

<b>RISK ASSESSMENT</b>	<b>TITLE: Twelve15 - Returning to Work during Covid-19 – 13 November 2020</b>
Assessed By: Senior Leadership Team	Date Assessed: 13 November 2020
Reviewed By: Sarah Atkinson	Date Reviewed: To be reviewed weekly: 20/11, 27/11, 04/12, 11/12, 18/12

What are the hazards?	Who might be harmed?	How could they get harmed?	L	S	Initial Risk (L x S)	What are you already doing? (Existing Control Measures)	L	S	Residual Risk (L x S)	What further action is necessary? (Additional Control Measures)
COVID 19 – Risk of transmission from lack of social distancing rules, contaminated surfaces and equipment	Staff – Management & Business Support Teams	Staff could contract Covid 19 via lack of social distancing and touching contaminated surfaces	3	3	9	<ul style="list-style-type: none"> <li>Staff will continue to work from home wherever possible.</li> <li>Visits to SCC offices to be undertaken with permission of your line manager and prearranged as per Facilities Team instructions (see SCC Jive for full details).</li> <li>The Council has the technology to enable remote working.</li> <li>Staff are aware of the social distancing rules issued by Government.</li> <li>The Council has a dedicated <a href="#">Coronavirus Guidance Hub</a> on SCC Info.</li> <li>Staff are aware of the PHE advice regarding additional hygiene measures and the use of PPE for specific roles.</li> <li>Ensuring the wellbeing of staff is in place through a number of support mechanisms available through the Coronavirus Guidance Hub on SCC Info.</li> <li>Wherever possible, meetings to be held virtually. Where this is not possible, meetings will be held in a Covid-secure SCC office where two meter social distancing will apply.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Managers to ensure that processes are in place to maintain contact with staff working at home.</li> </ul>

<p><b>COVID 19 –</b></p> <p>Risk of transmission from lack of social distancing rules, contaminated surfaces and equipment</p>	<p>Education Catering - front line staff</p>	<ul style="list-style-type: none"> <li>Education Catering staff could contract Covid 19 via infected school users for whom they are catering.</li> <li>Education Catering staff could contract Covid 19 through a lack of social distancing and/or touching contaminated surfaces</li> </ul>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>At all times 2M social distancing will be observed or 1M+, with risk mitigation as detailed below, where 2M is not viable.</li> <li>Wherever possible, work will be undertaken at one site only per day per member of staff.</li> <li>Catering staff will remain in the kitchen and food/dining areas at all times, all other school areas are prohibited.</li> <li>Staff members will observe enhanced personal hygiene protocols, in particular frequency of thorough hand washing guidance.</li> <li>Access to kitchen by authorised staff only will be adhered to.</li> <li>Staff will work in bubbles with a maximum limit of 3 team members. Where space allows, there may be more than one bubble operating (work zones) where authorised by a senior manager only. Staff should remain in the same bubble.</li> <li>For operational reasons, where necessary a new team member may be introduced into an existing bubble. To reduce the risk of cross infection this can only occur after a weekend where a 48 hour period will have elapsed in line with PH guidance.</li> <li>Adapted menu offer implemented to minimise contact with children.</li> <li>Where necessary, shift patterns implemented for kitchen teams to adhere to limit set for staff present at any one time.</li> <li>Enhanced cleaning schedule and sanitisation programme for all contact surfaces.</li> <li>Appropriate gloves must be worn by staff handling used tableware. Separate gloves must be worn between handling used and clean tableware and equipment.</li> <li>In sites where 1M+ distance cannot be achieved an alternative delivered solution will be provided.</li> <li>In the instance of a member of staff displaying Covid – 19 symptoms, member of staff will be instructed to cease work and return home immediately. Staff member reporting</li> </ul>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li><b>Managers will review these arrangements on a weekly basis.</b></li> </ul>
--	--	--	----------	----------	-----------	---	----------	----------	----------	---

					<p>symptoms will be required to refrain from work until test and trace procedure has been carried out.</p> <ul style="list-style-type: none"><li>• Deliveries both external and internal, will observe 1M+ distancing.</li><li>• Use of hand alcohol gels/fluids strictly prohibited as risk of severe burns if exposed to naked flame.</li><li>• For services where it is not possible to maintain a minimum 1M+ distancing and for situations where face to face customer service cannot be avoided, face coverings will be made available. Staff will adhere to the guidance for the safe use and disposal of face coverings.</li><li>• Staff should only use face coverings provided by Twelve15 in order to ensure food safety compliance.</li></ul>			
--	--	--	--	--	---	--	--	--

<p><b>COVID 19 –</b></p> <p>Risk of transmission from lack of social distancing rules, contaminated surfaces and equipment</p>	<p>Sports &amp; Design Technology Engineers</p>	<ul style="list-style-type: none"> <li>Engineers could contract Covid 19 via infected school users whilst working on site.</li> <li>Engineers could contract Covid 19 through a lack of social distancing and/or touching contaminated surfaces</li> </ul>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>At all times 2M social distancing will be observed or 1M+, with risk mitigation as detailed below, where 2M is not viable.</li> <li>Engineers will be assigned to an individual mobile workshops (van) for which they will hold the keys and collect and return to the team base without the requirement to enter the workshop/office area. No passengers are permitted at any time.</li> <li>Deliveries both external and internal, will observe 1M+ distancing.</li> <li>Face coverings will be provided and engineers must follow the guidance for face coverings when visiting retail outlets for work purposes.</li> <li>Multiple site visits are not permitted at this time, daily visit to one site only.</li> <li>Tasks that cannot be completed observing the 1M+ distance requirement will be rescheduled to a later date.</li> <li>Use of signage, tape and screening in place to cordon off and achieve 1M+ distancing.</li> <li>All contact surfaces to be sanitised before and after work activities.</li> <li>All work will be planned in advance by team manager and the arrangements to maintain social distancing on site agreed.</li> <li>Team manager to brief staff of working arrangements.</li> <li>On arrival, staff to register at reception, identify available facilities for comfort breaks and verify working arrangements as pre planned.</li> <li>Staff will avoid moving in communal areas when in a school setting when others in the school community are moving throughout the site.</li> <li>A maximum limit of 3 staff in team base at any one time to enable 1M+ social distancing.</li> <li>Team base will be marked directionally to ensure 1M+ distancing is observed.</li> <li>Frequency of team base cleaning schedule increased.</li> <li>Use of hand alcohol gels/fluids strictly prohibited as risk of severe burns if exposed to</li> </ul>	<p>3</p>	<p>2</p>	<ul style="list-style-type: none"> <li><b>Managers will review these arrangements on a weekly basis.</b></li> </ul>
--	---	--	----------	----------	-----------	---	----------	----------	---

						naked flame. Non-alcohol based hand sanitiser will be provided.				
--	--	--	--	--	--	---	--	--	--	--

Risk Assessment Responsible Person:

**Risk Rating:**

The result will be a low, medium or high risk.

Likelihood (L)	
1	Event will probably never occur
2	Event could possibly occur but only rarely
3	Event could possibly occur
4	Event is likely to occur
5	Event is expected to occur

Severity (S)	
1	Minor (no first aid required)
2	Moderate (first aid required)
3	Serious (medical treatment required)
4	Critical (life changing injury)
5	Major (fatality)

		Likelihood (L)				
		1	2	3	4	5
Severity (S)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

1 to 6	Low	Acceptable
--------	-----	------------

8 to 12	Medium	Actions required
---------	--------	------------------

15 to 25	High	Urgent action required
----------	------	------------------------