**Service Delivery Covid-19 Risk Assessment**

This risk assessment template form can be used to record COVID-19 risks if you do not record them within your existing risk assessments.

It is important this assessment and the action and control measures are consulted with employees and their representatives.

**Please record and highlight your additional risk control measures / adaptations you have made for your individual service.**

When considering how to manage the risk to your service from Coronavirus then the following hierarchy of controls must be applied (working top down):

* **Elimination**

The task or activity is not carried out

* **Reduction**

Reduce the transmission risk by hygiene measures, for example frequent hand washing

* **Isolation**

Physically isolate staff/visitors from each other e.g. installation of protective screens/barriers

* **Control**

Control numbers of staff returning to buildings and contact with each other through fixed teams and social distancing measures

* **Personal Protective Equipment (PPE)**

Use of PPE to be considered when controls above are not possible

**Important note**:

This risk assessment must be read and worked through in conjunction with the following link on current [**Government guidelines**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) applicable to each settings and other relevant guidance.

Review and tailor the contents of this generic risk assessment to reflect the Covid risks from your service’s activities, deleting anything that is not applicable. Any actions that are not yet in place should be moved from the ‘Controls in place’ column to the “Further actions’ column.

Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

**Service Delivery Covid-19 Risk Assessment**

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| **Service Activity** |  |
| **Name of Team** |  |
| **Head of Service Name** |  |
| **Name of assessor** |  |
| **Date of assessment** |  |

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| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | Infection from the Coronavirus disease (Covid-19) | | | | |
| **Who may be harmed and how?** | * The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes * The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. * People can catch the virus from others who are infected by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. * Anyone can be affected - staff, contractors, visitors, members of the public etc. | | | | |
| **Hazard Areas** | **Controls in place** | **Further Actions** | **By whom?** | **By when?** | **Date Completed** |
| **Tasks within the office** | **Homeworking**  Staff from non-critical services to continue working at home  **Controlled return to the building**  Only critical services as agreed by CMT can return to the building.  **Covid-Secure Building**  Corporate buildings made fully covid-secure by following the 5 steps to working safely. This includes:   * fitting protective screens in all reception areas and public meeting rooms; * restricting the numbers of people allowed to work in our buildings to ensure effective social distancing; * Installing hand sanitiser points in reception areas and providing hand sanitiser and desk wipes in offices * Installing signage reminding people to social distance and take all necessary steps to keep themselves safe. * Introducing additional cleaning including regular cleaning during the day of frequent touch points such as doors * Redesigning the layout of offices to enable social distancing.   Covid risk assessment in place detailing all of the practical measures we have put in place to make each building Covid-secure.  Building user guide available informing staff of the changes made to our buildings and how to use them differently.  **Meetings & Appointments**  Meetings and appointments held over the phone or using online tools where possible.  Reduced capacity of meeting rooms to ensure that social distancing can be maintained | Individual risk assessments to be undertaken for staff identified as being increased vulnerability to COVID-19.  Personal Emergency Evacuation Plan (PEEP) to be updated for any staff returning to work who requires assistance evacuating the building. The PEEP should be updated prior to their return to the workplace.  Ensure specified meeting room capacity are not exceeded.  Ensure meeting rooms with protective screens in place are used if a face to face meeting is required. | Line Manager  Line Manager |  |  |
| **Tasks out in the community** | **Travel**  Staff advised to avoid public transport if possible and use existing or new [walking and cycling routes](https://tfl.gov.uk/travel-information/improvements-and-projects/streetspace-for-london).  If using public transport staff advised to avoid travelling in the busiest times between 05:45-08:15 and 16:00-17:30. See more on TfL travel advice at <https://tfl.gov.uk/campaign/coronavirus-covid->  **Social Distancing**  Enter details of social distancing measures here such as:   * signs displayed to remind workers and visitors of social distancing guidance * Allocation of specific workstations for staff/teams * floor tape/signs to mark areas to help people keep to a 2m distance * arranging one-way traffic through the workplace if possible * visitors by appointment only where possible   **Managing Transmission Risks**  Where it’s not possible to maintain social distancing then list the practical steps you are taking to manage the transmission risk, for example:   * considering whether an activity needs to continue for the business to operate * keeping the activity time involved as short as possible * using screens or barriers to separate people from each other * using back-to-back or side-to-side working whenever possible * staggering arrival and departure times * reducing the number of people each person has contact with by using ‘fixed teams or partnering’   **Personal Protective Equipment (PPE)**  Record information on any PPE provided to staff here  *Please note that staff should* ***only use PPE if the risk assessment indicates it is needed*** *as there are currently limited supplies of PPE so it is essential that supplies are used appropriately.*  **Working in, visiting or delivering to people's homes.**  Guidance available on this at  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes> | Face covering must be worn when using public transport so managers to must ensure staff are aware of the [Guidance on face coverings](https://lbcamden.sharepoint.com/sites/intranet/communications/Pages/guidance-on-face-coverings-and-masks.aspx) including how to make one.  If PPE is required then provide information to staff on how to safely put on and remove PPE specific to COVID-19 by circulating the [Guidance on infection prevention and control for COVID-19](https://protect-eu.mimecast.com/s/KBjYCr8DAUnR1y3izGRFp?domain=gov.uk). | Line Manager |  |  |
| ***Driving for Work*** | Only designated essential workers should come to work and sharing of vehicles should be avoided as far as possible. (see section 3 for advice on travel)  Workers sharing enclosed spaces such as the cabs of vehicles should always keep the window open for ventilation and be careful to avoid touching their faces.  On leaving the vehicle, wash hands with soap and water for 20 seconds or more or use hand sanitiser if soap and water are not available. | Cleaning regime for vehicle interiors to be cleaned regularly, especially steering wheels, controls, door handles etc. |  |  |  |
| ***Staff with COVID-19 symptoms and potentially spreading to staff and others*** | If any staff become unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Test and trace service will notify anyone who has been within 2 metres a colleague who has tested positive for more than 15 minutes text message. | Manager to ensure staff member self-isolates for least 7 days (14 days if member of household is symptomatic)  Staff notified via Test and Trace service must self-isolate to help stop the spread of Covid-19. |  |  |  |
| **Stress/anxiety caused by COVID-19** | **Wellbeing Support**  Insert details of wellbeing support available and promoted to staff | Manager to check on wellbeing of staff regularly, especially those who remain working from home, and remind them of the support available. |  |  |  |
|  | *Delete this row if not required* |  |  |  |  |

It is important you discuss your assessment and proposed action with your staff. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis – consider a weekly review for the first few weeks.