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| **Risk Assessment Title: Pippbrook offices, Mole Valley District Council – Covid-19 Risk Assessment**  **With effect from 4/10/21 (anticipated start date of hybrid working with teams returning to office on 2 day per week basis or more). VERSION 4.4** | | | |
| **General Description of area / activity being risk assessed:**  This risk assessment is of the Council offices at the location below. It has been undertaken in response to the coronavirus pandemic. It meets the requirement to undertake a Covid-19 risk assessment to ensure that the workplace is as safe as possible.  This risk assessment has been updated in response to government changes under Step 4 of the Working Safely during Coronavirus guidance, correspondence to all those previously deemed clinically extremely vulnerable on 21/9/21; changes regarding self-isolation and to support changes to working practices as above.  It will be reviewed and updated at least quarterly or as Government announces changes to the current Covid related arrangements that impact the way we are using Pippbrook. | | | |
| **Location: Pippbrook Offices, High Street, Dorking Surrey. RH4 1 SJ** | | | |
| **Assessor(s)** | Karen Brimacombe, Chief Executive | **Assessment Date** | 21 September 2021 |
| **Reviewed by:** | SLT | **Consultees:** | Staff hub/BMT. Health and Safety Group |
| **Next Review Due** | December 2021 | **Last Review Undertaken** | 27th July 2021 |
| **Communication of risk assessment:** | This risk assessment has been/will be posted on the MVDC intranet (Molly) on 21/9/21 and is available to all staff.  It will be shared with other tenants, that is the Police and Surrey County Council (Adult Social Care) | **Version:** | 4.4 |

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|  | What is hazard | Who may be harmed and how | What is being done to control risk | Risk level | What further action is necessary | By who | By when | Completion date |
| **1** | **General** Individuals get infected with COVID-19 or they infect others in the course of attending and working at Pippbrook.  This hazard is considered in terms of the following day to day activities which are associated with working in Pippbrook - | Staff, tenants, visitors and contractors e.g. cleaning staff  The COVID-19  virus spreads by close contact with infected people and contaminated surfaces. In addition,  spread of COVID- 19 may also occur via airborne particles, particularly  in indoor environ ments. | Staff, tenants, contractors, and visitors are allowed in Pippbrook.  All areas are cleaned more regularly including during the day.  Cleaning equipment is available around the offices and further supplies can be obtained from Facilities Management  Most staff will be in the office for less than half the time than previous therefore, overall, numbers present at any one time are considered to be likely to be significantly reduced.  Staff requested to continue to maintain a 2m distance from others where practicable.  Records of those entering or leaving the premises are available in the event of an outbreak.  Staff who were formerly identified as Clinically Extremely Vulnerable (previously shielded) have been identified and their managers contacted to arrange further OH assessment before returning to the office. Systems in place so staff know to notify their manager if they fall into a category where they would previously have been defined as Clinically Extremely Vulnerable so that an OH assessment can be carried out before continuing with out of home work based activities.  Pregnant women to have risk assessment by occupational health at 28 week’s  No person who is legally required to self-isolate or quarantine is allowed in the premises | Tolerable | Up to date guidance for working in Pippbrook emailed to all staff  Above placed on Molly  ASB to draw new office rules to staff attention  As office is shared with police and social care they will be contacted and made aware of this risk assessment to ensure that their staff follow the rules when they are in the part of the office shared with us. | KB  KI  KB  KB | 21/9/21  21/9/21  27/9/21  Before 4/10/21 |  |

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|  |  |  | No staff who are a household contact or have been informed by Test and Trace (either directly or via the app) that they have been in contact with someone who has tested positive for coronavirus can carry out visits, work outside the home or attend any council owned premises.  Only SLT can agree an exemption for operational reasons (this must be in accordance with the appropriate SLT procedure)  Covid posters displayed in reception and inside and outside Pippbrook  Staff encouraged (and given paid time off) to take up vaccine if medically advised to do so.  Staff strongly encouraged to conduct regular lateral flow tests before attending the office and at any time they feel ill (not limited to standard Covid symptoms). |  |  |  |  |  |
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| **2** | **Travelling to office base**  (Risk of Indirect and direct spread) | Staff | Where staff take public transport [gov guidance](https://www.gov.uk/guid%20ance/coronavirus-covid-%2019-safer-travel-%20guidance-for-%20passengers) gives advice to reduce risk - staff are advised of this guidance  Signs erected in car park and cycle rack to advise re need to socially distance  No member of staff is required to car share or travel together for work purposes. Where they choose to do so they should side by side with the windows open and wear face coverings - guidance is available [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991060/coronavirus-safer-travel-easy-read-guidance.pdf) | Tolerable |  |  |  |  |
| **3** | **Entering the building**  (Risk of indirect and direct  spread) | Staff, tenants, visitors and contractors | Clear signs are up reminding people not to enter the building if they have symptoms of coronavirus or if  they are legally required to self isolate or quarantine | Tolerable |  |  |  |  |

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|  |  |  | for any reason connected to Coronavirus  All staff reminded not to walk through reception on arrival, and to use hand sanitiser before touching handle to open inner door  Staff Pass automatically opens staff door without need to touch anything  Hand sanitiser available immediately inside door  All staff work flexi time so start, finish and break times are staggered |  |  |  |  |  |
| **4** | **On arrival at work**  (Risk of indirect and direct spread) | Staff, tenants and contractors | All staff have been asked to wash their hands on arrival at work  Clear instructions are available at all wash hand basins | Tolerable |  |  |  |  |

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| **5** | **Sitting arrangements** (Risk of indirect and direct spread) | Staff | All staff are advised to clean desk and equipment with wipes/cleaning fluid provided on arrival.  Designated hot desks are available. These are cleaned every evening – wipes are available for staff to use during the day.  If staff sit at someone else’s desk they **must** clean thoroughly on arrival and departure.  Staff sitting at **most** desks are approx. 1.5m apart (side by side) and almost 2m apart (face to face).  Where staff are sitting at desks which are closer together or the desk is occupied by a person who falls into a category which would previously have been defined as Clinically Extremely Vulnerable a number of options are offered – if a more suitable desk within the team area is identified, member of staff can work at this, or alternatively one of the designated hot desks or, if necessary, screens can be put up between desks. The approach to be adopted must be arranged by and agreed with the manager, they are encouraged to look at desk situation as a whole rather and are not restricted to continuing to offer fixed desks/desks that have been occupied for a while by an individual if it makes sense to make changes. There are other areas of the building that may have empty desks; if so these can be used providing hygiene procedures identified above are followed. | Tolerable |  |  |  |  |
| **6** | **Storage of personal items when on site** | Staff | Staff advised they may wish to keep their personal belongings in their personal desk area and not to use shared coat racks. | Tolerable |  |  |  |  |
| **7** | **Moving around the office**  (Risk of indirect and direct spread) | Staff, tenants and contractors | All are required to wear a face covering when moving around the building (unless they would have previously been exempt).  Staff are encouraged to maintain 2m from all other persons as much as possible - there are signs up around the building to remind staff of the importance of space.  Common parts of the office are cleaned regularly throughout the day and every evening.  Staff are advised to use discretion when entering toilet or kitchen space – wait for others to leave if it is busy or there is a need to stand close together. A monitor will show the occupancy for information purposes – it is possible to enter when there are more than 2 people present if comfortable to do so but retain social distancing.  Where possible levers have been added to doors to enable opening and closing without touching | Tolerable |  |  |  |  |

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| **8** | **Using photocopiers**  (Risk of indirect spread) | Staff | Staff have been reminded they can collect a stylus from FM which can be used to prevent the need to touch the screen on the photocopier. The use of the stylus is to protect the individual; anybody using the photocopier is advised to wash their hands after using whether or not they have used the stylus.  SCC staff have been given styluses.  Photocopiers are cleaned twice daily | Tolerable |  |  |  |  |
| **9** | **Using the kitchens**  (Risk of indirect and direct spread) | Staff, tenants and contractors | Clear signs are up in the kitchen areas and staff have been encouraged to continue to follow the instructions re social distancing.  Chairs have been removed to encourage staff to maintain social distancing.  Staff have own water  bottles and have been advised to bring in their | Tolerable |  |  |  |  |

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|  |  |  | own cup, cutlery and crockery.  Staff advised not to share food with other staff and not to offer to make each other drinks.  Stylus can be used to operate the microwaves and vending machine.  Wipes are available to use before and after using the water heater/cooler. Cleaning materials are also available for staff to wipe down tables and relevant parts of chairs before and after use.  Staff have been advised to wash hands regularly and  thoroughly during the day, particularly before eating, drinking or touching face. This includes after opening the fridge, handling milk bottles, touching vending machine, surfaces etc. |  |  |  |  |  |

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|  |  |  | Kitchen areas are cleaned regularly.  Kitchen and table surfaces are kept as clear as possible.  Staff advised to wipe down tables/chairs before sitting. |  |  |  |  |  |
| **10** | **Touch points** (Risk of indirect spread) | Staff | All touch points e.g. door handles, photocopiers, cupboard handles, kitchen equipment, meeting table desks etc. are cleaned during the day (additional cleaning cycle) as well as in the evening.  Staff aware that they need to regularly wash hands before eating, | Tolerable |  |  |  |  |

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|  |  |  | drinking or touching face  Where possible levers applied to doors to enable staff to open/close with foot rather than need to touch with hands |  |  |  |  |  |
| **11** | **Use of toilets**  (Risk of indirect and direct spread) | Staff, tenants and contractors | Monitors outside will display number of people using. Staff advised to use discretion – if toilets or hand basins display that it is fully occupied – or if on entrance they appear busy – go out again and wait.  Staff asked to flush the toilets with the lid down.  Liquid soap available.  Paper towels have been made available.  Extra bins have been provided and are emptied frequently. All bins have lids  Posters displayed re good handwashing technique | Tolerable |  |  |  |  |

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| **12** | **Use of smoking area**  (Risk of indirect and direct spread) | Staff, tenants | Staff reminded of the need for excellent hand hygiene both before smoking and before returning to their desk.  Signs erected advising staff to maintain 2m distance at all times. | Tolerable |  |  |  |  |
| **13** | **Meetings and use of meeting rooms**  **(Note a separate RA applies to working in** reception- (See Reception Procedure) - PENDING  (Risk of indirect and direct spread) | Staff, tenants | Many meetings continue to take place virtually.  If staff use meeting rooms, e.g. to participate in a virtual or hybrid meeting, the meeting room should be booked wherever possible so that cleaning can be arranged. (However  there are lots of informal spaces around the building that can be used). | Tolerable |  |  |  |  |

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|  |  |  | Staff are reminded of the benefits of meeting outdoors wherever possible.  Team meetings must be conducted in person unless dispensation provided by relevant Executive Head, therefore to support this rule an RA must be conducted by each section manager, and guidance issued in advance to all who attend.  Risk assessments must be carried out/reviewed for every in-person meeting (internal/ external) and guidance issued in advance to all who attend. (Some examples which can be used as a guide are provided),  Each meeting room has a maximum number of people who can attend (in order to continue to allow for social distancing) where this is to be exceeded screens must be used. All meeting rooms are connected to the ventilation system and supplementary air cleaning units are available for use (separate guidance is available).  In addition to the mechanical ventilation system windows and doors can be opened in some meeting rooms. |  |  |  |  |  |
| **14** | **If someone takes ill with coronavirus symptoms at work or within 48 hours of visiting the**  **Office**  (Risk of indirect and direct spread) | Staff, tenants and contractors | An isolation room has been provided and all staff have been issued with clear instructions.  Signs erected around the office to remind staff of the action to take if they become ill while at work.  Staff aware of the need to inform their manager or FM if they take ill within 48 hours of visiting the office and to arrange to be tested (in accordance with national guidance).  Anyone who has been in close contact (as defined by the NHS) with the person who has taken ill with relevant symptoms will be informed that a member of staff has taken ill and will be asked to practice enhanced social distancing, hand and respiratory hygiene and conduct lateral flow tests until the results of testing are known.  No staff who are a household contact or have been informed by Test and Trace (either directly or via the app) that they have been in contact with someone who has tested positive for coronavirus can carry out visits, work outside the home or attend any council owned premises Only SLT can agree an exemption for operational reasons (this must be in accordance with the appropriate SLT procedure) | Tolerable |  |  |  |  |

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|  |  |  | Staff who assist anyone who is ill have been advised re hand washing (See [guidance](https://molly.molevalley.gov.uk/homepage-2-column-coa/corona/page-1/) [on what to do if you](https://molly.molevalley.gov.uk/homepage-2-column-coa/corona/page-1/) [take ill in the office](https://molly.molevalley.gov.uk/homepage-2-column-coa/corona/page-1/))  First Aiders given specific Covid guidance (shared with relevant staff)  Facilities Management have arrangements in place to isolate desks and deep clean any areas where relevant  staff members have been |  |  |  |  |  |

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| **15** | **Accidents/ incide nts** | Staff, tenants, contractors, visitors | In an emergency, for example, an accident or fire, people to be advised that they do not have to stay 2m apart if it would be unsafe  People involved in the provision of assistance to others to be advised that they should pay particular attention to sanitation measures immediately afterwards, including washing hands. Staff who assist anyone who is ill have been advised re hand washing  First Aiders given specific Covid guidance | Tolerable |  |  |  |  |

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| **16** | **End of Day/Leaving the building**  (Risk of indirect and direct spread) | Staff, tenants | Staff clean down desk area including all equipment (mouse, telephone) and arms of chair at end of day.  All staff to maintain a clear desk.  If the door handle has to be operated manually hand gel is available for use. | Tolerable |  |  |  |  |

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| **17** | **Face coverings**  (Risk of indirect and direct spread) | Staff | Staff aware they are not required or advised to wear PPE while at their desks **but must wear face coverings when moving around the office or visiting reception.** Any staff who would previously have had a medical reason to be exempted from wearing a face covering to wear a sunflower lanyard/ other clear sign. | Tolerable |  |  |  |  |
| **18** | **Fire evacuation procedures** | Staff, tenants | Staff have been advised to socially distance as far as practicable on leaving the building*.* On the occasion of an emergency staff should leave by the nearest available exit.  On assembly in the car park, staff to socially distance  Staff to follow ‘Entry to building’ guidance on | Tolerable |  |  |  |  |

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|  |  |  | re-entry following evacuation. |  |  |  |  |  |
| **19** | **Taking deliveries** | Staff and drivers | Any staff who handle deliveries have been reminded to dispose of outer packaging in the waste/recycling bins and to wash hands thoroughly after handling. | Tolerable |  |  |  |  |
| **20** | **Post** | Staff | A separate risk assessment has been produced for those who collect/deliver post from/to sorting office.  All staff who handle post on behalf of their own team have been reminded to dispose of outer envelopes in the waste/recycling bins and to wash hands thoroughly after  Handling. | Tolerable |  |  |  |  |
| **21** | **Use of courier**  **car** | Staff | Staff who use courier car have been issued | Tolerable |  |  |  |  |

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|  |  |  | with instructions regarding cleaning before and after use.  Relevant cleaning materials have been made available in the car.  Staff have been reminded of importance of hand washing before  and after use. Very few staff use the car. |  |  |  |  |  |
| **22** | **Hygiene on site** | Staff, tenants and contractors | Posters displayed as reminders to maintain personal hygiene standards, including the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.  Hand sanitiser provided in multiple locations  Enhanced cleaning regime with a focus on | Tolerable |  |  |  |  |

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|  |  |  | common parts that are in more frequent use.  Professional cleaning company – standards of cleanliness managed by the Facilities Management team. |  |  |  |  |  |
| **23** | Poor workplace ventilation leading to risks of coronavirus spreading | Staff, customers, contractors | Maintain air circulation systems in line with manufacturers’ recommendations, setting for fresh air has been increased to 100%.  Staff working upstairs must have windows open wide at all times when working in places where there is no additional ventilation - The use of air cleaning units is being trialed to reduce the number of windows which must be opened  A review of the operation of the ventilation system has been carried out by the Council’s consultant.  The Reception area is connected to the ventilation system but the interview rooms are not. (A bespoke risk assessment has been carried out regarding the use of reception and the interview rooms). |  |  |  |  |  |

Version 4.4 – Links to new procedure in the event of being ‘in contact with’ infected individual added

Signed off for consultation with Staff Hub and H&S Committee: 9/9/21

Signed off for All Staff - (Monday 20/9/21)

Date/method of communication to all staff: From 21/9/21 to 29/9/21

Email sent by Karen Brimacombe: Tuesday 21/9/21

Molly message: Date 21/9/21

ASB: Date 27/9/21