

North Kesteven District Council Covid 19 Risk Assessment

This risk assessment is designed to identify the specific controls necessary to mitigate the risk of Covid 19 infection to a level as low as reasonably practicable.

This risk assessment follows the HSE recognised control measure hierarchy and focuses on controls which eliminate the risk of infection, reduce the risk of infection, isolate individuals, control the spread of the virus by engineering or other means, provision of training, information, instruction and supervision and the provision of personal protective equipment recognised as being the least desirable of control used only when all others have been exhausted.

This risk assessment has been produced taking into account current government guidance on social distancing.

Individual and Personal Risk Factors

This risk assessment considers the likelihood of increased risks to individuals, colleagues, visitors or contractors who are members of the BAME community, vulnerable due to pre-existing health conditions, pregnant or otherwise vulnerable due to age or sex.

Colleagues who have personal risk factors are subject to individual assessment with their line manager and HR Department.

Visitors and contractors who have personal risk factors have been considered and the controls in place aim to reduce the risk to the lowest level possible.

Name of Assessor	Sarah Golembiewski Governance and Business Resilience Manager	Date of Assessment	14 th July 2020	Review Date	14 TH October 2020
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Risks

This risk assessment has identified the following as the significant risks:

- Getting or spreading Coronavirus by not washing hands or not washing them adequately
- Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas.
- Getting or spreading the virus by individuals travelling or living together.
- Getting or spreading the virus by not cleaning surfaces, equipment or workstations.
- Mental health and wellbeing affected through isolation or anxiety about the virus and its impact.
- Contacting or spreading the virus by not social distancing.
- Musculoskeletal disorder due to increased use of technology outside of standard office environments.
- Poor ventilation leading to increased risk of the virus spreading.
- Exposure to workplace hazards in the event of PPE unavailability.

Hazard	Who might be harmed	Control Measures
<p>Infection of persons with the Covid 19 virus.</p> <p>Possible causes:</p> <ul style="list-style-type: none"> • Not following social distancing and having close contact with Covid 19 positive person • Not following handwashing guidance or inadequate handwashing • Contact with surface contaminated with the Covid 19 virus. • Contaminated air environment or inadequate ventilation. • Inadequate cleaning of high risk touch points. • Inadequate management of communal spaces, high footfall areas, shared work areas, rest rooms, entrance/exit, welfare facilities/toilets etc. • Travelling or living with an infected person. 	<p>Colleagues</p> <p>Elected members</p> <p>Visitors (including service users)</p> <p>Contractors</p> <p>Tenants</p>	<p>Please refer to site specific Covid Controls for full details of measures in place to ensure social distancing, handwashing, access and egress, management of spaces and occupancy.</p> <p>2m social distance to be maintained by all persons on site at all times wherever possible. Please refer to site specific Covid Controls and task specific risk assessments where applicable for details on how this will be achieved for the premises and work activities.</p> <p>Frequent handwashing by all those on site using soap and water for at least 20 seconds when on the premises. Corporate signage will be displayed throughout the building, including messages on the importance of good handwashing.</p> <p>Hand hygiene is included in the site Covid Controls and all kitchen and toilets will have an adequate supply of soap.</p> <p>Information on personal safety measures and safe practices and the maximum numbers permitted in locations/office/rooms are displayed throughout the premises.</p> <p>Enhanced risk based cleaning regime is in place for areas of high footfall and touch points. Please refer to the site Covid Controls for full details.</p> <p>Colleagues are responsible for minimising risk of contamination of their immediate workspace, ensuring work equipment and any shared equipment they use is cleaned prior to use. Please refer to the site Covid Controls.</p> <p>Use of technology to avoid and reduce face to face contact. Where face to face contact is essential then 2m social distancing measures must be implemented, side by side or work family bubbles created.</p> <p>Managed start and finish times to avoid crowding at entrances, in corridors, signing in and out points or in car park and bike shelters.</p>

Hazard	Who might be harmed	Minimum Control Measures
Infection of persons with the Covid 19 virus (continued)	Colleagues Elected Members Visitors (including service users) Contractors Tenants	<p>Symptomatic persons are not permitted on premises. Corporate signage is displayed at the entrance and exit points advising that persons who are symptomatic must not enter the premises.</p> <p>Contractor Covid 19 risk assessments and method statements are obtained and control measures agreed prior to work.</p> <p>Visitor access to the premises will be by appointment only/prior agreement and after conducting a pre visit screening which comprises of the following questions;</p> <ul style="list-style-type: none"> • Are you or anyone in your household Covid Positive? • Are you or anyone in your household Covid Symptomatic? • Are you or anyone in your household clinically vulnerable and/or shielding? <p>If the answer is yes to any of the questions the activity must not be conducted face to face or on the premises without a task specific risk assessment to <u>reduce</u> the risk of infection as low as practicable.</p> <p>This process includes asking pre visit screening questions of NKDC colleagues as well as visitors, contractors and Elected Members.</p> <p>Risk based responsive cleaning arrangements are in place in the event of a Covid positive/symptomatic person being made known to the Building Responsible Person or their deputy. For example:</p> <ul style="list-style-type: none"> • a person responding negative to the pre visit questions but presenting with symptoms on site. • a person developing symptoms when on site • a person becoming aware of a family member developing symptoms <p>Wherever possible, non security and fire doors and windows are kept open to reduce airborne contaminant concentrations.</p> <p>Waste disposal and removal arrangements reviewed to reduce touch points and eliminate contact with contaminated waste materials.</p> <p>Revised first aid arrangements to reduce the risk of infection instructing no treatment in breach of social distancing is provided.</p>

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Mental Health and wellbeing affected by Covid 19.	Colleagues Elected Members Visitors (including service users) Contractors Tenants	<p>Internal NKDC specific arrangements for colleague and Member support including but not limited to:</p> <ul style="list-style-type: none"> • Employee Assistance Programme 121's with managers • Regular team catch-up using variety of tools including email, Skype, Microsoft Teams, WhatsApp etc. • Chief Executive VC • Colleague e-newsletter (The Huddle) • Employee Wellbeing Programme promoting activities, health tips, wellbeing resources, mindfulness, relaxation etc. • Access to our NK counselling service (individual web or phone) • Wellbeing resources and Shape Hour • Two weekly meetings with Unions to ensure strategic approach to mental health • Dedicated Covid publications of the Huddle called the Muddle • Blogs from the NK Chaplain • Managers new web based training programme (webinar format not e-learning) • Line manager working from home review • Flexible working arrangements • New Agile Working Guidance (Covid specific) • Head of Service and Elected member engagement • Democratic Services support for Members <p>The colleague survey with results as follows:</p> <ul style="list-style-type: none"> • 97% feel NKDC is managing the Covid-19 situation across the Council effectively • 96% feel their wellbeing is being considered during Covid-19, and that they are sufficiently supported by their manager • When asked if more could be done to support colleagues, 93% said no • 87% said our Wellbeing programme meets their needs <p>Review of contract demands and KPI's to ensure contractors are not adversely affected by NKDC demands in relation to Covid.</p> <p>Support to residents and tenants provided through the Wellbeing Team and in partnership with the wider LRF agencies.</p> <p>Resources allocated to the LRF Health and Social Care Cell and ongoing work with partners.</p>

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<p>Increased use of display screen equipment including laptops and tablets resulting in musculoskeletal disorders.</p>	<p>Colleagues Elected Members</p>	<p>To reduce the spread of Covid 19 and reduce the risk of contact with individuals who may be symptomatic, NKDC has increased its use of technology. To ensure the risks are reduced to the lowest level possible the following controls are in place:</p> <p>On site/permanent workstations subject to regular assessment.</p> <p>DSE E-learning for all colleagues.</p> <p>Purchase of equipment as identified to enhance colleagues work from home environment – including the purchase of desks and chairs to suit individual locations and space.</p> <p>Identification of individuals who have pre-existing medical conditions and instruction to work from an office location for long periods of DSE use.</p> <p>Ensuring work activities incorporate changes in activity as much as possible.</p> <p>Promoting the Shape Hour and Wellbeing initiatives.</p> <p>Removing the emphasis of ‘time at work’ to ‘quality of work’.</p> <p>Regular communication with colleagues to ensure frequent reminders about the importance of workstation set up, regular breaks etc.</p> <p>Flexible working arrangements</p> <p>New Agile Working Guidance (Covid specific)</p> <p>Democratic Services support for Members.</p>

Hazard	Who might be harmed	Minimum Control Measures
<p>Exposure to workplace hazards as a result of PPE being unavailable.</p>	<p>Colleagues Contractors</p>	<p>Task specific risk assessments and method statements identify PPE as a last resort in the control measure hierarchy. Where PPE is required, if it is not available then the task is not conducted.</p> <p>Very few activities require the use of PPE which is likely to be used in a medical setting – the exception being for some limited Environmental Health or construction activities. A small supply of PPE stock is held and arrangements are in place with LRF partners to ensure where critical, PPE will be made available.</p> <p>All contractors have been subject to a review of their Covid controls. All contractors who have successfully passed the Council Competency Assessment and Covid evaluation are recorded on the Councils Competent Contractor Register.</p> <p>NKDC conducts regular monitoring and inspection of high risk contractors, as part of this monitoring, Covid controls are reviewed.</p> <p>Contractors who are subject to full procurement/RFQ will be subject to Covid assessment as part of routine due diligence checks.</p>