**East Herts Council**

**Risk Assessment**

**(2020)**

# Covid Secure Working – LOW RISK Ad-Hoc Site Visits, One Off visits undertaken by Officers.

This risk assessment should not be viewed in isolation. Officers must consider their own service specific and corporate risk assessments when undertaking their work. Any problems should be raised with their line manager as soon as possible. This assessment is intended for use for low risk activities and not where high risk activities are being undertaken such as construction etc.

| Assessment carried out by: | Service: | Date carried out: | Date of last review: | Date of Review: |
| --- | --- | --- | --- | --- |
| Peter Dickenson | Health and Safety Officer (Human Resources and Organisational Development) | July 2020 | Document created July 2020 | Ongoing |

# Document Owner: Human Resources and Organisational Development – Health and Safety

# Revision Log

| **Date** | **Version** | **Summary of Changes** |
| --- | --- | --- |
| 23/07/2020 | 1 | Document creation |

**Assessment Details**

| **What is being assessed?** an activity | **How was the assessment done?** | **Type of assessment** |
| --- | --- | --- |
| The impact of Coronavirus on the welfare of all employees and others covered by the Health and Safety at Work etc. Act 1974 and delivery of the business functions of East Herts.  For the purposes of this risk assessment “site visits” refer to visits to:   * business premises * residential premises * public or private land   As this is a rapidly evolving situation and every eventuality cannot be planned for, there is the need for officers to undertake dynamic risk assessments at the time of their visit, following the principles in this risk assessment and others produced by the Council. | This assessment has been based on information provided by the NHS, Public Health England, UK Government and The World Health Organisation (WHO).  Affected employees and Unison have been consulted on this risk assessment. | Dynamic – Live Assessment  This assessment will be reviewed and updated as needed throughout the duration of the event. |

## General Principles to Follow

The following principles should be followed at all times during a site visit, in addition to the controls identified as part of this risk assessment:

1. Where possible, work from home – use different media platforms such as the phone or video conferencing to reduce the need to undertake a site visit;
2. Existing controls put in place by other non-Coronavirus risk assessments (such as lone working) are still valid and should be followed;
3. Never assume that as someone has no symptoms that they are ‘safe’;
4. Treat everyone as though they may have coronavirus;
5. Behave as if you have coronavirus; and
6. Remember to keep your perception of this risk relative – there are a number of practical measures outlined below that you can take to greatly reduce the likelihood of you catching it.
7. Respect and observe controls implemented by host sites

## Personal Protective Equipment (PPE)

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed principally through social distancing for site visits, not through the use of PPE.

The Council does not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings in line with Government guidance. Supplies of PPE, including face masks must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers.

| **(A)**  **What are the hazards?** | **(B)**  **Who might be harmed, and how?** | **(C)**  **What controls are currently in place to manage the risks?** | **(D)**  **Are further controls required to control the risk?** | **(E)**  **Person(s) responsible for taking action.** | **(F)**  **Target completion date** | **(G)**  **Date action completed.** |
| --- | --- | --- | --- | --- | --- | --- |
| The risk of catching or spreading Coronavirus while undertaking site visits to perform the duties of the Council. | Officers who are required to undertake ad-hoc site visits, servicing enforcement documents, attending civil / court hearings.  Carrying out duties under the Councils Emergency Plan Response procedures. | 1. Officers to complete online briefing/training before any visits take place 2. Follow the pre-site visit checklist at the end of this risk assessment before planning your visit. 3. Maintain recommended social distancing away from other people 4. No physical contact with other people, such as shaking hands. 5. Keep inspection time as short as possible. Consider what can be done remotely beforehand. 6. Limit the number of people present. Ask individuals to leave if they are not needed for the inspection. 7. No car sharing. 8. If you are required to sign-in anywhere, ensure you use your own pen. 9. Ensure regular handwashing. Where not possible use alcohol-gel but remember, hand sanitiser doesn’t work as well on sweaty, greasy or visibly dirty hands, and you need to use a lot to completely cover the entire surface of your hands. 10. PPE is ordered and managed centrally through Property Services and stored by the Caretaker. 11. You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues. 12. PPE to be double-bagged and disposed of in regular domestic waste after 72 hours. 13. Staff to sign to say they have received training. 14. Adherence monitored via one to one meetings. |  |  |  |  |

## Pre-site Visit Checklist

This checklist should be used for every site visit before entering the premises, either by phone or by knocking at the door and standing back two metres. When communicating with households prior to any visit you should discuss how the work will be carried out to minimise risk for all parties. You should follow the guidance in the order shown as this encourages a hierarchy of controls for PPE usage [1].

1. Are you going into a potentially aggressive environment where it is reasonable to expect beforehand that an individual will become angry and start shouting, thereby creating saliva aerosols and are unlikely to maintain a two metre distance? Examples might include enforcing Part 2A Orders. It is unlikely that these situations will be avoidable; therefore you should discuss with the service manager beforehand and consider seeking assistance from the police.
2. Where the visit cannot be deferred, officers should wear the following PPE, remembering to put on and remove while outside the premises:
3. single use disposable gloves;
4. disposable fluid-repellent coverall/gown; if needed.
5. single use fluid-resistant (Type IIR) face covering;
6. single use eye/face protection; and
7. alcohol-gel.
8. Confirm whether anyone in the premises is displaying coronavirus symptoms or is currently self-isolating, or been advised to self-isolate via the Government’s Track & Trace Scheme. If there is an indication that individuals in the premises have Coronavirus symptoms or are in self-isolation then where possible the visit should be rearranged for another date, at least two weeks into the future.
9. Where not possible, because action is needed to remedy a direct risk to the safety of the household or others, officers should wear the following PPE, remembering to put on and remove while outside the premises:

[1] Based on Table 2 of the Government’s PPE advice for primary, outpatient, community and social care settings

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/878750/T2\_poster\_Recommended\_PPE\_for\_primary\_\_outpatient\_\_community\_and\_social\_care\_by\_setting.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878750/T2_poster_Recommended_PPE_for_primary__outpatient__community_and_social_care_by_setting.pdf" \o "Link to Government's PPE advice for primary, outpatient, community and social care advice.)

1. single use disposable gloves;
2. single use disposable apron; where appropriate;
3. disposable face covering
4. alcohol-gel
5. Confirm whether anyone in the premises is “shielding” or in the extremely critically vulnerable group. If someone in either of these groups is in the premises, then you should follow their lead about entering the premises. Where possible use other means of contact (phone for example).
6. Where not possible, officers should wear the following PPE, remembering to put on and remove while outside the premises;
7. single use disposable gloves;
8. single use disposable apron;
9. single use surgical mark;
10. single use shoe coverings; and
11. alcohol-gel.
12. Assess whether social distancing can be achieved within the premises. This will take into account the layout of the premises and/or the nature of the individuals within the premises. If not, can the site visit be undertaken outside?
13. Where social distancing cannot be achieved, officers should wear the following PPE, remembering to put on and remove while outside the premises:
14. single use fluid-resistant (Type IIR) surgical mask;
15. sanitiser wipes; and
16. alcohol-gel.
17. Single use eye protection
18. Single use fluid-resistant (Type IIR) face covering.

## IMPORTANT NOTE

If you feel you require PPE and it is not covered by the examples above, you should discuss this with your line manager and service manager before undertaking the work so that the risk assessment can be reviewed and the work assessed against current Government guidance.