



# Stroud District Council RISK ASSESSMENT: Covid-19: Working away from home

## Corporate Risk Assessment:

This risk assessment is intended to address the general hazard presented by Covid-19/Coronavirus to SDC activities. Additional service specific hazards may need to be added to this assessment or recorded on other service specific risk assessments.

**Assessed by: Phil Park**  
**Reviewed by: Phil Park**

**ASSESSMENT DATE: 20/05/2020**  
**REVISION DATE: 15/07/2020; 20/10/20; 10/11/20; 11/01/2021; 19/07/2021**

1. What are the hazards? (investigate by observation; interview and research. Don't forget long term hazards)	2. Who might be harmed and how? (think about member's of the public, contractors and vulnerable groups)	3. What are we already doing? (do existing controls make harm less likely/serious)	4. What further action is necessary? (risks must be controlled "so far as is reasonably practicable)	5. How will you put the assessment into action?		
				Action by whom	Action when	Done
<p><b>Exposure to coronavirus.</b></p> <p>Covid-19 is contracted by transmission of the virus from an infected person to another through:-</p> <ul style="list-style-type: none"> <li>inhalation of contaminated droplets or aerosols exhaled by an infected person</li> <li>hand to mouth/nose/eyes contact after touching surfaces (including skin) contaminated with saliva or faeces from infected persons.</li> </ul>	<p>Employees, visitors to SDC premises, contractors (including delivery drivers, cleaners, maintenance personnel), volunteer workers (e.g. canal project volunteers and volunteers supporting the Council's efforts to provide additional support to residents during the epidemic).</p> <p>Employees, contractors and members of the public involved in work away from SDC sites (home visits and visits to other business premises).</p> <p>Particularly vulnerable groups include elderly people (over 70), pregnant women, those with underlying health conditions.</p>	<p>Reducing the risk of infection by:-</p> <p><b><u>Self-isolation measures</u></b></p> <p>All employees and volunteers are advised to follow current PHE guidance and self-isolate immediately if:</p> <ul style="list-style-type: none"> <li>you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) and arrange to have a coronavirus test</li> <li>you've tested positive for coronavirus – this means you have coronavirus</li> <li>you live with someone who has symptoms or tested positive</li> <li>someone in your support bubble has symptoms or tested positive</li> <li>your self administered LFD test is positive (until the result of a PCR test is known)</li> <li>you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</li> <li>you arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK</li> </ul>	<p><b><u>Vulnerable workers and Clinically Extremely Vulnerable Workers</u></b></p> <p>Employees and volunteers who are at <a href="#">higher risk from coronavirus</a> and are not fully vaccinated to work from home if possible. Otherwise employees should discuss their working arrangements with their line managers and strictly adhere to SDC Covid-secure procedures. Employees should minimise their contact with other people and 2m social distancing to be strictly observed indoors and outdoors. Managers should keep a record of their discussions with vulnerable employees.</p>			

	<p>Other groups at higher risk include older workers (60+) and people from some Black, Asian or minority ethnicity (BAME) backgrounds</p>	<p>All staff advised to self-isolate in accordance with PHE guidance are currently paid in full and not required to work outside their home.  <i>NB: only request a test for coronavirus if you have symptoms or are advised to by a public health official.</i></p> <p><b><u>Working from SDC sites</u></b></p> <p>Under Step 4 a managed return to SDC workplaces is in progress. Discuss return to work with your manager. SDC buildings are operated in line with the government's "<a href="#">Covid-Secure guidelines</a>" and occupied in accordance with site specific risk assessments. Ebley Mill has been prepared to allow a reduced number of staff to work there by agreement with their Head of Service. All staff working in SDC facilities, will observe the following control measures: -</p> <p><b><u>Social Distancing (SDC sites)</u></b></p> <p>Practicing social distancing by ensuring a 2m gap between individuals in any indoor work situation, including:-</p> <ul style="list-style-type: none"> <li>• Restricting the number of staff in any occupied office spaces to allow desks to be configured (or unoccupied) to ensure 2m separation.</li> <li>• Issuing guidance and reminders to staff to avoid close contact when moving around buildings.</li> <li>• One-way systems in corridors and staircases where practicable. One person per lift journey.</li> <li>• Discourage social gathering around kitchenettes and "tea making clubs".</li> <li>• Develop procedures for the protection of first aiders administering first aid.</li> <li>• Use signs and floor markers to make distancing and hygiene arrangements clear.</li> <li>• Close or restrict communal eating areas.</li> <li>• All staff must wear a face covering whilst moving around inside buildings (but not whilst seated 2m from other people).</li> <li>• Erection of transparent "sneeze screens" in reception areas, interview areas, workstations facing each other with &lt;2m separation.</li> </ul>	<p><b><u>Covid-secure Buildings</u></b></p> <p>Implement appropriate social distancing measures in workplaces, having regard to the relevant government guidance, including:-</p> <ul style="list-style-type: none"> <li>• if a suspected case has been at work within 48hrs of their symptoms starting implement enhanced cleaning of the cohort work area and detailed cleaning of their workstation (or close off the work area for 72hrs).</li> <li>• Remove shared hand-contact surfaces such as touch screens, keyboards and children's play equipment from reception areas.</li> <li>• Provide hand-sanitiser for visitors to reception areas.</li> </ul> <p><b><u>Cohort Grouping (for substantially occupied buildings).</u></b></p> <ul style="list-style-type: none"> <li>• Divide staff into cohort groups, to minimise number of people in contact with any potential case.</li> <li>• Confine cohorts to specific parts of buildings.</li> <li>• Restrict movement of staff between cohorts.</li> <li>• Any rotation of teams between home working and the workplace to take place on Monday (if building is usually vacant at the weekend).</li> </ul> <p><b><u>Volunteer Work</u></b></p> <ul style="list-style-type: none"> <li>• Develop procedures for activities carried out by volunteer workers.</li> <li>• Make enquiries to try to identify any vulnerable volunteers and emphasise covid-secure arrangements.</li> <li>• Supervisors to brief volunteers on covid-secure procedures before they start work.</li> <li>• Volunteers to be asked to disclose any covid symptoms or recent contact with cases.</li> </ul>			
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		<p>ventilated space. Leave if other people will not maintain adequate separation.</p> <ul style="list-style-type: none"> <li>• Always wear a face covering when working indoors with other people. Ask others to do the same and keep a supply of disposable face coverings to give to others if necessary).</li> <li>• Handle face coverings with freshly sanitised hands (or use individually wrapped coverings).</li> <li>• Only one member of staff to travel in any one vehicle. Where it is necessary for staff to meet on site they must travel separately.</li> <li>• Procedures have been developed for the sheltered housing schemes (e.g. use of communal spaces, management of visitors and cases amongst residents).</li> </ul> <p><b><u>Hygiene control measures (SDC sites)</u></b></p> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li>• Cleaners to prioritise the cleaning and disinfection of hand contact surfaces such as door handles and push plates; handrails; switches; taps and toilet facilities.</li> <li>• Hand sanitiser dispensers available for staff and visitors and disinfectant wipes provided (to enable staff to clean their personal equipment and workstations).</li> <li>• Staff advised to wash hands regularly for 20 secs especially before eating, drinking, smoking or preparing food; after using toilet facilities and on entering or leaving the workplace. Poster prompts on display at key locations in buildings.</li> <li>• Staff advised to avoid touching their face and eyes and to catch cough and sneezes in a tissue.</li> </ul> <p><b><u>Hygiene control measures (visiting homes, businesses and sites)</u></b></p> <p><b>Hand hygiene</b></p> <ul style="list-style-type: none"> <li>• Make use of any suitable handwashing facilities with soap, hot water on site. Staff provided with disposable paper towels (facilities on vehicles provided where practicable).</li> <li>• Hand sanitiser provided where washing facilities are not always readily accessible. Disposable nitrile gloves provided.</li> </ul>	<p>Managers should check that staff have adequate supplies of materials during one to ones and team meetings.</p>			
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<p>Consequential hazards due to changes in normal procedures and available services as a result of the Covid-19 pandemic. Including:- Fire safety; Legionella in water systems and Home working</p>	<p>Employees, contractors, members of the public, emergency service personnel.</p> <p>Fires and fire safety risks in unoccupied buildings may go undetected leading to hazards for emergency services; Unused water systems may lead to growth of legionella and its distribution when the building is reoccupied; Increased homeworking may result in postural problems associated with improvised DSE workstations and stress, anxiety and depression from isolation.</p>	<p><b><u>Revised Fire Safety Risk Assessments for Unoccupied Buildings</u></b></p> <p>Facilities managers and service managers to review any changes required to control risk from fire when buildings are largely unoccupied.</p> <p><b><u>Revised Legionella Risk Assessment for Unoccupied Buildings.</u></b></p> <p>Facilities managers and service managers to review any changes required to their legionella control plan when water systems are unused for long periods. Maintain normal control regime where possible or consider draining down the system.</p> <p><b><u>Systems to Ensure Planned Preventive Maintenance</u></b></p> <p>Facilities managers and service managers to review procedures for planned preventive maintenance and consider bringing forward statutory safety and maintenance checks/inspections (to take into account increased lead times in obtaining specialist services).</p> <p><b><u>Using Display Screen Equipment at Home</u></b></p> <p>Employees provided with guidance on the Hub on setting up a DSE workstation at home and adapting domestic tables and chairs to ensure good posture. Employees to discuss any problems with their line manager in the first instance. Staff advised to take regular breaks and how to obtain IT assistance. Employees have been provided with essential equipment such as separate screen, keyboard, mouse and cables.</p> <p><b><u>Stress, Anxiety and Depression Associated with Isolation</u></b></p>	<p>Managers will ensure any changes are made to procedures and any additional controls required are implemented and communicated to relevant members staff.</p> <p>Provide remote DSE assessments for staff who have difficulty and make arrangements for staff to obtain additional equipment as necessary. (e.g. a suitable chair, foot rest).</p>		

		HR published guidance and advice on the Hub on the manager's role in keeping in touch; including regular video conferencing with staff. Employees to discuss any problems with their line manager in the first instance but a counselling service is available for staff who require additional support.	Introduce reduced numbers of staff into offices and other workplaces. Rotate staff in cohort groups to avoid individuals experiencing long periods of isolation at home.			
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