



## CORONAVIRUS (COVID-19)

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

## DBC Corporate Activities Risk Assessment

Title of risk assessment: Management of change to working practices during Coronavirus (COVID-19) pandemic		Service Name: To be adopted by all service areas	Manager's Name: Sally Marshall Chief Executive	Safe working procedure reference: <a href="#">Covid 19 Hub</a>	Review Date: 15/07/21	
Date of Assessment: 25/03/20 Updated 15/07/20		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):						
The following Corporate template includes potential hazards and risk reduction measures to adapt to the current Coronavirus pandemic and reflects the 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)  Someone entering the workplace with CV19	Employees  A visitor enters the workplace with CV19 and passes	1 In line with Council guidance, staff / services implementing working from home (WFH) and alternative work arrangements  2 Review of essential staff and ratio of percentage of staff required in the office	2 Group Managers to review, pending change in Government advice for	Group Managers	TBA by Group	

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	<p>the virus on to employees</p>	<p>3 Senior Manager to ensure only essential staff are coming into work</p> <p>4 Reduction / cessation of 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> <li>▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres)</li> </ul> <p>6 This information has been passed onto employees via the Covid Hub.</p>	<p>Group A, B and C return to the Forum and other buildings.</p>		<p>Manager (Procurement and Contracted Services) in line with Forum plan.</p>	
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<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. Employees that have been within 2m for 15 minutes should self-isolate and get tested. Other employees should self-isolate if they are contacted by NHS Test and Trace.</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 informed, keys cleaned and prevent re-issue until safe to do so.</p> <p>3 This information has been passed onto employees</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>
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees Visitors</p> <p>A person catches CV19 due to</p>	<p>1 An increased formal cleaning regime is underway; employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.)</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</p>	<p>1 Line manager to ensure provision of cleaning</p>	<p>On-going</p>	<p>On-going</p>

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	contaminated surfaces	<p>2 Hand sanitisers will be provided to those who cannot reasonably get to soap and water</p> <p>3 Single person or contactless refuelling.</p> <p>4 Where you are already using PPE in your work activity to protect against non-COVID-</p>	<p>handles, fuel pumps and vehicle keys, with adequate 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>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>supplies and training</p> <p>2. All vehicle staff</p> <p>line manager to ensure training is provided</p>	<p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
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		<p>19 risks, you should continue to do so. <a href="#">Gov guidance</a> on PPE use.</p> <p>5 Prior to entering a business premises ensure you comply with their risk assessments when on site.</p> <p>6 This information has been passed onto employees</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 implementing working from home (WFH) 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 (e.g. no handshaking; postpone large meetings;</p>				

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		<p>separation between desks etc.): Public Health England Guidance: <a href="#">Social distancing for everyone in the UK</a></p> <p>4 Increase ventilation where possible with open windows in shared vehicles</p> <p>5 Maintain consistent staffing within vehicles as far as reasonably practicable.</p> <p>6 Site specific control to be implemented in advance of isolation measures being lifted</p> <p>7 Drivers are issued with tissues and a disposal bag for the tissues in the vehicle.</p> <p>8 This information has been passed onto employees</p>	6 Risk assess buildings, implement and communicate controls to all relevant people.	6 Group Managers with responsibility for Buildings	29 <sup>th</sup> May 2020	
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staff visiting Clients in their homes</p>	<p>Employees/Agency/Clients</p> <p>A person catches CV19 due to working in clients home</p>	<p>1 Review essential home visits that are required, this should also account for your service Business Continuity Plan and staffing levels.</p> <p>2 Implement the field officers <a href="#">protocol</a>. Protocol circulated on the 14<sup>th</sup> May 2020.</p>		2 Group Managers	29 <sup>th</sup> May 2020	Done

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		<p>3 If staff are concerned they have COVID-19 they are advised to self-isolate at home and follow the stay at home guidance. If advised to self-isolate at home, they should not visit and care for individuals until safe to do so.</p> <p>4 Follow the guidance link below as a the standard you are basing your risk management on <a href="#">Gov guidance</a></p> <p>5 Ensure that any clinical waste is disposed of correctly in line with <a href="#">Gov guidance</a></p> <p>6 <a href="#">Hygiene measures</a> to include having your own anti-bacterial hand sanitiser or access to hand washing facilities</p> <p>7 Any staff presenting symptoms of COVID 19 to not come into work and self-isolate immediately</p>	<p>2 Ensure management have implemented the protocols for site visits.</p>			
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<p>Coronavirus (COVID-19) (CV19)</p> <p>General / Awareness</p>	<p>Employees <i>(including those considered at increased risk)</i></p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures</p>	<p>1 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources:</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 procedures)</p>	<p>1 Line Managers carry-out routine 'safety inspections' to check that required standards are being met. This may be through regular 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>	Group Manager	29 <sup>th</sup> May 20	Line manager
<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Employees <i>(including those considered at increased risk)</i></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 will be notified by the</p>				

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	<p>Employees are not aware of the need to self-isolate or how to self-isolate</p>	<p>Government / NHS / PHE to self-isolate and should adhere to guidance and work from home.</p> <p>3 Staff who identify themselves as vulnerable should work from home where possible, front line staff should discuss with line managers options available, including redeployment.</p> <p>4 Staff should inform their Manager if they have concerns regarding self-isolation; arrangements made to keep in touch with the affected individual and provision / access to further support:  <a href="#">Employee Assistance Programme (EAP)</a></p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p>	<p>Employees, family members, general public</p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19</p>	<p>1 Any symptomatic employees will be sent home and a test arranged</p> <p>2 Employee(s) is / are advised to follow <a href="#">NHS online guidance</a></p> <p>3 If NHS 111 or a GP determines the employee is symptomatic and certifies them</p>				

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	<p>A person catches CV19 due to another employee continuing to work despite being unwell</p>	<p>unfit for work, they will be treated as off sick as per normal policy</p> <p>4 Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance</p> <p>5 Working from home will be considered if well and able to work from home</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Employee(s) who have contracted CV19</b></p>	<p><b>Employees, general public, family members</b></p> <p>Contracted CV19 by any means</p>	<p>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 Test and Trace.</p> <p>2. Management notified so that the workplace / vehicle can implement decontamination / cleaning regime</p> <p>3 All new starters and Agency operatives to complete COVID survey.</p>				

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<b>Overall Residual Risk for Activity (L / M / H):</b>		Medium
<b>Level of Risk</b>	<b>Suggested Action</b>	
<b>LOW</b>	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate	
<b>MEDIUM</b>	Control measures need to be introduced within a specified time period; continue to monitor and review	
<b>HIGH</b>	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended	