

TROWBRIDGE TOWN COUNCIL

Covid-19 Risk Assessment (by Department)



Company/Client/Department	Trowbridge Town Council
Date of cover:	25 th September 2020 – 1 st November 2020 (or unless guidelines change)
Work Area / Activity / Task:	FACILITIES TEAM

As an employer, we must protect people from harm. This includes taking reasonable steps to protect our workers and others from the coronavirus. This COVID-19 risk assessment is done by department and it will aim to manage risk and protect our officers who return to office.

In this assessment we have:

- identified what work activity or situations might cause transmission of the virus
- took time to assess who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk by introducing measures
- consider additional impacts on anyone defined as Clinically Extremely Vulnerable as defined by the NHS
- finally, team/officers have been consulted on and have agreed to the information in it

This assessment has been conducted by line manger Karl Buckingham, Facilities Manager and NEBOSH trained.

This Risk Assessment is written in line with government guidance and below links to the guidance that this Risk Assessment refers to, this should be read in conjunction with the Risk Assessment.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Persons at Risk	What Harm Might Befall	Potential Severity	Likelihood / Probability	Risk Rating	Controls in Place	Further Action Required	Action By	Due Date	Date Done	Residual Risk After Controls In Place
1	Transmitting of COVID-19 through airborne particles	E/CON	Catching/transmitting of COVID-19 by airborne transmission	4	5	20	<p>The FAC Team is still assigned their working bubbles as described further on, but access to the office will be only for work that cannot be done at home. It's important at this time that staff plan their workload as effective as possible to ensure that if office access is required, that this is kept to the shortest amount of time as possible.</p> <p>We also recognise the impact on mental well-being being unable to work from the office with colleagues, therefore employees should contact their line manager to investigate the opportunity to work from the office with their bubble colleagues for no more than <u>one visit</u> per week.</p> <p>To minimise exposure to outside risks it is recommended that staff coming in to the office refrain from going between multiple offsite locations and the office. The easiest way to do this would be to work for a long Morning session finishing for a late lunch or have an early lunch at home then work a long afternoon session.</p> <p>It remains that only 2 members of the FAC team in the</p>	<p>Reviewed when guidance changes.</p> <p>FM will review weekly should officers work from the office and not at home, listening to feedback.</p> <p>Team members must log any incidents of non-compliance by others and report to FM and HR.</p> <p>Team must read other RA's which are displayed on the website and adhere/respect those departments RA's.</p>	FAC	NA	NA	4 x 2 = 8

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							<p>designated office at anytime. No one else is to enter the office whilst each bubbles are present.</p> <p>Bubble System will be VS & NK = Bubble A (Mon-Tues) KB = Bubble B (Thurs/Fri) .</p> <p>Communication with other officers in the building should be done via email and phone only.</p> <p>Masks are to be worn when entering the building but not expected to be worn In the office. There are masks available from reception should one be forgotten.</p> <p>Relocation of desks not required at this time but officers must stick to their work stations. Spacing is over 2m when accounting for the working bubbles. Trowbridge Future are not working from the Civic.</p> <p>Follow/adhere to one way systems in place – wear facemask when leaving office.</p> <p>Windows will be open through out the working hours as required for fresh air supply. Officers should bring additional layers to prevent being cold should the outside temperature drop.</p>					
2	Transmitting of COVID-19 through touch to other people	E/CON	Catching/transmitting of COVID-19 by touch of ill kept surfaces.	4	5	20	<p>Cleaning equipment provided per office, at communal areas and other key points. It is expected that officers use the provided equipment to clean their own workstation, to clean handles when required and to use HS when entering and exiting both the office and communal areas. Should HS cause any reaction,</p>	The 'spare stock' of cleaning equipment is in our office. The cleaner will replenish on the daily clean, but should anything run out while on shift, other officers will call and the item can be left outside the door for collection.	FAC	NA	NA	4 x 2 = 8

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							<p>regular handwashing is the alternative.</p> <p>Bin bags are provided per office for the bubbles use, all rubbish is to be removed daily and placed into the main bin down the side of the Civic.</p> <p>Personal items should be kept to a minimal and should be kept by the workstation and not using shared peg facilities.</p> <p>Handling of Post – Parcels is via the 'drop zone' desk located by the entrance of the TIC. The TIC will call asking for this to be collected by the relevant officer/department. After handling, HS should be used.</p>					
3	Transmitting of COVID-19 through to other people	E/CON	Catching/transmitting of COVID-19 passed on by infected persons	4	5	20	<p>An employee and/or household member with symptoms of COVID19, or if contacted by NHS Trace & Track must isolate for 10 days, to stay home and follow the government guidelines. If an officer tests positive, they must isolate as per government guidelines and until a negative test result has been produced. They must contact the manager immediately who will contact anyone else in that bubble. The officer must visit the NHS Trace & Track Site and submit details for them to carry out the required checks of others.</p> <p>To report any circumstances of being aware someone may be positive with Covid who has not made their manager aware.</p> <p>Those who are Clinically Extremely Vulnerable as defined by the NHS should ensure extra vigilance when in contact with</p>	<p>To be alert and aware of who the employee (yourself) comes into contact with outside of the building. To follow government guidelines not just when in the office but in practice out of office.</p> <p>If lunch is to be taken outside of office this should be done following SD guidelines if involving other officers not in your bubble, but at this time is not recommended.</p> <p>To review guidance, but for CEV to limit contact in an enclosed space to essential</p>	FAC	NA	NA	4 x 1 = 4

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							other people. Currently, guidance advises that CEV remain in contact with those in household only in an inside space/or to keep 2m SD when meeting in an outside space.	only and where possible work from home. Line Managers should look to accommodate different workload to assist with home working.				
5	Transmission of Covid-19 when using companies vehicles	E	Catching/Transmitting of COVID-19 through poor cleaning practices of shared resources	4	5	20	When being asked to use a fleet vehicle always travel in agreed bubble only. Wear facemasks when sharing the vehicle and drive with windows open or by ensuring the air recycle button is on the vehicles air con (useful when raining!) Clean touchable surfaces on entry and exit of vehicle.	Monitor and report cleaning of vehicles should it not be satisfactory to the FM.	FAC	NA	NA	4x2 =8
6	Transmitting of COVID-19 through contact with third parties	E/CON	Catching/transmitting of COVID-19 from meeting face to face with third parties – such as contractors or community groups	4	5	20	No Face to Face meetings to take place with a community group inside the workplace, this should be virtual/over the phone where possible or by meeting outside following SD. If meeting someone for running events, do not take any paperwork/leaflets by hand, ask to email. Do not provide paperwork by hand, only email. Contractors are to be 'by appointment only' They must be booked, the appointment added to the shared calendar and where possible arranged at a time when other officers are not likely to be in contact/in office. When greeting facemasks must be worn. Information Centre has been authorised to turn contractors away without appointments	NK to keep contact with service companies, to arrange the appointments/visits to sites, to put on the calendar, consult with other officers about dates before committing. For these to take place Wed-Fri only for now (except emergencies) to ensure the contractors wear masks and follow our procedures in the building. Contractors will be met by KB during those days. NK to ensure companies are aware that they will be turned away without an appointment.	FAC	NA	NA	4 x 2 = 8

Persons at Risk: E (employee), YP (young person / child), CON (contractor), PREG (pregnant mother), LW (lone worker), DIS (disabled), SN (special needs), PUB (public), VIS (visitor), A (agency)
Potential Severity: 1 (No injury) 2 (Minor) 3 (Moderate) 4 (Major) 5 (Catastrophic)

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Likelihood / Probability: 1 (Extremely unlikely) 2 (Unlikely) 3 (Possible) 4 (Likely) 5 (Almost certain)
Risk Rating: 1 – 4 (LOW) 5 – 10 (MEDIUM) 12 – 25 (HIGH)

<p>Risk assessment prepared by: Karl Buckingham, Facilities Manager and Line Manager</p>	<p>Date: 16/07/2020</p>	<p>Date of next scheduled review: 1st November 2020 or earlier should guidelines change</p>	<p>Sent to Team for consultation: Yes – Friday 25th September</p> <p>APPROVED/EXCEPTED by: Victoria Spriggs, 03-08-2020 (1st Publication) Niamh Kyte, 03-08-2020 (1st Publication) Victoria Spriggs, 09-09-2020 (2nd Publication) Niamh Kyte, 09-09-2020 (2nd Publication) Victoria Spriggs, 28-09-20 (3rd Publication) Niamh Kyte, 28-09-20 (3rd Publication)</p>
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