East Herts Council

Risk Assessment

(2020)

# (Coronavirus – Environmental Health Local Track and Trace Risk Assessment)

This risk assessment covers the community-based work of Environmental Health employees relating to the local track and trace system. This assessment is based on the latest guidance, which is continually evolving; therefore employees should ensure they are always using the latest version of this risk assessment.

| Assessment carried out by: | Service: | Date carried out: | Date of last review: | Date of Review: |
| --- | --- | --- | --- | --- |
| Paul Thomas-Jones | Service Manager (Environmental Health) | 24 Sept 2020 | 24 Sept 2020 | Sept 2021 |

## Revision Log

| Date | Version | Summary of Changes |
| --- | --- | --- |
| 24/09/2020 | 1.0 | Document creation |

## Assessment Details

| What is being assessed? | How was the assessment done? | Type of assessment |
| --- | --- | --- |
| The District Council’s work with regards to the local Track and Trace scheme being launched in response to the Coronavirus Epidemic.  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 residential premises.  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. Existing controls put in place by other non-Coronavirus risk assessments (such as lone working) are still valid and should be followed;
2. Never assume that as someone has no symptoms that they are ‘safe’;
3. Treat everyone as though they may have coronavirus;
4. Behave as if you have coronavirus; and
5. 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.

| (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. | All employees, volunteers, contractors and service users. | 1. Existing risk assessments on the intranet should still be followed, particularly with regards to controls covering site visits, lone working and personal safety. 2. Officers to complete online briefing/training before any visits take place. 3. Officers to attend briefing session and completed online e-learning for health (Elfh) training to understand the expectations of this function before undertaking any work 4. All work is to be undertaken at the front door to the property. Staff are not to enter the house. 5. The following PPE will be provided for use:  * single use gloves; * single use fluid-resistant (Type IIR) surgical mark; * single use apron; * face visors; * alcohol-gel.  1. Keep two metres away from other people. 2. No physical contact with other people, such as shaking hands. 3. Keep inspection time as short as possible. 4. Limit the number of people present. Ask individuals to leave if they are not needed for the inspection. 5. No car sharing. 6. 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. 7. PPE is ordered and managed centrally through Property Services and stored by the Caretaker. 8. You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues. 9. PPE to be double-bagged, in the bags provided and disposed of in regular domestic waste after 72 hours. 10. Staff to sign to say they have received training. 11. Adherence monitored via one to one meetings. | None | N/A | N/A | N/A |