

Covid19 Secure Measures Risk Assessment template

Office and similar Environment

Introduction

1. This form is intended to assist Dudley Metropolitan Council (the employer) in meeting its legal obligation to protect the health safety and welfare of our employees by assessing and managing risks in relation to coronavirus in the workplace.
2. This form was developed in line with the government guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> and covers indoor environments such as offices, contact centres, operation rooms and similar workplaces.
3. Risk assessments should be carried out for each separate department/service office space by the Service Manager. Where this office space forms part of a larger building or site, the risk assessment should be carried out in conjunction with the overall building/site manager. It is suggested that this could be achieved through the setting up of a Building User Group (BUG) to focus on the completion of the workplace risk assessment for the premises.
4. Additional individual risk assessments are needed for any employee who has any factor which places them at higher risk or in a vulnerable category and for all factors consideration must be given to adjustments for any employees with any protected characteristics.
5. Additional role-based risk assessments may be needed over and above the workplace assessments where the nature of the work is impacted by the risk of Covid-19 transmission.
6. This risk assessment should also be reviewed when the working location, duties, or situation of the employees change.
7. There are five key principles which guide decisions and ensuring covid19 secure measures:
 1. Work from home, if you can
 2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions
 3. Maintain 2 metres social distancing, wherever possible
 4. Where people cannot be 2 metres apart, manage transmission risk
 5. Reinforce cleaning processes

Therefore, the advice is that where it is possible employees should work from home.

8. Results of the risk assessment must be shared with the workforce and the government expects employers with over 50 employees to share their results on their website.
9. Dudley Metropolitan Borough Council has produced accompanying guidance to assist in the completion of this risk assessment template.

Covid19 Secure Measures Risk Assessment Example / template – Office

Process

1. The Covid19 Secure guidance identifies key areas where risk needs to be assessed and managed.
2. This template will provide a systematic process to assess risk using the following matrix.

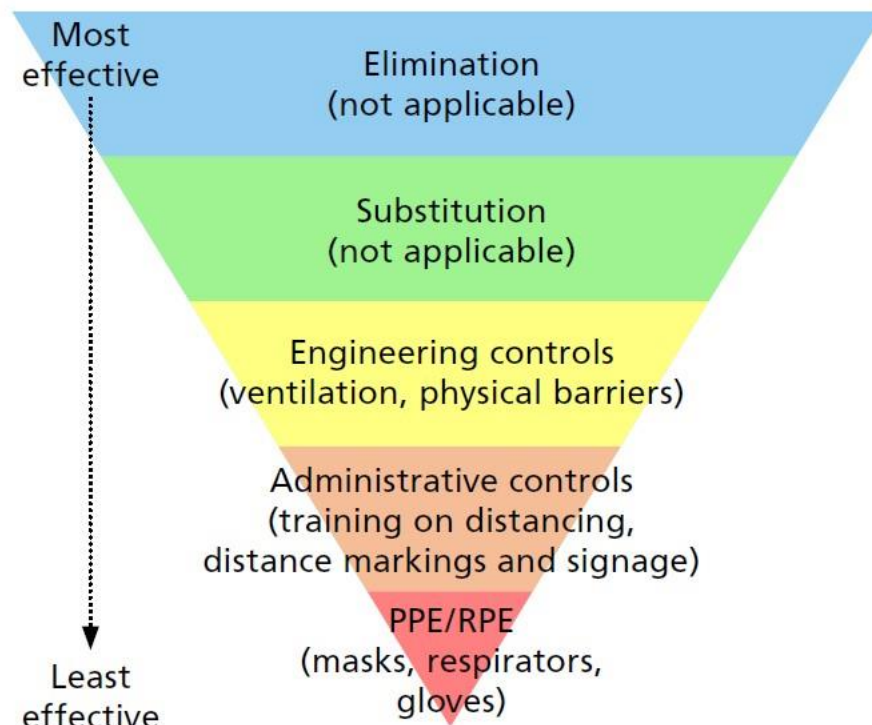
		SEVERITY						
<u>H&S</u>		No Injury	Slight	Minor	Serious	Major		
LIKELIHOOD	Unlikely	1	2	3	4	5		MINOR
	Possible	2	4	6	8	10		SIGNIFICANT
	Likely	3	6	9	12	15		
	Very Possible	4	8	12	16	20		MAJOR
	Almost Certain	5	10	15	20	25		

RISK RANKING		
1 – 5	MINOR RISK	MONITORING REQUIRED
6 – 15	SIGNIFICANT RISK	LOOK TO IMPROVE / REDUCTION OF RISK REQUIRED
16 - 25	MAJOR RISK	STOP PROCESS - TAKE IMMEDIATE ACTION

3. The assessment recognises that the transmission of Coronavirus in the workplace, in the areas outlined in the Covid19 Secure Guidance is a hazard. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a severe hazard.

4. Likelihood considers how people are likely to be exposed. With no control measures in place the likelihood is potentially high.
5. Therefore, without control measures the risk to health should be considered as a **MAJOR RISK**. The following assessment of the workplace risks outlined in the Covid19 Secure measures guidance should be undertaken or the elements of risk assessed under existing risk assessment processes.
6. The hierarchy of control should be applied, and the highest level of control implemented. Elimination is not possible as the employer is unable to completely remove the threat of the virus in the workplace. Substitution is not possible as there is no less harmful alternative available in the workplace.

Covid-19 hierarchy of control



Service/Team/Department	Leisure Services	Date	24 July 2020
Exact Location	Halesowen leisure centre		
Completed by (name and Job Title)	Steve Gay, Leisure Services Manager	Signature	<i>Steve Gay</i>

Section 1 – Social Distancing

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Travelling to work	There is communication to employees to discourage use of public transport	Y	Staff informed of latest Government guidance via WhatsApp messages / emails / text / phone.	1	1	1
	Additional car parking has been identified	N	Deployment of staff to nearest location where possible to avoid public transport	1	1	1
	Bike storage is available	Y	Limited staff car park spaces, large multi-storey public car park and off-street parking available	1	1	1
	Passenger numbers in any LA vehicles is limited and stipulated	N	Staff use own vehicles to arrive at work	1	1	1
			Cycle scheme promoted. Cycle hoops & shelter are provided	1	1	1

			LA vehicles not used with service area. Vehicle car sharing to be avoided except if social distancing can be maintained or from same household	1 1	1 1	1 1
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Arriving at and leaving work	Staggering of arrival times/leaving times/shifts has been implemented Reduced numbers of employees required on site has been established Additional, individual storage for clothing/bags is available	Y	Staff work on a 6-week shift rota basis with differing start & finishing times throughout the week.	4	1	4
			The morning shift arrive before the public and the late leave after the public.	1	1	1
			The afternoon shift will arrive and the morning shift leave via the main front doors	2	2	4
			Normal public opening hours and limited activities available to the public	1	1	1
			Minimum numbers of staff on site to ensure H&S requirements are met such as lone working, first aid, manual handling, evacuation etc...	1	1	1
			Personal lockers provided are provided in some staff areas	1	1	1
Entry points	Increase in number of entry points	N		1	2	2

	Protocols for one-way flow at entry/exit points which are clearly marked is in place	N	The main leisure centre entrance is used as a single point of access & control to the building for both staff & customers	1	1	1
	Discontinuation of touch-based security entrances including turn styles is established	N				
	Hand sanitiser is available at all entry points	Y				

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Moving around the workplace	One-way systems are in place	N	Floors / walls are marked with directional signs	2	2	4
	Direction of travel in corridors is marked	Y				
	Lift access is restricted for disabled employees/those with specific conditions or need only Reduced lift capacity and clear marking is installed	Y	Limited number of staff in building working in various locations. Where 2m social distancing cannot be accommodated, permanent or portable screens being used.	2	2	4
	Hand sanitiser is provided in lifts	Y				

			Staff movement around centre kept to a minimum	1	1	1
	Employees are discouraged from non-essential trips around the building	Y	Unused rooms kept secure	1	1	1
	There is restricted access to certain areas	Y	Identified staff (Centre Manager, Duty Manager, Receptionists, Gym) have access to a computer and phone. Hand sanitiser provided at all shared work locations	2	2	4
	Use of telephone/email contact between offices/departments is encouraged	Y				
	Use of stairs is actively encouraged	Y	Double width stairs to first floor and single width stairs to lower ground floor signed appropriately as one-way or two-way	1	1	1

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Meetings	Remote tools are used to reduce the need for face to face meetings	Y	Meetings held via Microsoft teams.	1	1	1
			Rooms arranged to ensure social distancing guidance	1	1	1
	Number of participants attending face to face meetings is minimised	Y	Only specified areas used as required	1	1	1

	2m distance between participants is maintained	Y	Staff reminded to avoid sharing physical equipment on meeting invite	1	1	1
	The largest capacity room available is used	Y	Signage erected advising on social distancing	1	1	1
	Floor markings to ensure social distancing are installed in meeting rooms	N	Meeting attendees to bring own resources via meeting request	1	1	1
	Employees are instructed to avoid sharing physical resources during meetings	Y	No food to be consumed during meetings. Only own drinks allowed	1	1	1
	Employees are instructed to avoid communal food during meetings	Y	Hand sanitiser provided in all meeting spaces	1	1	1
	Hand sanitiser is provided in meeting rooms	Y				

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Common Areas	Staggered break times have been implemented	Y	Breaks are co-ordinated by line manager	2	2	4
	Use of outside break areas is in place where appropriate	N	Staff receive paid breaks therefore are not allowed to leave the building	1	1	1

			Staff Room & Kitchen provided	1	1	1
	Additional break areas have been created	N	Screens are fitted to all key public contact points	1	1	1
	Screens have been installed where appropriate, e.g. reception areas	Y	Floor markings and additional social distancing / hand washing & cleaning signs erected	1	2	2
	Floor markings to maintain social distancing have been installed	Y	Public seating areas removed	1	1	1
	Seating has been reconfigured to reduce capacity and reduce face to face interactions	Y	Fridges for food storage and microwaves are provided in key staff locations	2	2	4
	Employees are encouraged to remain on-site	N	Hand sanitisers and soap are provided in staff kitchen areas	1	1	1
	Employees are encouraged to bring their own food	Y				
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Packaged meals are provided to avoid opening canteens fully	N	No meals are provided.	1	1	1
	Use of locker rooms, changing areas and other facilities is subject to established protocols		Staff facilities have notices posted reminding staff of social distancing	1	1	1
			Hand sanitisers provided in all staff kitchen & break out areas	1	1	1
	Hand sanitiser and cleaning products are provided where there	Y				

	are communal items such as kettles/microwaves					
Accidents, security and other incidents	First aiders are provided with hand sanitiser and PPE where appropriate	Y	First Aid packs provided in all key locations	2	2	4
	Employees are aware that in an emergency situation, e.g. fire evacuation social distancing does not apply	Y	Staff are trained in the safe evacuation of public and first aid	2	2	4
	Fire Marshals and security staff roles are assessed separately	N	Normal Operating Procedures / Emergency Action Plans reviewed to ensure COVID-19 Secure	1	2	2

Section 2 – Managing Contacts

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Visitors and contacts	Remote contacts are encouraged and enabled as far as possible	Y	All visitors and contractors report to reception.	2	2	4
	Clear protocols are developed, displayed and communicated for all visitors	Y	All visitors and contractors to sign in. and hand sanitiser provided.	2	2	4
	The number of visitors to the premises is limited	Y	All works to be planned in advance or outside of opening hours.	2	2	4

	Clear social distancing floor markings are in place for queues	Y	No on speculation appointments will be allowed	1	2	2
	Schedules have been revised to limit numbers on site e.g. contractors and routine maintenance	Y	Signs & notices erected. Building Manager discusses with CLS contractor access	1 2	1 1	2 2
	Maintenance is reviewed to consider that which can be undertaken outside of normal working hours	Y	Hand sanitiser provided Member of staff to escort contractor or visitor maintaining social distance at all times	1 2	1 2	1 4
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Hand sanitiser is provided for visitors	Y	On-line & pre-payment encouraged to limit cash / coins	1	1	1
	Entry and exit points and flow of visitors has been reviewed and protocols established	Y	Staff reminded to wash hands regularly and at start & end of shift Notices erected reminding visitors to stay safe social distance, wash hands regularly	1 1	2 1	2 1
	non-contact payment methods and options are provided	Y				
Providing and Explaining guidance	Signs and visual aids are displayed at points of entry and at multiple points in visitor areas	Y	All staff re-inducted into new ways of working	2	1	2

			Public & clubs to be informed of new ways of working	2	2	4
	Tenant organisations in the building are adhering to covid19 secure measures	N				
	Employees interacting with visitors e.g. reception, security, etc are provided with necessary training on safe working measures	Y				

Section 3 – Cleaning

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Before opening	Air conditioning and ventilation maintenance is up to date	Y	Corporate Landlord Services instructed to carry out inspection by qualified engineer as per HSE guidance.	2	2	4
	Where possible regular opening of windows for increased ventilation is in place	Y	Windows will be opened as appropriate	1	1	1
Keeping the workplace clean	Building cleaning schedules have been reviewed and increase frequency where necessary	Y	Enhanced cleaning regime introduced on all key touch points	2	1	2

	All equipment is cleaned between uses	Y	Each workstation issued with appropriate cleaning	2	2	4
	Safe, disposable cleaning materials are provided for employees to use	Y	All used disposal cleaning equipment to be double bagged at the end of each working day for disposal	2	2	4
	Frequent cleaning of regularly touched surfaces, objects such as door handles has been introduced	Y	Enhanced cleaning introduced at key contact points	2	2	4
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Waste is removed at the end of each day	Y	Staff informed of latest guidance of known or suspected Covid-19 in the workplace.	2	1	2
	Guidance is followed in the event of a known or suspected covid19 case in the workplace	Y	Facility closed and deep cleaning carried out	2	2	4
	Use of high touch items such as printers has been reviewed and protocols communicated	Y	Hand sanitiser provided by all machines	1	1	1
			Activity sessions offered so that cleaning can take place between each session	1	2	2
Hygiene, handwashing, sanitation facilities and toilets	Posters are displayed to build awareness of handwashing techniques	Y	Employee & Public notices displayed in key locations	1	1	1
	Posters are displayed to build awareness of hygiene protocols e.g. avoid face touching, binning tissues etc.	Y	Employee & Public notices displayed in key locations, changing rooms & toilet areas	1	1	1

			Hand sanitisers installed in all key locations.	1	1	1
	Hand sanitiser is provided in multiple locations	Y	Toilet & changing rooms cleaning routines enhanced	1	2	2
	Toilet cleaning schedules have been reviewed	Y				
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Monitoring of toilet cleaning schedules is undertaken	Y	Control cards used detailing when they were cleaned and by which member of staff.	1	1	1
	The most used facilities are cleaned more frequently	Y	One in One out regime introduced on toilet areas	2	1	2
	Guidelines on using toilet facilities have been shared with staff to achieve social distancing e.g. use only facilities close to your office	Y				
Changing rooms and showers	Changing rooms and showers should only be used where necessary – protocols of use have been communicated to staff	Y	Staff advised to arrive work ready.	1	1	1
			Customers advised to arrive activity ready to limit changing room usage.	1	2	2
	Cleaning schedules have been reviewed	Y	Enhanced cleaning introduced	1	1	1
	Cleaning is monitored	Y	Control cards used for changing rooms & shower areas when they were cleaned and by which member of staff	1	1	1

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Goods handling, deliveries, onsite vehicles	Cleaning protocols have been established for incoming deliveries and goods	Y	Suppliers contacted & asked to provide new ways of working	1	2	2
	Hand sanitiser and hand washing protocols have been established for staff handling deliveries	Y	Hand sanitiser provided at all reception counters	1	1	1
	Protocols have been communicated to staff and information is displayed	Y	Posters erected informing staff of new procedures introduced	1	1	1
	Employees are not permitted to arrange personal deliveries to work addresses	Y	Deliveries arranged when minimum staff & public in building	1	2	2
	LA vehicles cleaning schedules have been reviewed	N	All staff informed via, e-mail, text and Risk Assessments, new induction process & training	1	2	2
	Shared vehicles are cleaned in between each use	N	Staff informed not to have personal deliveries to the centre during induction	1	1	1
	Hand sanitiser is provided in vehicles	N				
	Delivery schedules have been reviewed to minimise contact	Y				
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk

	Drop off points have been reviewed to include procedures, signage and markings	N				
	Non-contact deliveries are established where possible	N				
PPE and face coverings	Roles requiring PPE have been identified	Y	Duty Managers, Recreation Assistants & Gym Instructors for emergency use only	2	2	4
	PPE procurement has been reviewed	Y	Central Contract used for the supply	1	1	2
	Employees wishing to wear face coverings are permitted to do so – guidelines on safe use of face coverings is displayed and communicated	Y	Staff will be advised appropriately	2	2	4

Section 4 – Workforce Management

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Shift patterns and working groups	Shift patterns have been reviewed to minimise contact	Y	Staff work a 6- week rotating shift system starting at different times during the day.	2	2	4
	Shift patterns have been fixed as far as possible	Y	The morning shift arrive before the public and the late leave after the	2	2	4

	Working groups/teams have been fixed as far as possible	Y	public. The afternoon shift will arrive and the morning shift leave via the main front doors Shift patterns to meet service needs, health & safety and lone working Agile or home working continues where possible to meet service needs Each member of staff has a work shift pattern Yes, hand sanitiser and other cleaning materials have been provided			
	Employees are clear on what days/times they should be attending work	Y		2	1	1
	Areas of common use between different teams and shifts have been identified	Y		1	2	4
	Cleaning protocols have been established	Y		2	2	4
				2	1	1
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Work related travel, cars, accommodation and visits	All except non-essential visits have been cancelled or postponed or remote options have been implemented	N	No home visits are planned			
	Overnight accommodation venues comply with covid19 secure measures	N				
	Social distancing measures are applied to visits where possible	N				

	PPE is supplied for visits where required by role	N				
	Records are kept of overnight stays	N				
	Shared vehicles are cleaned between shifts/handover	N				
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Where transfer of equipment, etc. is required between sites - procedures to minimise person to person contact have been established and communicated to employees	N				
Communication and training	Clear, consistent and regular communication methods are in place	Y	Communication is maintained via WhatsApp group, text, and phone	1	1	1
	Employees and Trade Unions are engaged and involved in developing safe working measures	Y	Risk Assessments are shared with Health & Safety, staff and unions	1	2	2
	Employees have received communication and training materials prior to returning to work	Y	Re-induction process in place for all staff on changes to safe work practices	1	2	2
			Staff are involved and consulted on proposed changes	1	1	1

	New procedures have been communicated to employees	Y	Yes, review carried out as per Government guidance and local conditions	1	1	1
	Regular review and monitoring of measures has been scheduled	Y	Yes, Risk Assessments shared with Unions	1	1	1
	Changes to existing practices are discussed and agreed with Trade Unions	Y	Unions invited to visit centre	1	1	1
Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Communication material includes images and is available in different formats/ languages where appropriate	Y	Public and staff notices have been agreed with CAPA	1	1	1
	Employees mental health is a key focus and support measures have been identified and implemented	Y	Regular contact has been made during pandemic. Mental Health information circulated and offered to all employees	1	1	1
	A communication strategy has been established to ensure that all employees are updated regularly	Y	Staff receive regular updates from their line manager via WhatsApp or phone	1	1	1

Section 5 – Further Actions Required

Activity	Further Actions Required	Planned Completion Date	Date Completed
Risk Assessments	Review of existing operational Risk Assessments to be carried out	3 August 2020	31 July 2020
NOP / EAP	Review NOP /EAP's in line with latest Government Guidance	3 August 2020	

The above actions have been agreed as reasonably practicable steps to reduce risk

Manager's Signature: *Steve Gay*

Date: *_24 July 2020*

The actions referred to above have been completed.

Manager's Signature: _____ Date: _____