

## Officer Non Key Executive Decision

<b>Relevant Chief Officer (Decision Maker):</b>	Neil Jack – Chief Executive
<b>Relevant Cabinet Member (for consultation purposes):</b>	Councillor Simon Blackburn, Leader of the Council
<b>Report Author (Officer name and title):</b>	Tracy Greenhalgh – Head of Audit and Risk
<b>Implementation Date of Decision:</b>	2 June 2020

### COVID SECURE CORPORATE RISK ASSESSMENTS

#### 1.0 Purpose of the report:

1.1 To ensure that the Council has adequate arrangements in place to meet the Government's Covid Secure Guidance.

#### 2.0 Recommendation(s):

2.1 To approve the Covid Secure Risk Assessments and its roll-out across the Council in line with the processes outlined in this report.

#### 3.0 Reasons for recommendation(s):

3.1 To ensure adequate arrangements are in place for the health and safety of Council employees during the Covid-19 pandemic.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? Yes

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

N/a

#### 4.0 Council Priority:

4.1 The implementation of Covid Secure will help ensure that the Council can continue to work towards achieving both priorities.

## 5.0 Background Information

- 5.1 The Council takes the health and safety of employees seriously and is therefore supportive of the Government's Covid Secure guidelines. This document sets out the corporate risk assessments for managing employee's health and safety in the workplace. The corporate risk assessment includes an assessment of who should be in the workplace followed by specific considerations for the main areas of Council business.

The approved Covid Secure Corporate Risk Assessment will be published on the Hub and the Council website as per the Government's guidance. It sets out the core principles which we have agreed must be adhered to in order to meet Covid Secure Guidelines.

On approval Heads of Service will be provided with a template to develop a bespoke service level risk assessment. The template includes all of the details from the corporate risk assessment but needs to be tailored to meet the needs of their service(s). Heads of Service will be encouraged to engage with their staff whilst developing their risk assessments.

The service level risk assessment must be discussed and agreed with the relevant Chief Officer before submitting them to the Head of Audit and Risk who, in conjunction with the health and safety team, will be reviewing the risk assessments to confirm that they are Covid Secure. Any exceptions or areas where risk may be difficult to manage will be escalated to the Corporate Leadership Team for discussion.

Does the information submitted include any exempt information?

No

### List of Appendices:

Appendix 1 – Covid Secure Corporate Risk Assessment

## 6.0 Legal considerations:

- 6.1 As an employer the Council is required by law to protect its employees, and others, from harm.

Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- Identify what could cause injury or illness in your business (hazards).
- Decide how likely it is that someone could be harmed and how seriously (the risk).
- Take action to eliminate the hazard, or if this isn't possible, control the risk.

Where the Health and Safety Executive identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health

risks, e.g. employers not taking appropriate action to socially distance or ensure workers in the shielded category can follow the NHS advice to self-isolate for the period specified, they will consider taking a range of actions to improve control of workplace risks. These actions include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements with the guidance.

## **7.0 Human Resources considerations:**

- 7.1 It is important to the Council that employees can work safely and be supported with their health and wellbeing during the COVID-19 pandemic.

## **8.0 Equalities considerations:**

- 8.1 As detailed and complex decision making related to resuming normal business activity begins to take place the Council have important obligations under the Equality Act to ensure policy and operational matters are given “due regard” to impacts on protected groups.

The Council is aware that some staff with specific characteristics or due to clinically vulnerabilities may be more at risk during the Covid-19 pandemic. This is incorporated into the Corporate Risk Assessments and supported by an employee risk assessment which will facilitate a discussion between line managers and their employees around individual risk and how best these can be managed.

## **9.0 Financial considerations:**

- 9.1 The Council will ensure adequate budget is available to implement the controls identified in the Corporate Risk Assessments.

## **10.0 Risk management considerations:**

- 10.1 The Working Safely during Corona Virus Government Guidance was issued is to help employers and employees in the UK understand how to work safely during the coronavirus (COVID-19) pandemic, keeping as many people as possible two metres apart from those they do not live with.

The Corporate Risk Assessment sets out how the Council intends to manage risks faced by its employees whilst working in line with the Government Guidance.

The risk assessment will be updated as and when new and relevant Government guidance is released.

**11.0 Ethical considerations:**

11.1 Ensuring that the Council is Covid Secure supports the Council's core values, morals and beliefs.

**12.0 Internal/ External Consultation undertaken:**

12.1 The corporate risk assessments have been prepared in consultation with the Health and Safety Team, Human Resources, Senior Leadership Team and Trade Unions.

**13.0 Decision of Chief Officer**

13.1 To approve the Covid Secure Risk Assessment and its roll-out across the Council.

**14.0 Reasons for the Decision of the Chief Officer**

14.1 To ensure adequate arrangements are in place for the health and safety of Council employees during the Covid-19 pandemic.