



HSF100 COVID-19 Secure Measures Checklist

(to be used in accordance with TRA021A Risk Assessment)

Introduction

1. This form is intended to assist RBC / BDC Councils in meeting our 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. Checklists should be carried out for each separate department / service office space by the Manager and done in conjunction with the Trade Unions.
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 COVID019 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 COVID-19 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.

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Process

1. The COVID-19 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

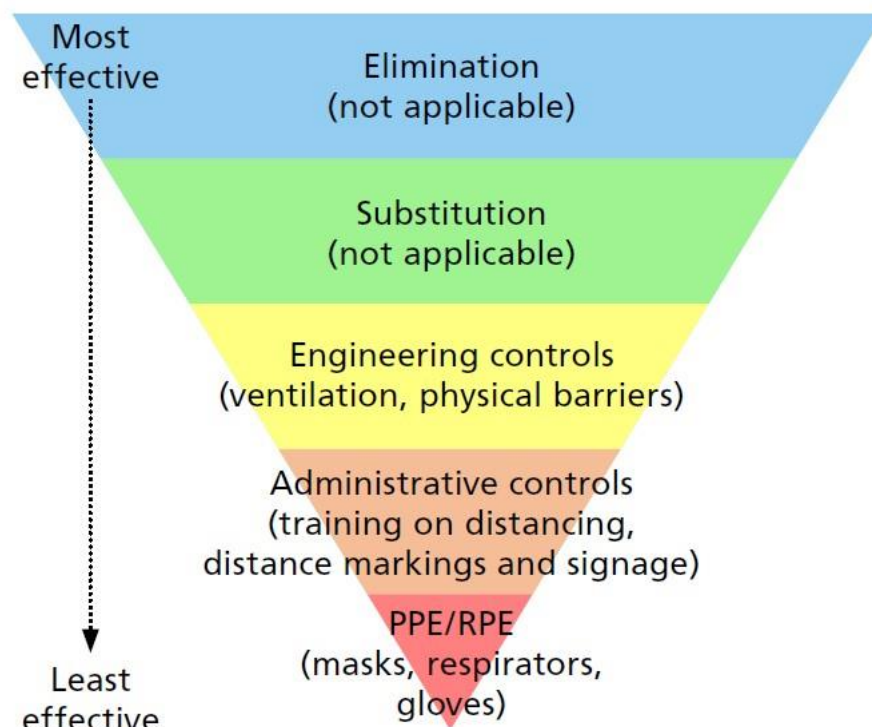
<u>H&S</u>	No Injury	Slight	Minor	Serious	Major
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LIKELIHOOD	Unlikely	1	2	3	4	5		MINOR
	Possible	2	4	6	8	10		
	Likely	3	6	9	12	15		SIGNIFICANT
	Very Possible	4	8	12	16	20		
	Almost Certain	5	10	15	20	25		MAJOR

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 COVID-19 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 assesses 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	Parkside	Date	10.06.20
Exact Location	Whole Site		
Completed by (name and Job Title)	Martyn Bradley, Senior Health and Safety Advisor John Homer, Property Services Manager Julie Heyes, Business Development Manager	Signature	MRAB

Section 1 – Social Distancing

Activity	Control measures	Y/N/NA	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	Communications Team to support on this for the whole organisation.	5	1	5
	Additional car parking has been identified	NA	Adequate parking available – no further parking options possible.	5	1	5
	Bike storage is available	Y	Could look at options to provide more if there is interest.	5	1	5
	Passenger numbers in any LA vehicles is limited and stipulated	NA	No work transport provided to get to work.	5	1	5

Activity	Control measures	Y/N/NA	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	Y	Most work at Parkside occasionally, although desk staggering to be implemented. Capacity currently very low with those than can working from home. No requirement for clothes storage as no specific uniforms.	5	1	5
	Reduced numbers of employees required on site has been established	Y		5	1	5
	Additional, individual storage for clothing / bags is available	NA		5	1	5
Entry points	Increase in number of entry points	Y	Library, JCP, Registrars and Cashiers will all have separate entry points.	5	1	5
	Protocols for one-way flow at entry / exit points which are clearly marked is in place	Y	Library using Fire Exit, JCP their own back entrance, Registrars their side entrance and Cashiers the Main Entrance.	5	1	5
	Discontinuation of touch-based security entrances including turn styles (where possible) is established	N	Security to be maintained as it already uses contactless access pads.	5	1	5
	Hand sanitiser is available at all entry points	Y	Being introduced now, although teams will all have hand sanitiser.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Moving around the workplace	One-way systems are in place	N	Keep Left in corridors.	5	1	5
	Direction of travel in corridors is marked	NA	See above reference Keep Left in corridors.	5	1	5
	Lift access is restricted for disabled employees / those with specific conditions or need only	Y	Also, one person in lift at any one time.	5	1	5
	Reduced lift capacity and clear marking is installed	Y	Signage to be applied to lifts.	5	1	5
	Hand sanitiser is provided in lifts	Y	At lift lobbies and doors to each floor where applicable.	5	1	5
	Employees are discouraged from non-essential trips around the building	Y	To be detailed through site communications / toolbox talks.	5	1	5
	There is restricted access to certain areas	NA	Areas such as this already established.	5	1	5
	Use of telephone / email contact between offices / departments is encouraged	Y	To be detailed through site communications / toolbox talks.	5	1	5
Use of stairs is actively encouraged	Y	Signage to be applied.	5	1	5	

Activity	Control measures	Y/N/NA	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	Skype / Teams meetings already established.	5	1	5
	Number of participants attending face to face meetings is minimised 2m distance between participants is maintained	Y	HR meetings risk assessment in place which can be adopted across all teams.	5	1	5
	The largest capacity room available is used	Y	See above reference risk assessment.	5	1	5
	Floor markings to ensure social distancing are installed in meeting rooms	N	To be reviewed further, although largest meeting room adequate enough to visually enable social distancing.	5	1	5
	Employees are instructed to avoid sharing physical resources during meetings	Y	See above reference risk assessment.	5	1	5
	Employees are instructed to avoid communal food during meetings	NA	Never provided anyway and drinks will not be provided.	5	1	5
	Hand sanitiser is provided in meeting rooms	Y	Will be available across Parkside in bottles, awaiting wall-mounted dispensers.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Common Areas	Staggered break times have been implemented	NA	Many Parkside colleagues on flexitime which already enables staggered breaks.	5	1	5
	Use of outside break areas is in place where appropriate	Y	Opportunity to go outside and into town.	5	1	5
	Additional break areas have been created	N		5	1	5
	Screens have been installed where appropriate, e.g. reception areas	Y	Cashiers counter will have screens fitted.	5	1	5
	Floor markings to maintain social distancing have been installed	Y	In reception for public access to Cashiers / Reception. Also the use of a traffic light system.	5	1	5
	Seating has been reconfigured to reduce capacity and reduce face to face interactions	NA	Team cohorts will enable social distancing in offices.	5	1	5
	Employees are encouraged to remain on-site	Y	To be detailed through site communications / toolbox talks.	5	1	5
	Employees are encouraged to bring their own food	Y	To be detailed through site communications / toolbox talks.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Common Areas (continued)	Packaged meals are provided to avoid opening canteens fully	NA		5	1	5
	Use of locker rooms, changing areas and other facilities is subject to established protocols	Y	One-in-one-out to be established and communicated in cycling washrooms – to be further evaluated owing to them being in general employee toilets.	5	1	5
	Hand sanitiser and cleaning products are provided where there are communal items such as kettles / microwaves	Y	Available across Parkside.	5	1	5
Accidents, security and other incidents	First aiders are provided with hand sanitiser and PPE where appropriate	Y	To be established and communicated to all First Aiders.	5	1	5
	Employees are aware that in an emergency situation, e.g. fire evacuation social distancing does not apply	Y	To be detailed through site communications / toolbox talks.	5	1	5
	Fire Marshals and security staff roles are assessed separately	NA	No changes to Fire Marshall roles required, although new signing in requirement during low occupation to be introduced.	5	1	5

Section 2 – Managing Contacts

Activity	Control measures	Y/N/NA	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		5	1	5
	Clear protocols are developed, displayed and communicated for all visitors	N	Contractors have provided risk assessments and BDC has in return. To be further developed when general visitors are expected again.	5	1	5
	The number of visitors to the premises is limited	Y	Currently essential contractors only.	5	1	5
	Clear social distancing floor markings are in place for queues	N	Use of barriers / screens – also see above reference public access to Cashiers / Reception.	5	1	5
	Schedules have been revised to limit numbers on site e.g. contractors and routine maintenance	Y	See above reference contractors.	5	1	5
	Maintenance is reviewed to consider that which can be undertaken outside of normal working hours	Y	Maintenance has been taking place during lockdown as building essentially empty.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Visitors and contacts (continued)	Hand sanitiser is provided for visitors	Y	To be available at access points for Cashiers / Reception.	5	1	5
	Entry and exit points and flow of visitors has been reviewed and protocols established	Y	BDC has exclusive use of main public entrance for entrance / exit.	5	1	5
	Non-contact payment methods and options are provided	Y	Online payments actively encouraged.	5	1	1
Providing and Explaining guidance	Signs and visual aids are displayed at points of entry and at multiple points in visitor areas	Y	See above reference Keep Left systems and signage.	5	1	5
	Tenant organisations in the building are adhering to COVID-19 secure measures	NA		5	1	5
	Employees interacting with visitors e.g. reception, security etc. are provided with necessary training on safe working measures	Y	To be detailed through site communications / toolbox talks.	5	1	5

Section 3 – Cleaning

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Before opening	Air conditioning and ventilation maintenance is up to date	Y		5	1	5
	Where possible regular opening of windows for increased ventilation is in place	Y		5	1	5
Keeping the workplace clean	Building cleaning schedules have been reviewed and increase frequency where necessary	Y		5	1	5
	All equipment is cleaned between uses	Y	Hand sanitiser and alcohol wipes at printers etc.	5	1	5
	Safe, disposable cleaning materials are provided for employees to use	Y	Alcohol wipes etc. provided.	5	1	5
	Frequent cleaning of regularly touched surfaces, objects such as door handles has been introduced	Y		5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Keeping the workplace clean (continued)	Waste is removed at the end of each day	Y	Part of regular cleaning regime anyway.	5	1	5
	Guidance is followed in the event of a known or suspected COVID-19 case in the workplace	Y		5	1	5
	Use of high touch items such as printers has been reviewed and protocols communicated	Y	To be detailed through site communications / toolbox talks.	5	1	5
Hygiene, handwashing, sanitation facilities and toilets	Posters are displayed to build awareness of handwashing techniques	Y	Have been in place since before lockdown.	5	1	5
	Posters are displayed to build awareness of hygiene protocols e.g. avoid face touching, binning tissues etc.	Y	Have been in place since before lockdown.	5	1	5
	Hand sanitiser is provided in multiple locations	Y	Hand sanitiser available for each team and for frontline workers – stations being procured to install these rather than bottles.	5	1	5
	Toilet cleaning schedules have been reviewed	Y		5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Hygiene, handwashing, sanitation facilities and toilets (continued)	Monitoring of toilet cleaning schedules is undertaken	N	Checklist / signature sheet to be developed and put in place.	5	1	5
	The most used facilities are cleaned more frequently	Y	Kitchens and toilets.	5	1	5
	Guidelines on using toilet facilities have been shared with staff to achieve social distancing e.g. use only facilities close to your office	Y	To be reiterated through site communications / toolbox talks.	5	1	5
Changing rooms and showers	Changing rooms and showers should only be used where necessary – protocols of use have been communicated to staff	Y		5	1	5
	Cleaning schedules have been reviewed	Y		5	1	5
	Cleaning is monitored	Y	Checklist / signature sheet to be developed and put in place.			

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Good handling, deliveries, onsite vehicles	Cleaning protocols have been established for incoming deliveries and goods	Y	To be reiterated through site communications / toolbox talks.	5	1	5
	Hand sanitiser and hand washing protocols have been established for staff handling deliveries	Y		5	1	5
	Protocols have been communicated to staff and information is displayed	Y		5	1	5
	Employees are not permitted to arrange personal deliveries to work addresses	Y		5	1	5
	LA vehicles cleaning schedules have been reviewed	NA		5	1	5
	Shared vehicles are cleaned in between each use	NA		5	1	5
	Hand sanitiser is provided in vehicles	NA		5	1	5
	Delivery schedules have been reviewed to minimise contact	N	To be reviewed further to establish if this can be improved.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Good handling, deliveries, onsite vehicles (continued)	Drop off points have been reviewed to include procedures, signage and markings	Y		5	1	5
	Non-contact deliveries are established where possible	Y		5	1	5
PPE and face coverings	Roles requiring PPE have been identified	Y	Task specific risk assessments in place and PPE identified where applicable.	5	1	5
	PPE procurement has been reviewed	Y	Non-framework suppliers used where required.	5	1	5
	Employees wishing to wear face coverings are permitted to do so – guidelines on safe use of face coverings is displayed and communicated	Y	Communications supporting this (other than published FAQs) required.	5	1	5

Section 4 – Workforce Management

Activity	Control measures	Y/N/NA	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	Teams of cohorts are in place.	5	1	5
	Shift patterns have been fixed as far as possible	Y		5	1	5
	Working groups / teams have been fixed as far as possible	Y		5	1	5
	Employees are clear on what days / times they should be attending work	Y		5	1	5
	Areas of common use between different teams and shifts have been identified	Y		5	1	5
	Cleaning protocols have been established	Y		5	1	5

Activity	Control measures	Y/N/NA	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	Y	There are no trips to sites other than those within RBC / BDC / Rubicon.	5	1	5
	Overnight accommodation venues comply with COVID-19 secure measures	NA		5	1	5
	Social distancing measures are applied to visits where possible PPE is supplied for visits where required by role	NA		5	1	5
	Records are kept of overnight stays Shared vehicles are cleaned between shifts / handover	NA		5	1	5
	Where transfer of equipment, etc. is required between sites - procedures to minimise person to person contact have been established and communicated to employees	NA		5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Communication and training	Clear, consistent and regular communication methods are in place	Y	Communications Team are involved in all communication requirements, whether bespoke or common, with a dedicated are on the ORB.	5	1	5
	Employees and Trade Unions are engaged and involved in developing safe working measures	Y	Risk assessments are developed in the usual way by the employer and shared with the Trade Unions for consultation purposes with all comments taken into consideration.	5	1	5
	Employees have received communication and training materials prior to returning to work	Y	FAQs developed by HR and Health & Safety for dissemination via CMT.	5	1	5
	New procedures have been communicated to employees	Y	See above.	5	1	5
	Regular review and monitoring of measures has been scheduled	Y	Conducted by Senior Health and Safety Advisor.	5	1	5
	Changes to existing practices are discussed and agreed with Trade Unions	Y	See above.	5	1	5

Activity	Control measures	Y/N/NA	Comments / other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Communication and training (continued)	Communication material includes images and is available in different formats / languages where appropriate	Y		5	1	5
	Employees mental health is a key focus and support measures have been identified and implemented	Y	Regular meetings chaired by Deputy Chief Executive on this topic with mental health campaigns with COVID-19 focus highlighting access to EAP etc.	5	1	5
	A communication strategy has been established to ensure that all employees are updated regularly	Y	See above reference Communications Team.	5	1	5