.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited.</p>				
Traveling in vehicles	Employees, family members Contracting	Transmission / cross contamination of COVID – 19 virus	3	5	15	<p>All Non-essential travel should be avoided/limited where possible.</p> <p>If traveling in vehicles, where ever possible, staff should travel in separate vehicles, however, if</p>	2	5	10



	Coronavirus via close contact with others.				<p>this is not possible staff must try and keep approximately 2m distance between each other. Coronavirus Info Frontline HS</p> <p>The risk of virus spread can be mitigated through the following:</p> <ul style="list-style-type: none">• Limiting the time spent within 2m of others to the absolute minimum.• Unnecessary congregating with colleagues must be avoided.• Keeping the room or vehicle well ventilated where possible (e.g. by opening a window).• Observing good respiratory hygiene by sneezing or coughing into a tissue, throwing it away and then washing hands (Catch It, Bin It, Kill It).• Avoid touching your face with your hands. <p>Regularly washing hands (ideally with soap and water).</p> <p>Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the vehicle that have had contact with people's hands.</p>			
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						<p>Staff should wear disposable gloves for refueling activities and ensure 2m separation.</p> <p>Wherever possible staff should avoid/limit the use of public transport; this includes for business use as well as travelling to and from work.</p> <p>The STC Cycle to Work Scheme is open for SCC employees to apply for.</p>			
Visiting STC buildings/ premises	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	Transmission / cross contamination of COVID – 19 virus	3	5	15	<p>You must always consider whether you should come to the premises at all.</p> <p>Unnecessary congregating with colleagues within the depot must be avoided.</p> <p>Conversations between staff must be, where ever possible, undertaken via telephone. Where this is not possible the 2m separation distance should so far as reasonably practicable.</p> <p>Collecting and returning paperwork in person must be avoided where possible – instead, if practical, designate an area for collecting and returning paperwork to avoid doing this face to face.</p> <p>A minimum of 2 metres separation distance must be maintained between colleagues.</p>	2	5	10
Those employees	Employees,	Transmission / cross	3	5	15	Can the person undertake their normal duties by	2	5	10



<p>deemed as higher risk i.e. underlying health conditions, age, pregnancy, etc.</p>	<p>contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>contamination of COVID – 19 virus</p>				<p>working at home, if not they should contact their manager who will liaise with HR regarding any specific reasonable adjustments that may be available.</p> <p>Those who are at a higher risk and have been prescribed medication should, where possible, carry their prescribed medication with them at all times.</p>			
<p>PPE</p>	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Transmission / cross contamination of COVID – 19 virus</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Employees will have been issued with appropriate PPE as identified in general activity Risk Assessment and Safe Systems of Work .</p> <p>It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</p> <ul style="list-style-type: none"> • Robust hand hygiene. • Do not touch your eyes, nose or mouth if your hands are not clean. • Good respiratory hygiene. • Environmental control (e.g., cleaning of frequently touched surfaces). • Management of patients and service users. • Information. • Training. <p>Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE.</p>	<p>2</p>	<p>5</p>	<p>10</p>



					<p>NB: PPE may have lead in timescales therefore requirements must be identified asap with co-ordinators to ensure and maintain sufficient supply.</p> <p>Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks.</p> <p>Single use PPE should be disposed of so that it cannot be used again.</p> <p>Encourage increased natural ventilation in enclosed spaces by opening windows.</p> <p>The current Government guidance regarding the type of Respiratory Protective Equipment (RPE) for protection against coronavirus identified in the Table 1 below.</p> <p>Staff must be clean shaved when wearing tight fitting RPE. Staff who are not clean shaven should wear an air fed respirator which is periodically serviced as per manufacturers guidance.</p> <p>Discarded gloves RPE must be disposed of in rubbish bags. These bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put</p>			
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						<p>aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p> <p>Staff who have been identified as needing PPE must use it in accordance with information, instruction and training</p> <p>http://staff.stc.local/article/69403/Personal-Protective-Equipment-PPE-</p>			
Handling cash.	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	Transmission / cross contamination of COVID – 19 virus	3	5	15	<p>The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and handrails etc.</p> <p>Contactless or card payments should take preference over cash whenever possible.</p> <p>Whenever possible wear gloves when handling cash.</p> <p>Regularly visually check gloves to ensure they are not developing holes/splits.</p> <p>Do not touch your face whilst wearing gloves.</p>	2	5	10



						<p>Always thoroughly wash your hand after removing gloves.</p> <p>Ensure you follow the guidance for removing gloves.</p>			
<p>Substances Hazardous to Health which could include hand sanitisers and cleaning products</p>	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Transmission / cross contamination of COVID – 19 virus</p>	3	5	15	<p>When purchasing/using substances a hierarchy of control is implemented which considers;</p> <ul style="list-style-type: none"> • Elimination • Substitution • Engineering Controls • Administrative Controls • Personal Protective Equipment <p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat drink or smoke whilst using substances.</p> <p>Employees must inform their manager of any</p>	2	5	10



					<p>health condition which they consider may be being caused or made worse by their work.</p> <p>Do not spray or dust in the direction of people or animals.</p> <p>Do not mix chemicals.</p> <p>Where RPE is identified in the COSHH assessment staff must complete face fitting training on the masks issued.</p> <p>Face fit training refreshed at periods not exceeding 4 years.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in accordance with information, instruction and training.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p> <p>Within Council premises cleaning is undertaken by Cleaning Services.</p> <p>Staff to be instructed to refrain from bringing in their own cleaning products.</p>				
First aid, accidents, security and other incidents	All Staff and visitors, contractors	Transmission/cross contamination of COVID – 19Virus to first aid trained personnel from	3	5	15	There may be emergency incidents where social distancing is not safe to do such as staff would need to get out of the building quickly if there was a fire. Where possible social distancing will	2	5	10



		direct contact with any injured party.			<p>be maintained if safe to do at the assembly point.</p> <p>During the current pandemic it cannot be guaranteed fire wardens will be available therefore the manager of the area is to take charge and ensure everyone safely leaves the building.</p> <p>During the current pandemic it cannot be guaranteed there will be a first aider available therefore employees are aware to call emergency services for medical support by calling 999 and where possible notify their manager of the incident as soon as possible.</p> <p>First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers.</p> <p>First aiders to be provided with the most up to date government information.</p> <p>Any waste to be disposed of as per government guidance.</p> <p>Providing first aid treatment during a pandemic:</p> <ul style="list-style-type: none">• First aiders have been informed that where possible, it is recommended that they do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.			
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					<ul style="list-style-type: none">• In line with Government advice, First Aiders to make sure they have washed their hands or used hand sanitiser, before and after treating a casualty.• First Aiders to consider cross contamination that could occur which was covered in their training. <p>All trained first aid personnel must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 meters may have to be breached to facilitate treatment by close and direct contact, first aid personnel must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aid personnel must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed.</p> <p>If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aid personnel cannot be maintained.</p>			
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Assessor notes:
[This risk assessment will need to be continually reviewed due to the ongoing government advice and guidance. Please refer to your professional body for](#)



additional advice.

Government guidance:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Signature of Assessor(s)

APR Salibeh

Risk Matrix



South Tyneside Council

Severity \ Likelihood	Severity				
	Non-Injury	Minor Injury	7 Day Injury	Major Injury	Fatality
Likelihood	1	2	3	4	5
Improbable 1	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
Remote 2	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
Possible 3	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Probable 4	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
Most Likely 5	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

Risk = Likelihood X Severity

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.