

Broxtowe Borough Council		Council Offices Risk Assessment										1st Review Date	2nd Review Date	
Assessed by:		Assessment for the safe operation of the Council Offices during the Covid 19 pandemic										Various	Various	
RA Reference	Hazard and Frequency Description of hazard, activity, or process including frequency of repetition	Risk Rating				CONTROL MEASURES Reduce risk to lowest level reasonably practicable	Residual Risk				Further Actions / Comments	Date of Assessment	Comments	Comments
		S	L	P	RR		S	L	P	RR				
Covid 19 Secure	Prevent transmission of Covid 19 to Clinically vulnerable and extremely clinically vulnerable	4	4	3	48	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable employees have been advised not to work outside the home</li> <li>Clinically Vulnerable employees have been asked to work from home, where this is not possible they have been placed in the safest positions where social distancing can be maintained at all times.</li> <li>This also applies to people living with Vulnerable people</li> </ul>	4	2	3	24	This control ended when shielding ended. All individuals that were shielding were given return to work assessments by managers and Occupational Health 16-08-2020 Control measure reintroduced 05-01-2121	12/06/2020	24/07/2020	This control ended when shielding ended. All individuals that were shielding were given return to work assessments by managers and Occupational Health 16-08-2020
	Prevent transmission of Covid 19 to Clinically vulnerable and extremely clinically vulnerable	4	3	3	36	<p>In Tier 1: Medium alert and Tier 2: High alert, clinically extremely vulnerable individuals are advised to work from home where possible but can still attend work if they cannot work from home.</p> <p>In Tier 3: Very High alert, clinically extremely vulnerable individuals are strongly advised to work from home, but can still attend work if they cannot work from home.</p> <p>Consider whether clinically extremely vulnerable individuals can take on an alternative role or change their working patterns temporarily to avoid travelling during busy periods.</p>	4	2	3	24		01-12.20		
	Ensure that no employee physically enters the workplace who are advised to stay at home under current government guidelines or is suffering symptoms of Covid 19	4	4	3	48	<ul style="list-style-type: none"> <li>Any staff member with COVID-19 symptoms must not come to work – must self-isolate and go for a test. If test result negative return to work when feeling well to do so.</li> <li>Symptoms to look out for are <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss of, or change to, your sense of smell or taste</li> </ul> </li> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></li> <li>If any member of your household has COVID-19 symptoms or is confirmed positive you must stay away from the workplace for 10 days.</li> <li>If contacted by NHS Test &amp; Trace follow the advice given.</li> <li>Employees have been advised and assisted to work from home.</li> </ul>	4	1	3	12		12/06/2020	24/07/2020	16/08/2020
	Employees travelling to and from work	4	3	3	36	<ul style="list-style-type: none"> <li>Employees have been encouraged to avoid public transport when travelling to and from work</li> <li>Employees briefed to follow PHE guidance on social distancing when outside the workplace</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020

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	Parking and getting out of vehicles in office car park	4	2	3	24	<ul style="list-style-type: none"> <li>Employees to be observant of surroundings when parking into spaces and exiting vehicles to avoid close contact with others getting out of other vehicles.</li> <li>Maintain a minimum 2-metre separation between any other person.</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020
	Employees entering and exiting the building	4	3	3	36	<ul style="list-style-type: none"> <li>Phased return to the offices with staff numbers limited to around 20% of full occupancy. All staff require HoS permission to be on site.</li> <li>Management on site each day to ensure social distancing measures are adhered to and the occupancy numbers are monitored.</li> <li>Enter through side door, sanitize hands on entry to the building. Exit the building through the fire door at the bottom of the stairwell</li> <li>Employees advised to pass quickly, side by side in corridor and stairs, do not stop to talk as this will cause obstructions.</li> <li>Employees may leave via emergency exits at the side of the building in which they are based</li> <li>Sanitizer stations at entrance points, and each stairwell entrance to corridor at each floor</li> <li>Hold open devices fitted to doors to reduce the risk of contamination (where FRA permits)</li> </ul>	4	2	3	24	Staff given written instructions and briefed: <ul style="list-style-type: none"> <li>Maintain a minimum 2-metre separation between any person.</li> <li>To enter the building via the designated entrances.</li> <li>To wash/gel your hands immediately after entering the building</li> </ul>	12/06/2020	24/07/2020	16/08/2020
	Ensuring Equality	4	3	3	36	<ul style="list-style-type: none"> <li>Individual risk assessments to be carried out to ensure control measures introduced take into account any particular circumstances of those with different protected characteristics</li> <li>Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them</li> <li>Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers</li> <li>Ensure that control measures introduced do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020
	Use of stairs and lifts	4	3	3	36	<ul style="list-style-type: none"> <li>Introduce a stay left, single file system on staircases</li> <li>Lifts marked to accommodate maximum occupancy and standing positions</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>Sanitizer stations and entrance points, and each stairwell entrance to corridor at each floor</li> </ul>	4	2	3	24	Staff briefed on "staircase and corridor" etiquette <ul style="list-style-type: none"> <li>Stay left on stairs</li> <li>Do not pass on stairs</li> <li>Don't stop for a chat on stairs or in corridors</li> </ul>	12/06/2020	24/07/2020	16/08/2020

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	Ensuring social distancing - Workstations	4	4	3	48	<ul style="list-style-type: none"> <li>Occupancy of areas are managed to ensure social distancing at workstations can be achieved -</li> <li>Where practical hot desking has been removed</li> <li>Work stations have been reviewed to ensure 2m social distancing can be achieved. reduced capacity by at least 50% and sit at 45 degrees</li> <li>Desk wipes are available for cleaning of desks</li> <li>Floor Marking have been introduced to ensure 2 metres distancing is maintained in reception areas</li> <li>Hand sanitizers available at high touch areas i.e. photocopier</li> <li>Open windows to ensure airflow around the offices</li> <li>All staff to wear face coverings when in communal areas of the building - face coverings may be removed when sitting at a workstation or to consume food or drink 14/01/2021</li> <li>Staff advised to work from home unless their Office visits is based on need               <ol style="list-style-type: none"> <li>Service need</li> <li>Welfare need</li> </ol> </li> </ul>	4	2	3	24	Staff given written instructions and briefed: <ul style="list-style-type: none"> <li>Maintain a minimum 2-metre separation between any person.</li> <li>To enter the building via the designated entrances.</li> <li>To wash/gel your hands immediately after entering the building</li> </ul>	12/06/2020	24/07/2020	16/08/2020
	Ensuring Social distancing - Toilets and circulation areas	4	4	3	48	<ul style="list-style-type: none"> <li>Reduced movement around the building by discouraging non essential trips within the building</li> <li>Access between different areas has been restricted to essential trips</li> <li>Lifts marked to accommodate maximum occupancy</li> <li>Toilet "suites" to be one person only as social distancing is impossible, this will have an effect on building capacity</li> <li>hold open devices fitted to doors to reduce the risk of contamination (where FRA permits)</li> </ul>	4	2	3	24	Staff instructed to make only essential trips within the building, use an alternative such as telephone or teams if possible	12/06/2020	24/07/2020	16/08/2020
	Ensuring Social distancing - Break out areas	4	3	3	36	<ul style="list-style-type: none"> <li>Numbers allowed in Break out/Kitchen areas have been restricted</li> <li>Staggering lunch times to avoid congestion in break out areas</li> <li>Furniture reconfigured to ensure social distancing is achieved</li> <li>high risk touch areas regularly sanitised</li> <li>fridge, kettle, cupboards etc. - provide sanitizing wipes/signage</li> </ul>	4	2	3	24	New guidance 01-12-20, all covered	12/06/2020	24/07/2020	16/08/2020

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	Ventilation - Ensuring adequate ventilation throughout the building	4	2	3	24	<ul style="list-style-type: none"> <li>Hold open devices fitted to doors to reduce the risk of contamination and aid airflow where possible (where FRA permits)</li> <li>Employees have been encouraged to open windows when temperature permits</li> <li>Occupancy kept to 20% of max</li> </ul>	4	2	3	24							
	Ensuring social distancing - moving around the workplace	4	3	3	36	See circulation areas	4	2	3	24		12/06/2020	24/07/2020	16/08/2020			
	Fire	4	4	3	48	<ul style="list-style-type: none"> <li>Follow normal evacuation procedure - it would be unsafe to maintain 2 metres in evacuating the building</li> <li>Once outside the building, observe social distancing so far as is practical</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020			
	First Aid	4	4	3	48	Guidance sent to first aiders regarding attending to a casualty <ul style="list-style-type: none"> <li>Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth</li> <li>Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast</li> </ul>	4	2	4	32		12/06/2020	24/07/2020	16/08/2020			
	Cleaning	4	4	3	48	<ul style="list-style-type: none"> <li>Cleaners on site through the day to clean high risk touch points</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020			
	Employees contracting Covid 19 - Hygiene Issues	4	4	3	48	<ul style="list-style-type: none"> <li>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Tissues will be made available throughout the workplace.</li> </ul>	4	2	3	24		12/06/2020	24/07/2020	16/08/2020			

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	Meetings	4	4	4	64	4	2	3	24		12/06/2020	24/07/2020	16/08/2020
	Interviews												
	Communicating with employees	4	2	3	24	4	2	3	24		12/06/2020	24/07/2020	16/08/2020