

Covid Secure – Corporate Health and Safety Risk Assessments

June 2020

Blackpool Council



Introduction

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 assessments have been prepared in consultation with the Health and Safety Team, Human Resources, Senior Leadership Team and Trade Unions. The risk assessment has been considered by the Extended Corporate Leadership Team and approved by the Chief Executive. The corporate risk assessment will be reviewed in light of future changes from the Government in terms of advice and guidance.

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. We recognise that the Council provides a diverse range of services and therefore reference should also be made to the full suite of government guidance where necessary which includes:

- **Construction and other outdoor work** - Guidance for people who work in or run outdoor working environments
- **Factories, plants and warehouses** - Guidance for people who work in or run factories, plants and warehouses.
- **Labs and research facilities** - Guidance for people who work in or run indoor labs and research facilities and similar environments.
- **Offices and contact centres** - Guidance for people who work in or run offices, contact centres and similar indoor environments.
- **Other people's homes** - Guidance for people working in, visiting or delivering to other people's homes.
- **Restaurants offering takeaway or delivery** - Guidance for people who work in or run restaurants offering takeaway or delivery services.
- **Shops and branches** - Guidance for people who work in or run shops, branches, stores or similar environments.
- **Vehicles** - Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

All of which can be access using the following link: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> .

There is specific guidance in place for schools and social care and these should be applied for employees who work in these environments.

Every Head of Service needs to assess and manage the risks of COVID-19 in their service areas based on the corporate risk assessments but tailored to the needs of their service. Heads of Service will need to consider the risks their teams face and do everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of COVID-19. Heads of Service will listen and talk to their teams about the work and how to manage risks from COVID-19. The employees who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Heads of Service should also consult with the health and safety representative selected by recognised trade unions where required.

The risk assessment included in this document serves as a starting point to help inform your decisions and control measures and should complement and sit alongside the usual work activity risk assessments in place.

If employees have any concerns about their health and safety they should speak to their line manager in the first instance. Managers can access advice and support from the Council's health and safety team to consider mitigating controls which services may reasonably be able to put in place. Employees are also able to raise concerns to their trade union representatives if required.

Blackpool Council Risk Assessment – Who should be in the workplace

Directorate: Corporate				Date of Assessment – May 2020			
Section: Corporate				Assessment Team: Extended Corporate Leadership Team			
Location: All Council Locations							
Assessment Activity / Area / Type: Covid-19 Secure							
Do the hazards create a business continuity risk? Yes							
Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Employees working from home on a temporary basis	Everyone should work from home, unless they cannot work from home	Employees	<ul style="list-style-type: none"> Staff should continue to temporarily work from home where they can undertake their role from home. Staff provided with guidance relating to temporary homeworking. As the home working arrangements are temporary there is no need to complete a DSE assessment but staff will be encouraged to complete a checklist and send this to their managers and the Council will take reasonable steps to manage DSE risks, such as the provision of some equipment e.g. adapted chairs if necessary. An iPool course for Remote Working for Managers is available. A corporate support package for health and wellbeing is available. 	3	2	6	<ul style="list-style-type: none"> How will you monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce such as virtual one to ones, phone calls, Microsoft Teams etc...?

			<ul style="list-style-type: none"> • Mental Health First Aider and Wellbeing Champions in place. • Remote access to work systems is provided. • Employees FAQ are in place which cover home working. • Corporate health and safety documentation is in place. 				
Staff returning to the workplace	To support staff who are returning to the workplace after a period of homeworking / furloughed or redeployment.	Employee	<ul style="list-style-type: none"> • A corporate support package for health and wellbeing is available. • All services to have a Covid Secure risk assessment in place developed in conjunction with employees. 	3	2	6	
Clinically extremely vulnerable employees	To protect clinically extremely vulnerable individuals	Employees	<ul style="list-style-type: none"> • Employees who are extremely clinically vulnerable and have received a 'shielding' letter from the NHS must not come to work but should work from home wherever possible. • A corporate support package for health and wellbeing is available. • Mental Health First Aider and Wellbeing Champions in place. 	2	4	8	<ul style="list-style-type: none"> • How will you keep in touch with your employee to keep them up to date and support their mental health and wellbeing? • Have you completed an employee risk assessment for the individual?
Clinically vulnerable employees	To protect clinically vulnerable individuals	Employees	<ul style="list-style-type: none"> • Any employee in the clinically vulnerable group must 'take care' but are not in the shielded group. This means that they could attend work providing appropriate health and safety arrangements are in place. • Managers will listen to any concerns raised by employees 	2	3	6	<ul style="list-style-type: none"> • How will you keep in touch with your employee to keep them up to date and support their mental health and wellbeing? • Have you completed an employee risk assessment for the individual?

			<p>and address them in a risk assessment.</p> <ul style="list-style-type: none"> • A corporate support package for health and wellbeing is available. • Mental Health First Aider and Wellbeing Champions in place. 				
Employees living with someone in the extremely clinically vulnerable group	To protect employee's family	Employees family	<ul style="list-style-type: none"> • Where an employee lives with someone who is in the extremely clinically vulnerable group all options for working at home will be considered (including redeployment if practicable). • If the employee cannot work from home very careful consideration will be given before asking them to attend work and this should only be considered in situations where there are staff shortages in critical/essential services which cannot be covered in other ways. It is important in these situations that managers ascertain and address the employees concerns. • The Council has a duty of care and must ensure a risk assessment is undertaken which ensures the Council is doing everything possible to mitigate risk of the employee 'taking the virus home' to their vulnerable relative. This may mean 	2	3	6	

			alternative accommodation is provided.				
Covid-19 symptoms or live in a household with someone showing symptoms	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms	Employees	<ul style="list-style-type: none"> • Corporate guidance on accessing testing has been issued. • Corporate process in place for recording and managing employees who have reported symptoms or living with someone with symptoms. • Employee FAQs in place making it clear that you should not come into work if you have symptoms or if someone in your house has symptoms and the government timescales for return must be adhered to. 	3	2	6	<ul style="list-style-type: none"> • Can you enable workers to work from home while self-isolating if appropriate? • How will you ensure that staff who need to self-isolate do self-isolate and don't attend the workplace? • How will you ensure an employee who tests negative is well enough to return particularly to a frontline role? • How will you ensure that where an employee tested positive, they do not return for minimum 7 days and that for at least 2 days their temperature has returned to normal?

<p>Everyone is treated fairly , according to known risks</p>	<p>To treat everyone in your workplace equally</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Senior Equality and Diversity Advisor in place to provide advice and support. • Equality training in place. • Employee over the age of 70 fall under the clinically vulnerable category and risks will be managed through the application of the government guidance. • Black, Asian and minority ethnic (BAME) communities are believed to be disproportionately affected by COVID-19. The Council encourages line managers and BAME staff to have sensitive and comprehensive conversations about this and where necessary undertake a risk assessment. • Disabled staff working across the Council manage their disability through the application of reasonable adjustments. If additional control measures are required a risk assessment will be undertaken. • Pregnant women fall under the clinically vulnerable category and risks will be managed through the application of the government guidance. • The ongoing pandemic will coincide with religious events. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>Have you completed an employee risk assessment for the individual?</p>
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			The Council will consider the need for employees to be able to take time to conduct spiritual/religious reflection away from the frontline.				
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Blackpool Council Risk Assessment – Social Distancing

Directorate: Corporate	Date of Assessment – May 2020
Section: Corporate	Assessment Team: Extended Corporate Leadership Team
Location: All Council Locations	

Assessment Activity / Area / Type: Covid-19 Secure

Do the hazards create a business continuity risk? Yes

Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
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Social Distancing

Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival	Employees	<ul style="list-style-type: none"> Many employees are on the flexible working scheme which helps stagger the arrival and departure time therefore reducing overcrowding at entry and exit points. A staff parking scheme is in place which enables employees to choose where to park their car. Where possible the number of passengers in Council fleet vehicles used for transporting employees to and from work will be limited. Employee car sharing for journeys to and from work will be discouraged. Employees will be encouraged to use their own transport to travel to work, walk or cycle. 	3	2	6	<ul style="list-style-type: none"> Where your employees are not on the flexible working scheme can you stagger arrival and departure times? Do you need to provide additional facilities such as bike-racks to help people walk, run, or cycle to work where possible? Do you need to provide more storage for employee's clothes and bags? Are you able to provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points?
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			Property Services will introduce one-way systems at entry and exit points wherever feasible and clearly signposted.				<ul style="list-style-type: none"> • Are you able to provide alternatives to touch-based security devices such as keypads? • Can you assign fixed groups of workers to the same transportation routes where sole travel is not possible?
Moving around the workplace	To maintain social distancing wherever possible while people travel through the workplace	Employees	<ul style="list-style-type: none"> • Employees will be encouraged to use the telephones / Microsoft Teams rather than making non-essential trips. • One way systems will be introduced where possible with signage or ground markings used. • Employees will be advised to use the stairs where possible and the maximum occupancy for lifts will be recommended to be one person at a time. • Employees will be advised to minimise unnecessary movement to reduce congestion in high traffic areas such as corridors and walkways. • The number of people in attendance at site inductions will be reduced and these will be held outdoors where possible. 	4	2	8	<ul style="list-style-type: none"> • Can you reduce job, equipment and location rotation? • Is it possible to separate sites into working zones to keep different groups of workers physically separated as much as practical? • Are you able to reduce the number of workers at base depots at a given time based on minimum operational safety requirements? • Can you use staff cohorts / social bubbles to reduce potential spread across staff?

			<ul style="list-style-type: none"> Where possible times will be scheduled for the collection of goods to avoid overcrowding. 				
Moving around when working in a resident's home	To maintain social distancing wherever possible while performing work in a residents home	Employees	<ul style="list-style-type: none"> Employees will be encouraged to discuss with households ahead of a visit to ask that a 2 metre distance is kept from those working and ask that all internal doors are open. Employees should, where possible avoid busy areas in the house such as stairs and corridors. 	4	2	8	<ul style="list-style-type: none"> If it is not possible to maintain social distancing while working in a home then does PPE need to be considered? Can you use a fixed pairing system if people have to work in close proximity or attend a household on a regular basis? Can you use staff cohorts / social bubbles to reduce potential spread across staff?
Making the main workplace safe for people who work statically	To maintain social distancing between people who work in one place	Employees	<ul style="list-style-type: none"> Where possible layouts will be changed to allow people to work further apart from each other where this is not possible people will work side by side or facing away from each other rather than face to face. Where social distancing is not possible due to service requirements, consideration of desk screens between and to the front of desks will be considered. 	2	2	4	<ul style="list-style-type: none"> Can you use a consistent pairing system if people have to work in close proximity? Can you reduce the use of rota's? Can you use staff cohorts / social bubbles to reduce potential spread across staff?

Desk Spaces	To maintain social distancing between individuals when they are at their workstations	Employees	<ul style="list-style-type: none"> • Government guidance states that if you can work from home you should work from home. • Only staff who must be in the office to perform their role will be introduced back to the office initially. A desk ratio of 1 in 4 desks will initially be introduced in the main Council offices (Bickerstaffe House, Municipal Buildings, South King Street and Clifton Street) to enable a minimal number of staff to return to the work place based on business needs. On banks of 6 desks this may initially be a 1 in 3 desk ratio to avoid only 1 person being in from a team. • Once the Corporate Leadership Team is confident that the social distancing measures in the building are working effectively the desk ratio will be extend to 1 in 3 desks to enable managers the flexibility to introduce more staff into the office where there is a business need. • The Corporate Leadership Team will determine when it is feasible to move to a desk ratio of 1 in 2 desks based on the Government's Recovery Strategy and phased approach. • Managers will need to manage this via a rota system based on 	2	2	4	<ul style="list-style-type: none"> • Is it feasible to allocate desks rather than use hot desking in your allocated areas? • Are rota's required or can you manage your employees differently? • Can you use staff cohorts / social bubbles to reduce potential spread across staff? • Can staff use the Jabber app on their personal mobile phone rather than using desk based phones?
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			<p>their existing desk allocation. If this is not feasible due to staff needing to be in the office to do their job then this should be escalated to the Corporate Leadership Team to identify additional capacity to enable employees to work safely.</p> <ul style="list-style-type: none">• Employees should not work in other teams areas unless this has been previously approved by the Corporate Leadership Team to reduce the sharing of desks.• Property Services will place signs on the desks which can be used to ensure that these adhere to social distancing guidance i.e. not face to face / adequate space for access.• Property Services will arrange for signage to be in place throughout these buildings reminding staff of the need to socially distance.• In satellite offices managers are encouraged to apply the same desk ratio principle however where this is not feasible Property Services will install desk screens and where possible staff should sit side by side rather than facing each other.• Employees should clean their desks, telephones, keyboards,				
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			<p>chair arms and chair adjustment levers using the provided disinfectant wipes of arrival and departure from the workstation.</p> <ul style="list-style-type: none"> • Dedicated hot desking areas will be closed. 				
Meetings/ appointments	To reduce or eliminate transmission due to face-to-face meetings / appointments and maintain social distancing in meetings	Employees	<ul style="list-style-type: none"> • Remote working tools will be used as much as possible to avoid in-person meetings. • If face to face meetings do take place only absolutely essential participants should attend and maintain at least 2 metres separation throughout. • Employees will be advised to avoid sharing pens and or other objects in meetings. • If possible meetings should be held outside or in well ventilated rooms, taking into account confidentiality. • All conference rooms will be closed and the booking system stopped to avoid large gatherings of people. Should an essential meeting need to take and a larger room required to enable social distancing this should be discussed with Property Services. • Small meeting rooms will remain open however employees will be advised that these should only be used by one person at a time for the 	3	2	6	<ul style="list-style-type: none"> • If you do need to hold face to face meetings can you provide hand sanitiser in the meeting room? • If the same rooms are used regularly for meetings can you use floor markings to encourage social distancing? • Is it feasible to install a screen in regularly used meeting rooms for additional protection? • Do you need to explain social distancing measures required in meeting invites?

			purpose of participating in video calls and to clean surfaces that they touch after use.				
Common areas	To maintain social distancing while using common areas	Employees	<ul style="list-style-type: none"> • Flexible working polices allow employees to take their lunch at different times which encourages staggering to reduce pressure on break rooms or places to eat. • Employees will be encouraged to use safe outdoor areas for breaks. • Seating and tables will be reconfigured to maintain spacing and reduce face to face interactions. • Employees will be allowed to eat hot and cold food at their desks. • Employees will be discouraged from making drinks for each other and bringing in food to share e.g. cakes. • Property Services will work collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases. • Screens will be installed in public reception areas by Property Services as required. • Employees are encouraged to bring their own food to work, 	4	2	8	<ul style="list-style-type: none"> • Where staff are on fixed hours are you able to stagger break times to reduce pressure on break rooms? • Is it possible to create additional space for breaks by using other parts of the workplace freed up by remote working? Where toilet facilities are too small to allow more than one person in whilst maintaining social distancing, does there need to be consideration of a one in/one out system with something on the door to indicate if it is in use or not?

			<p>and when not possible maintain social distancing while off site.</p> <ul style="list-style-type: none"> • Guidance will be provided to employees on the use of locker rooms, changing areas and other facility areas to reduce concurrent usage. • Employees will be encouraged to store personal items and clothing in personal storage spaces such as lockers. • Employees will be encouraged to maintain social distancing as far as possible when using the toilet facilities. • Signage to be placed in toilet areas reminding employees about hand washing. • Property Services will arrange for paper towels to be available in toilet facilities including access to a bin to dispose of the waste and regular collection of the waste. 				
Accidents, security and other incidents	To priorities safety during incidents	Employees	<ul style="list-style-type: none"> • In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2 metres apart if it would be unsafe. • Employees involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	2	2	4	

First aid in the workplace	To priorities safety during incidents	Employees	<ul style="list-style-type: none"> Managers should advise Property Services if trained first aiders will not be reporting to the main Council buildings so that steps can be taken to ensure adequate first aid provision. Managers of satellite offices should ensure adequate first aid provision is available. Property Services will ensure that first aid boxes include resuscitation face shields, disposable face masks and disposable gloves for staff administering first aid to use. 	2	2	4	
Fire Wardens in the workplace	To priorities safety during incidents	Employees	<ul style="list-style-type: none"> Managers should advise Property Services if trained fire wardens will not be reporting to the main Council buildings so that steps can be taken to ensure adequate provision. Managers of satellite offices should ensure adequate fire warden provision is available. Premise manager / line manager / fire marshal to ensure that fire wardens can operate / understand fire panels. Toolbox talks available for all employees on fire. Employees to ensure they follow the Council's policy of 'Get out and Stay out'. 	2	2	4	<ul style="list-style-type: none"> Do you need to review your fire evacuation procedures and fire risk assessment in light of changes implemented due to Covid Secure compliance? Can additional fire wardens be trained to act as deputies on primary and secondary escape routes?

Blackpool Council Risk Assessment – Managing Customers, Visitors and Contractors

Directorate: Corporate

Date of Assessment – May 2020

Section: Corporate

Assessment Team: Extended Corporate Leadership Team

Location: All Council Locations

Assessment Activity / Area / Type: Covid-19 Secure

Do the hazards create a business continuity risk? Yes

Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Manage visitors, customers and contractors	To minimise the number of unnecessary visits to the workplace	Employees	<ul style="list-style-type: none"> Remote working tools will be used as much as possible to avoid onsite visits. Where site visits are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival. Employees will be encouraged to limit the number of visitors and prearranged time slots will be considered where appropriate. A record of all visitors will be maintained. 	4	2	8	<ul style="list-style-type: none"> Can schedules for essential services, deliveries and contractor visits be revised to reduce interaction and overlap between people, for example, carrying out services at night? Can electronic visitor records be kept? Can security be used to manage the flow of visitors into a reception area? Can you have appointment based visits only so that numbers of customers can be controlled given the reduced numbers of front facing staff allowed into the

							offices with services to manage their own operation of appointment systems to fit their need but with other options for customer contact available so no-one is disadvantaged?
Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety	Employees	<ul style="list-style-type: none"> • Signage will be placed in all reception points providing guidance on social distancing and hygiene. • Where possible Property Services will review entry and exit routes for visitors and contractors to minimise contact with other people. • Property Services will coordinate and work collaboratively with landlords and other tenants in multi-tenant sites. • Signage will be placed in vehicles providing guidance on social distancing and hygiene. • Signage will be placed at entrances to worksites to remind the public and workers to maintain social distancing where possible. 	4	2	8	<ul style="list-style-type: none"> • Can you provide advice to visitors before they attend via phone, on the website or by e-mail? • Do you need to provide specific Covid-19 training to employees who host visitors?

Blackpool Council Risk Assessment – Personal Protective Equipment (PPE) and Face Coverings

Directorate: Corporate

Date of Assessment – May 2020

Section: Corporate

Assessment Team: Extended Corporate Leadership Team

Location: All Council Locations

Assessment Activity / Area / Type: Covid-19 Secure

Do the hazards create a business continuity risk? Yes

Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Personal Protective Equipment	To ensure employees can access PPE if required for their role	Employees	<ul style="list-style-type: none"> Where employees are already using PPE in their work activity to protect against non-COVID-19 risks, they should continue to do so. When managing the risk of COVID-19, additional PPE beyond what is recommended by PHE, is not beneficial and therefore is not considered a requirement. 	2	2	4	<ul style="list-style-type: none"> Have you referred to the Government Guidance to establish what PPE may be required to prevent the risk of Covid-19 in roles such as the care sector?
Face Coverings	To ensure that employees who choose to wear a face covering do so safely	Employees	<ul style="list-style-type: none"> There is no requirement for the Council to provide face coverings but if an employee chooses to use one they will be allowed to where possible. 	2	2	4	<ul style="list-style-type: none"> If your employees choose to wear face coverings can you signpost them to the guidance on how to do this safely?

Blackpool Council Risk Assessment – Cleaning the Workplace

Directorate: Corporate				Date of Assessment – May 2020			
Section: Corporate				Assessment Team: Extended Corporate Leadership Team			
Location: All Council Locations							
Assessment Activity / Area / Type: Covid-19 Secure							
Do the hazards create a business continuity risk? Yes							
Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Before reopening	To make sure that any site or location that has been closed or partially operated is clean and ready to restart	Employees	<ul style="list-style-type: none"> Property Services will check to determine if there is a need to service or adjust ventilation systems in line with occupancy levels in Council buildings. If possible windows and doors will be opened frequently to encourage ventilation. Risk assessments for work sites that have been closed will be updated before restarting work. Any required cleaning will be carried out. 	2	2	4	
Keeping the workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces	Employees	<ul style="list-style-type: none"> Property Services will ensure the frequent cleaning of Council buildings including door handles, lift buttons and communal areas etc... Property Services will provide desk wipes and employees should wipe the phone, keyboard, chairs arms, chair adjustment levers and desk before and after use. 	3	2	6	<ul style="list-style-type: none"> Can your team be provided with their own mouse and keyboard which they can put away at the end of the day?

			<ul style="list-style-type: none"> • Clear desk policy in place. • Employees will be encouraged to have only essential items on desks e.g. not to put photos out etc. • Employees will be encouraged to limit the use of high-touch items such as printers and whiteboards and wipe them using a desk wipe after use. • Employees will be advised to sanitise all hand tools, controls, machinery, fuel pumps, vehicle keys, vehicle doors and equipment after use. • Employees will be encouraged to wipe down kitchen facilities after use such as water dispenses. • Employees will be advised to clear workspaces (including vehicles, such as steering wheels and door handles, and outdoor sites) and remove waste and personal belongings at the end of a shift. 				
Keeping the work area clean	To keep work areas in a residents home clean and prevent transmission by touching contaminated surfaces	Employees	<ul style="list-style-type: none"> • Cleaning materials will be provided for cleaning surfaces that employees may need to touch. • Employees will be encouraged to arrange methods of safe disposal with the householder. • Employees will be advised to remove waste and personal 	4	2	6	

			<p>belongings from the house at the end of the shift.</p>				
<p>Hygiene: handwashing, sanitation facilities and toilets</p>	<p>To help everyone keep good hygiene through the working day</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Posters / communication will be in place to build awareness of good handwashing technique, 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 will be provided in areas where there is no access to washrooms including in vehicles and to employees who work outdoors or visit resident's homes. • Property Services will ensure that toilets in Council buildings are cleaned on a regular basis and place signage to encourage social distancing as much as possible. • Property Services will ensure regular waste collection from offices and communal areas such as toilet facilities. • Employees to be encouraged to be vigilant and remind colleagues if they notice they are not handwashing. 	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • How will you ensure drivers will have access to appropriate welfare facilities during their journeys? • Do you use portable toilets and if so what cleaning arrangements can you put in place? • Are you able to provide more waste facilities and more frequent rubbish collection for employees working outdoors?
<p>Changing rooms and showers</p>	<p>To minimise the risk of transmission in changing rooms and showers</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Property Services will set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal 	<p>3</p>	<p>2</p>	<p>6</p>	

			items and social distancing is achieved as much as possible.				
Handling goods, merchandise and other materials	To reduce transmission through contact with objects that come into the workplace	Employees	<ul style="list-style-type: none"> • Employees handling goods have access to handwashing facilities or hand sanitiser. • Employees will be advised that they should not arrange personal deliveries to work. 	2	2	4	<ul style="list-style-type: none"> • Can you develop cleaning procedures for goods and merchandise entering the site?

Blackpool Council Risk Assessment –Workforce Management

Directorate: Corporate

Date of Assessment – May 2020

Section: Corporate

Assessment Team: Extended Corporate Leadership Team

Location: All Council Locations

Assessment Activity / Area / Type: Covid-19 Secure

Do the hazards create a business continuity risk? Yes

Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Shift patterns, working groups and teamwork	To change the way work is organised to create distinct groups and reduce the number of contacts each employee has	Employees	<ul style="list-style-type: none"> • Employees will continue to work from home where possible to do so. • Employees who work together in one vehicle should be in a fixed pairing as far as possible. • Procedures will be put in place to minimise worker congestion at bottlenecks such as time clocks, entrances and exits and social distancing will be applied during shift handovers. • When visiting a resident's home where possible the same worker will be allocated to the same household. 	2	2	4	<ul style="list-style-type: none"> • Where staff are split into teams or shift groups can these be fixed so that where contact is unavoidable this happens between the same people? • Are there any areas where people directly pass things to each other and can you remove direct contact? • Where there are multiple workers in a resident's home can these be fixed so that where contact is unavoidable this happens between the same people?

Work related travel	To avoid unnecessary work travel and keep people safe when they do need to travel between locations	Employees	<ul style="list-style-type: none"> • Non-essential travel will be minimised and remote options will always be explored in the first instance. • Employees will be advised not to travel together in any one vehicle and where this is not possible mitigating actions will be taken such as using fixed travel partners, increasing ventilation and avoiding sitting face to face. • Employees will be required to clean Council fleet vehicles after use. • Where employees need to move between different homes and locations to complete their work they will be advised to follow social distancing and hygiene advice. 	3	2	6	<ul style="list-style-type: none"> • If an employee is required to stay away from home can you log the stay and ensure that any overnight accommodation meets social distancing guidelines?
Deliveries to other sites	To help workers delivering to other sites to maintain social distancing and hygiene practices	Employees	<ul style="list-style-type: none"> • Where ever possible payments and the exchange of documents will be undertaken electronically. • Employees will be reminded to wash their hands after handling. • Where a need has been identified appropriate PPE will be provided such as disposal gloves. 	3	2	6	<ul style="list-style-type: none"> • Can you put in place procedures to minimise person-to-person contact during deliveries to other sites? • Can you use consistent pairing when 2 person deliveries are required?

Returning to Work	To make sure all employees understand COVID-19 related safety procedures	Employees	<ul style="list-style-type: none"> • Heads of Services will prepare a risk assessment for their service area and will consult with employees and worker representatives as part of this process. 	4	2	8	<ul style="list-style-type: none"> • How can you ensure clear, consistent and regular communication to improve understanding and consistency of ways of working? • Do you need to develop communication and training material for employees prior to returning to work?
Ongoing communication	To make sure all workers are kept up to date with how safety measures are being implemented or updated	Employees	<ul style="list-style-type: none"> • There will be ongoing engagement with employees through team meetings and through trade unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. 	4	2	8	<ul style="list-style-type: none"> • Can you use methods of communication which avoid the need for face to face communication? • How will you communicate approaches and operational procedures to suppliers and customers to help adoption and to share experience?

Blackpool Council Risk Assessment – Inbound and Outbound Goods

Directorate: Corporate				Date of Assessment – May 2020			
Section: Corporate				Assessment Team: Extended Corporate Leadership Team			
Location: All Council Locations							
Assessment Activity / Area / Type: Covid-19 Secure							
Do the hazards create a business continuity risk? Yes							
Hazard	Objective	Who is at Risk	Corporate Controls In Place	Likelihood	Severity	Risk Rating	Further Potential Controls for consideration by Managers
Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site	Employees	<ul style="list-style-type: none"> • Non-contact deliveries will be used where possible. • Drivers will be encouraged to stay in their vehicles where this does not compromise their safety. • Handwashing facilities or hand sanitiser will be provided. 	3	2	6	<ul style="list-style-type: none"> • Can you revise pick-up and drop-off collection points, procedures and markings? • Can you reduce the frequency of deliveries by ordering larger quantities less often? • Can single workers load or unload vehicles or can the same pairs of people be used?

Risk Rating Matrix

Likelihood	Impact / Severity				
	1 = Not Harmful	2= Slightly Harmful	3= Harmful	4= Extremely Harmful	5= Catastrophic
1 = Improbable	1	2	3	4	5
2 = Highly Unlikely	2	4	6	8	10
3 = Likely	3	6	9	12	15
4 = Very Likely	4	8	12	16	20
5 = Almost Certain	5	10	15	20	25

Low Risk = 1-8

Medium Risk = 9-15

High Risk = 16-25