

Department: Council Wide

Assessor Name: R Draper/P Beaumont

Date: 6 June 2020

Activity/Task/Job: Off site visits to inspect premises/businesses and 'home' visits to residents.

Risk: Virus transmission is caused by (1) inhaled aerosol droplets from coughs and sneezes and (2) hand to mouth/face contact after touching contaminated surfaces.

Legal Status: The Health Protection (Coronavirus, Business Closure (England) Regulations 2020 and The Health and Safety at Work etc. Act 1974.

Associated Risk Assessment(s): Office Risk Assessment, Routine Off Site Working Procedures, Dangerous Structures and Lone Working Guidelines.

Major Risks: Coming into contact with infected people (who may be asymptomatic), touching surfaces contaminated with viral load.

Primary Control Measures:

1. Off site visits and inspections to be avoided as far as practicable. Use telephone or virtual contact mechanisms.
2. Pre-arrange visits to ensure no-one is displaying symptoms. No visits to be made to premises where occupants have symptoms or displayed symptoms for less than 7 days after the last symptom.
3. Wash hands thoroughly before setting off. Use alcohol hand gel when on site preferably in front of other meeting attendees to model good practice and build confidence. Gloves are not required for the control of Covid 19 if good hand hygiene is followed.
4. Ideally meet in an open area to ensure maximum air dilution.
5. Practice and model good social distancing, ensure minimal people are present even in open air situations.
6. Restrict access to essential areas only. Do not go into other rooms unless required. Do not use toilet facilities or touch surfaces unnecessarily. If possible avoid being in the same room as the resident for example when installing noise monitoring equipment.

7. Avoid hand to face contact during and immediately after the inspection.
8. If taking equipment into the premises ensure it is wiped down with cleaning wipes (again ideally in sight of the person being visited). All used wipes should be placed into a plastic bag for disposal. Ordinary household wipes are adequate, it is the detergent that kills the virus. When leaving the premises wipe down any equipment with cleaning wipes before placing it into the vehicle.
9. After leaving the site use hand sanitiser before entering vehicle. Wash hands thoroughly upon returning to site or home.
10. If social distancing is challenging or staff are working in enclosed public area such as open shops or licensed premises then face masks may be worn. Face masks primarily protect other people from you, they are an additional safeguard after social distancing. Staff dealing with vulnerable adults in their own homes may wish to wear a mask to protect the resident and instil confidence.
11. Mask must be fitted and removed properly: <https://youtu.be/eqxuuht1kCA>
Masks must form a good seal around the face. This cannot happen with facial hair or stubble. Officers must ensure they are clean shaven to ensure an air tight fit.
12. If you need to use a mask then remove once you have left the inspection/finished working and dispose of it. Masks should be placed in a plastic bag and disposed of into domestic waste. Minimise contact with the outside of the mask because this is the potentially contaminated surface. After handling the mask wash or sanitise your hands.

PPE Supplied:

1. Hand sanitiser: Must be at least 60% alcohol. It is available from the Parklands building at several locations. Do Not Remove bulk/pump dispensers from the office for personal use. Staff are advised to carry a 100ml bottle on their person for immediate use. Personal bottles can be topped up from office sanitiser pots as required.
2. FFP3 disposable masks. Should only be worn when social distancing is impossible (working in public spaces such as shops) or when working with vulnerable residents. These will be supplied by team leaders to staff who need them.
3. Cleaning wipes: Tubs of wipes are available from the Civic offices. These will be supplied by team leaders to staff who need them. Alternatively disposable household cleaning wipes are perfectly adequate and may be easier to carry.
4. Plastic bags: For disposal of used face masks and wipes. Once masks and used wipes are bagged they can then be disposed of in domestic waste or public rubbish bins. Bags will be supplied by team leaders to staff who have been issued with masks and/or wipes.

Risk No:	What are the issues at the site that present a Covid Hazard / concern?	Possible Risks to Employees and other Persons?	Precautions/Controls already in place to reduce risk.	Risk Level: Is it low, med or high and insert matrix score (see last page)	Additional Controls and/or actions required by when/whom?
1.	Contact with contaminated persons or environments	<p>Infection risk to all employees etc. who are exposed to persons who may be infected already or whom may not be aware that they have the virus. They may not show signs of the symptoms.</p> <p><u>Contracting the virus has the potential of death in extreme cases.</u></p>	<p>Does the visit/inspection need to be physically undertaken?</p> <p>If possible undertake inspection as a lone worker (see lone worker risk assessment).</p> <p>Can the situation be assessed as a 'drive past' without leaving your vehicle or actually entering the site?</p> <p>Contact people on site to be visited prior to inspection to ensure no infected persons are present. No visits to be made to current Covid infection sites.</p>	4 x 3 = (MED)	Section 7 of the Health and Safety at Work Act, everyone has specific duties as employees. These duties include taking reasonable care of yourself and of others who may be affected by what you do, or do not do.
2.	Social distancing-1 All staff, to follow the 2m safe distancing rule at all times to avoid infection/transmission	Employees, contractors, and property users all at risk of infection if the 2m safe distancing is not maintained.	Model good social distancing, advise other people if they are not keeping a safe distance. <u>If social distancing is not possible then face masks (FFP3 standard) should be worn</u>	4 x 2 = (LOW)	Wash or sanitise hand's regularly and especially upon entering and leaving premises and before eating or drinking.
3.	Social distancing -2 Lifts must only be used by one person at a time	Employees, contractors and property users.	Do not use lifts in the presence of other people.	2 x 2 = (LOW)	
4.	Social distancing - 3 Un-necessary exposure to other parts of the property during site visits	Employees, contractors and property users.	Avoid accessing any areas or rooms unless strictly necessary.	2 x 2 = (LOW)	This includes toilets

5.	Social distancing – 4 If persons on site appear agitated, become abusive and make threats to spit etc.	Employees and contractors could be endangered	If an elevated risk of violence or spitting is perceived – say nothing and walk away. Leave site immediately. Report all abuse, threatening behaviour to manager and on SINBAD.	3 x 4 = (MED)	This includes pet owners to incite animals to intimidate or threaten officers.
6.	Cleaning Regimes Cross contamination from vehicles and equipment	Employees,	Use disposable cleaning wipes to clean down equipment before and after visits. Used wipes should be placed in a plastic bag for disposal. Wipe down contact points in vehicles such as door handles, steering wheels and stalks and gear knobs in vehicles used to travel to and from site visits.	2 x 2 = (LOW)	The virus can survive on hard surfaces for up to 72hrs in optimal conditions. Dry or absorbent conditions reduce this markedly as does UV (sunlight). Avoid over using wipes. All wipes and masks must be bagged and disposed of in domestic waste.

Remember:

- Risk Assessment is a continuous process – significant changes in the working environment requires a re-assessment
- Where remedial actions or control measures are necessary these should be discussed with the Line Manager.

Matrix - Severity Score	Matrix - Likelihood of Occurrence	Precautions/Controls
5 = Multiple death & widespread destruction 4 = A death or major injury 3 = RIDDOR >7 day injury 2 = First aid injury 1 = Insignificant injury	5 = Very likely 4 = Likely 3 = Quite possible 2 = Possible 1 = Not likely	a. Training b. Recognition c. Supervision d. Restricted access e. Protective equipment f. Regular maintenance g. Procedural notes, codes, rules

LIKELY SEVERITY							
Multiple death	Death or major injury	Riddor >7 day injury	Injury resulting in First Aid	No real likelihood of injury			
5	4	3	2	1			LIKELIHOOD OF OCCURENCE
25	20	15	10	5	5		Very likely
20	16	12	8	4	4		Likely
15	12	9	6	3	3		Quite possible
10	8	6	4	2	2		Possible
5	4	3	2	1	1		Not likely

Zone high Score 15 to 25 – Immediate action required

Zone medium Score 8 to 12 – Action within 1 to 3 months

Zone Low Score 1 to 6 – Action within 3 to 12 months



Employers and businesses guidance

Common symptoms of coronavirus (COVID-19)



or



new and continuous cough

high temperature

If you have symptoms of coronavirus, you need to **self-isolate for 7 days** if you live with someone who has symptoms, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



Wash your hands more often and for 20 seconds



Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Businesses and workplaces should encourage their employees to work at home, wherever possible



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable groups** should be strongly advised and supported to stay at home and work from there if possible