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| **Vale of Glamorgan Council Corporate COVID 19 Risk Assessment**  This is an overarching risk assessment looking at the main risks to the Council and does not in any way shape or form replace team risk assessments which cover the detail of risks to each individual team and how control measures are implemented.  Date: 31.08.2021  Reviewed: 31.10.2021  Reviewed:22.12.2021 – next review 22.01.22 or sooner if the situation changes. |

| **What is the hazard** | **Who might be harmed** | **How might people be harmed** | **Existing risk control measures** | **Additional Controls** | **Risk rating** | | |
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| 1. **Identified at risk people** | Employees  Volunteers  Members of the public  Other household members | Staff may spread COVID-19 or contract COVID-19 while undertaking their duties.  Members of public may spread COVID-19 whilst visiting the reception or office | Managers will use the [Covid-19 Workforce Risk Assessment Tool (gov.wales)](https://gov.wales/sites/default/files/publications/2021-06/covid-19-health-workforce-risk-assessment-tool.pdf). which will guide them through whether anyone in their section/team is at risk and also helps to quantify that risk.  The following link is people who are at increased risk.  <https://gov.wales/people-increased-risk-coronavirus>  All visitors accompanied by inviting member of staff.  Reception is laid out in a manner that allows social distancing and is subject to a separate more detailed RA.  All contractors are required to wear masks whilst in the building (unless medically exempt)  Masks (Fluid Resistant Surgical Masks FRSM) are to be worn at all times whilst circulating around the building.  Main corporate buildings have social distancing signage and floor markings in place.  Vaccination and booster programme – all staff are encouraged to attend their appointments. | Manager will complete a WAP (Workplace assessment) or well-being action plan with any staff with specific health issues who may need additional support  Reception Risk assessment to be undertaken and maintained by customer services.  All staff will stay 2 metres apart | ✓ |  |  |
| 1. **Living with Vulnerable person(s)** | Employees  Volunteers  Other household members | Staff may spread COVID- 19 to vulnerable people who live in the same  household | Follow government guidance for living with a vulnerable person:  [Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) – previously known as ‘shielding’ [HTML] | GOV.WALES](https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html)  There is no requirement for a member of staff to stay at home if a family member has an increased vulnerability. However, the member of staff will need to take every precaution at home.  Vaccination |  | **✓** |  |  |
| 1. **Infection Control-**   **Wellness and Suitability to attend work** | Employees  Volunteers  Other household members | Staff may spread COVID- 19 or contract COVID-19 while undertaking their duties. | All staff have been advised of the symptoms of Coronavirus (COVID-19). The most common symptoms of COVID-19 are recent onset of:   * New continuous cough and/or * High temperature * Loss of taste and/or smell   Staff advised that if they have symptoms of COVID- 19, however mild, book a PCR test and self-isolate until the results are received. If positive self-isolation will be **10 days** from when symptoms started.  If they live with others and are the first in the household to have symptoms of Coronavirus, other household members should book a test as they could be positive but asymptomatic, other household members will only need to self-isolate if the test is positive or they develop symptoms or they have the omicron variant.  Staff will also be aware of the wider symptoms of COVID 19 i.e. fatigue, myalgia, sore throat, headache, sneezing, runny nose, loss of appetite, nausea, vomiting and diarrhoea staff with any of these symptoms will stay at home and request a test.  Any staff who are concerned that they may have the virus will stay home and get a test. | Staff check in with senior staff/line mangers and are responsible for advising if they are displaying symptoms and or close contact with known positive cases.  Further information available via Test, Track and Protect (TTP)  Staff will carry out LFT testing as agreed in their team risk assessment | ✓ |  |  |
| 1. **Infection Control-**   **Personal Hygiene** | Employees  Volunteers  Members of the public  Other household members | Staff may spread COVID- 19 or contract COVID-19 while undertaking their duties and when at home | All staff advised to follow good hygiene practices in controlling the spread of COVID-19, following must be maintained at all times:   * Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of shift and where opportunities arise during your shift. * Use of hand sanitiser gel if soap and water are not available during the day * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze * Put used tissues in the bin straight away and wash your hands afterwards or apply hand sanitiser * Try to avoid close contact with people who are unwell * Avoid touching eyes, nose and mouth * Regular use of hand sanitiser where hand washing is not available. | Staff reminded to implement the “Catch It, Bin it, Kill it” method and wash hands regularly  Managers must ensure appropriate controls are in place and monitor their effectiveness and taken appropriate actions where required | ✓ |  |  |
| 1. **Infection Control-**   **Those displaying symptoms of the virus** | Employees  Volunteers  Members of the public  Other household members | Staff may spread COVID- 19 or contract COVID-19 while undertaking their duties and when at home | Staff must advise their line manager immediately if they are displaying any of the above or if someone within their household is displaying symptoms of the virus. The employee will need to remain at home and arrange a test.  **Virus Testing**  Tests can be organised via the government portal  Asymptomatic testing [Get rapid lateral flow COVID-19 tests if you do not have symptoms | GOV.WALES](https://gov.wales/get-rapid-lateral-flow-covid-19-tests-if-you-do-not-have-symptoms#section-77685)  VOG Link:  [PPE Request Form:  LFD Testing Kits (new)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2Ffm6a0ZfFwH&data=04%7C01%7Cshmiller%40valeofglamorgan.gov.uk%7C4da16bf200b74d3ff1d308d8ff4e8143%7Ce399d3bb38ed469691cf79851dbf55ec%7C0%7C0%7C637540059919608008%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=J8Gos4abeC9U89GUZaK5DHnk8Op2jw%2FL4z%2FhrNhWeOE%3D&reserved=0)  Gov Link:  [**Order rapid lateral flow home test kits on GOV.UK**](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)**.**  **Where the virus test is negative (and no-one in the household is Omicron positive):**  The member of staff will return to work, unless they are too unwell to attend in which case, they will follow the absence management procedures  **Where the virus test is positive for a member of staff**:  The employee must advise their line manager and self-Isolate for 10 days. If they remain unwell at the end of 10 days, the employee will continue to communicate with their line manage and follow the sickness absence procedures  All positive test results will need to be reported to Health and Safety who will track all cases for RIDDOR purposes.  **Where the virus test is positive for Family member residing in the same household:**  The employee will be required to self-isolate until they have had a test as they could be asymptomatic and have the virus. When the test result is received, if positive they will continue to self-isolate if negative and it is not the omicron variant they can return to work. When an employee is contacted by TTP because they are a close contact, they must follow the advice given.  Employees participating in the asymptomatic testing programme may need to take additional LFD tests alongside this. | Staff check in with senior staff/line mangers and are responsible for advising if they are displaying symptoms and or close contact with known positive cases.  Further information available via Test, Track and Protect (TTP) if required |  | ✓ |  |
| 1. **Staff working across the vale** | Employees | Staff may spread COVID- 19 or contract COVID-19 while undertaking their duties | **All services and teams will have up to date Covid risk assessments which reflect the precautions that each team will need to take and this many vary across the Council** though the guiding principles remain the same:   * Social distance 2 metre rule * Hygiene and cleaning * Ventilation ensure that there is an air flow for the rooms used and window are opened fully periodically for an air change * Use of face coverings * Work from home where possible * Use Teams or virtual meeting platforms as a default.   Other precautions will include:  **Belongings**  Items which are difficult to clean or are deemed nonessential should be removed and stored away from operational work areas to allow for more sufficient cleaning  Personal belongings should be limited and kept stored or remain on individuals work areas/desks.  **Use of Kitchens**  Staff are advised to bring in pre packed / homemade food. Food and milk can be stored in the fridges.  Staff can use free standing personal kettles, fridges, flasks. Drinks must only be made by the individual for the individual.  Staff must clean kitchen equipment before and after use with sanitiser provided and disposing of waste materials appropriately  **Communal office equipment**  Staff will observe social distancing and Anti-bacterial wipes are provided to wipe down equipment before and after use. | Face coverings are required to be worn in all internal premises in line with Vale of Glamorgan Council guidance. Please consult individual site arrangements for confirmation of face coverings appropriate for that setting. | ✓ |  |  |
| 1. **Unable to maintain the 2m social/physical distancing.** | Employees  Volunteers  Visitors  Members of the public | Staff may spread COVID- 19 or contract COVID-19  while undertaking their duties | Employees who are required to provide essential front-line services to the residents of Vale of Glamorgan, will ill maintain 2m social distancing in work,.  Where Social distancing of 2m cannot be followed FRSM (fluid resistant surgical masks) will be provided and worn. |  | ✓ |  |  |
| 1. **Cleaning:**   **General**  **Deep**  **Personal areas** | Employees  Volunteers | Staff may spread COVID- 19 or contract COVID-19 while undertaking their duties and when at home | General cleaning is undertaken daily by Vale Cleaning included all work, communal and public access areas.  Cleaning operatives will follow their own procedures in accordance with the required controls i.e. methods and use of cleaning products, chemicals etc.  Cleaning down of personal work areas is encouraged by all employees with the use of general antibacterial sprays/wipes  Regular hand washing and use of hand sanitisers is encouraged and provisions provided for employees to access and use throughout each day | Any concerns with cleaning practices must be dealt with immediately and brought to the attention of the site manager and relevant cleaning department/contractor  Managers to ensure provisions are available, suitable for use and appropriate information and instruction in the safe use, storage and disposal. For staff cleaning tasks, ensure there is a suitable COSHH Risk Assessment in place  Manager must make appropriate arrangements for the cleaning of contaminated areas and storage and disposal of contaminated items | ✓ |  |  |
| 1. **Employee Wellbeing and Support** | Employees  Volunteers  Members of the public  Other household members | Employees may feel anxious/stressed about health and wellbeing of themselves, their families. | Staff/Volunteers are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace  All staff/volunteers must inform the Manager if there are any concerns or issues which they may need support and assistance with | Care First is available to support  Employees can be referred to Occupational Health if there are particular concerns regarding an employee’s wellbeing during this time. | ✓ |  |  |
| 1. **Emergencies:**   **First Aid** | Employees  Volunteers  Members of  the public | First aiders may be exposed to COVID-19 while administrating first aid. | Should an incident occur involving someone who is displaying symptoms of COVID-19 (high temperature / persistent cough / shortness of breath), responder to contact NHS 111 or 999 prior to attending and follow the advice provided.  Should an incident occur involving an unconscious or incoherent casualty where CPR (Administering Chest Compressions) or Automated External Defibrillator (AED) is required, responder to ask someone to contact 999, you only attend to the casualty if you are trained to do so and are wearing the following PPE: disposable glove, surgical face mask and safety glasses or face visor.  Giving rescue breaths is no longer permitted, this prohibition also applies to use of a face shield, face mask or life key. | Report all accidents to: Health Safety Corporate |  | ✓ |  |
| 1. **Managing unwell site users:**   **PPE/RPE**  **Contact**  **Reporting**  **Communication** | Employees  Volunteers | Site users may become unwell and require assistance | Managers must ensure there are appropriately appointed persons/First Aiders who will take responsibility in the event of and ensure is there sufficient cover and contingency arrangements  when those are not available  Items of PPE/RPE required are as per the government guidelines including respiratory masks, Gloves, apron and eye protection.  Where possible maintain the 2m while supervising | Manager must ensure all arrangements and  necessary guidance been communicated and are all those responsible happy with and understand the requirements.  Manager must maintain clear Communication of arrangements, roles and responsibilities and updates must be given to all relevant parties |  | ✓ |  |
| 1. **Air Conditioning / Ventilation** | Employees Volunteers | Air conditioning systems may increase the risk of spreading COVID-19 | **No Use of Recirculation**  Where centralised ventilation system that removes and circulates air to different rooms are present, recirculation has been turned off and only use a fresh air supply. Other types of air-conditioning systems do not need to be adjusted.  Air purifying fan may also be used in any location in the office.  **Increase Air Supply and Exhaust Ventilation**  Good ventilation is encouraged to help reduce the risk of spreading coronavirus and outside air will be supplied, where possible.  If the building has mechanical ventilation, the operation times of the ventilation will be expanded and where buildings have lower ventilation rates, the ventilation will be turned on 24/7.  **Window-driven Natural Ventilation**  If the building has no mechanical ventilation, windows, where possible, will be opened, even if this causes minor thermal discomfort. The general rule is that there will be a balance between thermal comfort and ventilation. Windows will be opened wide periodically to provide an air change  Toilets with passive stack or mechanical exhaust systems may cause contaminated airflow from the toilet to other rooms, in these circumstances, toilet windows will remain shut.  If there is no adequate exhaust ventilation from toilets, and window airflow cannot be avoided, windows will be kept open in other spaces to achieve crossflows through buildings.  **Heat sources-Heating systems and portable** Heaters can be used as long as it is a convection type heater and does not have an internal fan which blows the hot air out and through various rooms. | Site manager responsible for the building management and maintenance.  If the building has been closed for an extended period and has air conditioning units that have a source of water that can generate aerosol, the units will be serviced prior to restarting.  Additional risk assessment covering air conditioning and heating systems (HVAC) available as referenced. Managers to use to evidence their decision when turning on their heating system, it also covers air conditioning and must be read when assessing on site requirements.  In buildings with mechanical ventilation, consider opening the windows to boost ventilation. |  | ✓ |  |
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