



**HEALTH & SAFETY  
CORONAVIRUS-COVID19  
RISK ASSESSMENT & METHOD STATEMENT (POST)**

<b>SITE ADDRESS:</b>	Site 2, Goodearl, Old Blunsdon Road, Haydon Wick, SN25 (DEPOT) Haydon Wick Council Offices, Thames Avenue, SN25 (OFFICE)
<b>DATE:</b>	22 <sup>nd</sup> February 2022 Minute Reference: FC 193
<b>REVIEW DATE:</b>	As required as guidance changes
<b>DAY TO DAY MANAGEMENT OF TEAM:</b>	Laura Cutter - Deputy Clerk Checks of Depot to be carried out by Sally Edgar  Final Resourcing/Welfare Decisions - Georgina Morgan-Denn – Chief Officer & RFO
<b>HEALTH &amp; SAFETY:</b>	<p>The Council has considered the main guiding principles when drawing up this document - the 5 steps to working safely include:</p> <ol style="list-style-type: none"> <li>1. Carrying out a Covid-19 review of potential risks</li> <li>2. Developed cleaning, handwashing and hygiene procedures</li> <li>3. Enabled staff to work from home (where possible)</li> <li>4. Maintaining social distancing guidelines</li> <li>5. Where social distancing is not possible, how the risks can be managed, practically</li> </ol> <p>This is dynamic situation and needs to be reviewed daily. Health &amp; Safety requirements of any working environment must not be compromised during this crisis.</p>
<b>RISK ASSESSMENT PROCESS</b>	<p>Consulted:</p> <ul style="list-style-type: none"> <li>• Government websites</li> <li>• Staff</li> <li>• National Association of Local Councils</li> <li>• Insurance providers</li> </ul>



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<p><b>POTENTIAL HAZARDS INCLUDE:</b></p>	<ul style="list-style-type: none"> <li>• Spread of the COVID-19 (Coronavirus)</li> <li>• Lack of supervision</li> <li>• Lack of cleanliness – both personal and within the environment i.e. door handles, kettles.</li> <li>• Current social distancing guidelines not being observed</li> <li>• Someone carrying the disease but not showing symptoms</li> <li>• Lack of communication</li> <li>• Mental health issues as a result of the crisis</li> </ul>
<p><b>EMERGENCY PROCEDURES:</b></p>	<p>If a worker develops a high temperature or a new persistent dry cough at work, they should contact their manager who will assess the situation based on current guidance.</p> <p>Further control measures may apply (i.e. deep clean and partial or total site closure to be considered)</p>
<p><b>WELFARE FACILITIES:</b></p>	<ul style="list-style-type: none"> <li>• A daily cleaning regime has been implemented within the office, kitchen area and workshop areas.</li> <li>• Employee breaks and lunchbreaks will be staggered to ensure social distancing</li> <li>• Poster displayed to advise all to wash hands, social distancing and to not touch the face</li> <li>• Only employees and visitors with prior permission will be permitted access.</li> <li>• Employees are to wash their hands when arriving at site.</li> </ul>
<p><b>MONITORING:</b></p>	<p>Georgina Morgan-Denn will monitor employee compliance and working practices for any unsafe acts or working conditions.</p> <p>In addition, staff have been told to social distance, and failure to conform will lead to an operative being asked to leave site.</p> <p>Laura Cutter is nominated to check Government updates and ensure that safe working plans and risk assessments are updated accordingly and is nominated to check updates from Clerk and the Council, issuing advice out accordingly.</p>



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<b>EMERGENCY ARRANGEMENTS:</b>	<p>If you need medical help for any reason, do not go to places like a GP surgery, pharmacy or hospital.</p> <p>If you have symptoms of coronavirus (a high temperature or a new, continuous cough), refer to the latest advice provided on Gov.uk or NHS.co.uk</p>
<b>PPE</b>	<p>In addition to the mandatory PPE for the site/tasks, the following should be considered:</p> <ul style="list-style-type: none"> <li>- Safety gloves - task specific</li> <li>- Ensure the safe disposal of all disposable PPE after use</li> <li>- Plastic clear screen in double cab van; windows open and masks/gloves worn during duration of travel.</li> </ul>
<b>TOOLS &amp; EQUIPMENT:</b>	<p>All machinery and equipment control should be cleaned at the start and end of each day. They should also be cleaned if a different operative operates the equipment.</p>
<b>VISITORS</b>	<p>No external visitors to be in the DEPOT or OFFICE unless prior authorisation has been given (i.e. collections, maintenance to machinery, etc).</p>
<b>PAIRING SYSTEM</b>	<p>Use a consistent pairing system if workers must be in proximity, for example, two-person working, lifting or undertaking activities that cannot be redesigned. A vehicle with a double cab should be sought with plastic sheeting installed to separate the cabs. The task at hand will be determined if necessary, by the Clerk/ Deputy Clerk and if not will be reassigned later when restrictions have eased. The pairing system is <b>task specific</b> and not for the duration of a shift. A risk assessment should take place for the said activity detailing how/when the task will be undertaken and by which pairing system.</p>
<b>DON'T FORGET</b>	<p>Infected people without symptoms might be driving the spread of coronavirus</p>



## RISK ASSESSMENT COVID-19

Item	Hazards:	Associated Risk	People At Risk	Existing Controls	Residual Risk
1	Individual Knowledge / Management	Flu Symptoms & Illness Serious Illness Death in most serious cases	ALL	<ul style="list-style-type: none"> <li>▪ All employees briefed and aware of the UK Government / Public Health England guidelines on the symptoms of COVID-19</li> <li>▪ All employees to follow UK Government / Public Health England Guidelines regarding the prevention of spreading the virus</li> <li>▪ Company guidelines circulated to all employees, including field based grounds team</li> <li>▪ All grounds team equipped with additional PPE, including hand sanitiser/wipes, gloves, as required</li> </ul>	Moderate
2	Contact with third Parties / Public	Cross contamination of virus	All	<ul style="list-style-type: none"> <li>▪ Company guidelines circulated to all employees, including grounds team</li> <li>▪ All grounds team equipped with additional PPE, including hand sanitiser/wipes, gloves, as required</li> <li>▪ Employees advised to maintain good hand washing and sanitation routines e.g. Sanitise hands before leaving vehicle and entering site</li> <li>▪ ALL site specific COVID-19 / social distancing procedures to be followed</li> <li>▪ Grounds team to ensure their work</li> </ul>	Moderate

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				<ul style="list-style-type: none"> <li>▪ Additional cleaning procedures introduced (See Method Statement for details)</li> <li>▪ Sharing of tools to be minimised</li> <li>▪ Remove all items (tools, equipment, PPE and rubbish from site/work area)</li> </ul>	
3	COVID-19 Symptoms	Personal Illness Infecting Others	All	<ul style="list-style-type: none"> <li>▪ Any employee with suspected COVID-19 symptoms must notify their manager who will take appropriate action, as per the Public Health England guidelines</li> <li>▪ Any employee that has a family (or household) member with symptoms must inform their manager.</li> <li>▪ Work tasks to be rescheduled or arrangements to be made for an alternative member of the grounds team to complete urgent tasks</li> </ul>	Substantial
4	Tools / Equipment	Contamination Infecting Others	Employees 3 <sup>rd</sup> Parties	<ul style="list-style-type: none"> <li>▪ Wherever possible use own tools to complete the task</li> <li>▪ Minimise sharing of tools with others to reduce the risk of contamination</li> <li>▪ Remove all tools from public areas at the end of the task</li> <li>▪ Wipe down/disinfect all machines before hand over</li> <li>▪ Regularly wipe down/disinfect touch points on all machines</li> </ul>	Moderate
5	Refuelling Vehicles	Contamination from public fuel pump	Employees	<ul style="list-style-type: none"> <li>▪ Disposable gloves to be worn at all times when refuelling vehicle (on site and at public garages), for both petrol and diesel</li> <li>▪ If gloves are unavailable, wash hands thoroughly after refuelling</li> </ul>	Moderate

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				<ul style="list-style-type: none"> <li>▪ Dispose of gloves safely in the site / forecourt bin</li> <li>▪ Sanitise hands before touching face</li> <li>▪ Sanitise hands and touch points on vehicle (steering wheel, gear stick etc...) before starting engine</li> </ul>	
6	Arrival At Site	Spread of Virus	Employees	<ul style="list-style-type: none"> <li>▪ Continue to minimise/stop non-essential visitors</li> <li>▪ All employees to wash their hands on arrival onto site and before they leave the site, as well as at regular intervals prior to eating, smoking, drinking etc.</li> <li>▪ Regularly clean common areas, special attention to regularly used surfaces such as worktops, door handles etc.</li> </ul>	Tolerable
7	Handwashing	Spread of the Virus	Employees	<ul style="list-style-type: none"> <li>▪ Ensure soap and water readily available and kept topped up</li> <li>▪ Sanitiser to be provided, where possible, in addition to hand washing</li> <li>▪ All employees wash hands regularly</li> <li>▪ Regularly clean the hand washing facilities and check soap / sanitizer levels so refills can be arranged before running out</li> <li>▪ Regularly empty rubbish bins of hand towels</li> <li>▪ Paper towels or hand driers to be used, rather than cloth drying towels</li> </ul>	Moderate

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8	Toilet Facilities	Spread of the Virus	Employees	<ul style="list-style-type: none"> <li>▪ Use the port also at the Depot or the Council Offices, wiping down surfaces and handles as you leave.</li> <li>▪ Wash hands before and after using the facilities</li> <li>▪ Regularly clean the toilets</li> </ul>	Moderate
9	Welfare and Eating Arrangements	Spread of the Virus	Employees	<ul style="list-style-type: none"> <li>▪ Break and lunchtimes will be staggered</li> <li>▪ Hand cleaning facilities available in the kitchen, employees to wash hand before eating</li> <li>▪ Employees should clean the area where they have been sitting</li> <li>▪ All rubbish should be put straight in the bin and not left for the cleaners to tidy up</li> </ul>	Tolerable
10	Cleaning	Spread of the Virus	Employees	<ul style="list-style-type: none"> <li>▪ Clean all touch points regularly and thoroughly including:</li> <li>▪ Taps and washing facilities</li> <li>▪ Toilet flush and seats</li> <li>▪ Door handles and push plates</li> <li>▪ Hand rails</li> <li>▪ Machinery and equipment controls including keys</li> <li>▪ Welfare tables and chairs</li> </ul>	Moderate

**Version control**

<b>HWPC Office Risk Assessment (Covid-19)</b>	Georgina Morgan-Denn Chief Officer to Council	Adopted at Full Council 23rd June 2020 FC 028.9  Updated 2 September 2020; 30 November 2020; 07 January 2021; 22 June 2021, 19 <sup>th</sup> July 2021, 22 <sup>nd</sup> February 2022.
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## HEALTH & SAFETY – CHECKLIST COVID19

Week Commencing: _____	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Only essential visitors on site										
Soap / Hand Sanitizer / Wipes / Blue Paper Towels Top-Up										
Social Distancing being Observed										
Thorough Cleaning Regime:										
▪ Taps and washing facilities										
▪ Toilet flush and seats										
▪ Door handles and push plates										
▪ Hand rails										
▪ Machinery and equipment controls										
▪ Welfare tables/chairs, kitchens										
Any notifications of someone falling ill?										
Reason for remaining open										
Management Sign Off										

## APPENDIX 1 RISK ASSESSMENT METHODOLOGY

Potential hazards which have been identified are each given a “risk rating” based on the “likelihood and severity” using a 4 x 4 matrix as shown below. Proposed actions are identified, which mitigate each task hazard. The risk rating is then re-evaluated, assuming implementation of the control measure.

The four levels of “severity” are fined as:

<b>HARMLESS</b>	Not known to cause any harm
<b>SLIGHTLY HARMFUL</b>	Superficial injuries, dust irritation, temporary discomfort
<b>HARMFUL</b>	Lacerations, burns, concussion, sprains, RIDDOR reportable
<b>EXTREMELY HARMFUL</b>	Amputations, major fractures, fatal injuries

The four levels of “likelihood” are defined as:

<b>EXTREMELY UNLIKELY</b>	Not known to have happened at work. Frequency of occurrence is much less than once in 10 years.
<b>HIGHLY UNLIKELY</b>	Frequency of occurrence is less than once in 10 years.
<b>UNLIKELY</b>	Has happened before and/or is likely to occur within next 10 years
<b>LIKELY</b>	Event to be expected within the next 12 months

The matrix of severity and likelihood to determine the “risk rating” is defined as:

	<b>EXTREMELY UNLIKELY</b>	<b>HIGHLY UNLIKELY</b>	<b>UNLIKELY</b>	<b>LIKELY</b>
<b>HARMLESS</b>	<b>NO RISK</b>	<b>TRIVIAL</b>	<b>TRIVIAL</b>	<b>TOLERABLE</b>
<b>SLIGHTLY HARMFUL</b>	<b>TRIVIAL</b>	<b>TRIVIAL</b>	<b>TOLERABLE</b>	<b>MODERATE</b>
<b>HARMFUL</b>	<b>TRIVIAL</b>	<b>TOLERABLE</b>	<b>MODERATE</b>	<b>SUBSTANTIAL</b>
<b>EXTREMELY HARMFUL</b>	<b>TOLERABLE</b>	<b>MODERATE</b>	<b>SUBSTANTIAL</b>	<b>INTOLERABLE</b>

The definitions for the “risk ratings” are defined as:

<b>NO RISK</b>	No action required. No documentary records kept other than risk assessments.
<b>TRIVIAL</b>	No action required. No documentary records kept other than risk assessments.
<b>TOLERABLE</b>	No additional controls are required. Considerations may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
<b>MODERATE</b>	Efforts should be made to reduce the risk, but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>SUBSTANTIAL</b>	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
<b>INTOLERABLE</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.