

	<b>Coronavirus Risk Assessment for the Civic and Satellite Offices</b>
<b>Company</b>	Portsmouth City Council. A Covid Secure Business
<b>Department</b>	Civic offices and Satellite offices
<b>Activity</b>	<p>Covid-19 working safely.</p> <p>This risk assessment is a live document and will be updated as new information arrives. Managers should feel free to adapt this risk assessment to address the specific requirements of their teams work activities.</p> <p>Further guidance can be obtained by contacting the Health and Safety team, <a href="mailto:healthsafetyhr@portsmouthcc.gov.uk">healthsafetyhr@portsmouthcc.gov.uk</a></p>
<b>Date</b>	<p>19<sup>th</sup> May 2020</p> <p>(updated 28th July 2020)</p> <p>(Updated 18<sup>th</sup> September 2020)</p> <p>(Updated 3<sup>rd</sup> November 2020)</p>
<b>Review Date</b>	Ongoing
<b>Author</b>	Health and safety team

<b>Hazard</b> <i>In order of seriousness</i>	<b>Who could be harmed and how</b>	<b>All controls required</b> <i>Put each control on a separate line be as clear and specific as possible</i>	<b>How controls will be checked</b> <i>How will each control be checked – e.g. checklists, health surveillance, monitoring, inspections</i>	<b>Confirmed all in places or further action required</b>
Risk of exposure to Covid-19 virus	Staff working in the building	<ul style="list-style-type: none"> <li>In line with the updated guidance staff should continue to work from home where possible.</li> <li>Staff and visiting contractors are reminded of the need to wash hands for 20 seconds using soap and water or hand sanitiser.</li> <li>Staff who are clinically vulnerable should follow the guidance here.  <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus">https://www.gov.uk/guidance/new-national-restrictions-from-5-november#protecting-people-more-at-risk-from-coronavirus</a> </li> </ul>	Line managers to monitor staff return to work only when working from home is not an option due to home circumstances or the unavailability of safe enabling equipment.  Monitoring via numbers in the building.  Facilities management carry out daily head count.	In place
		<ul style="list-style-type: none"> <li>Staff who are clinically extremely vulnerable should follow the guidance here.  <a href="http://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> </li> <li>Staff to keep line managers aware of any return to work issues regarding child care, shielding issues etc.</li> <li>Comply with current government advice to reduce the spread of the virus. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>Maintain good hygiene particularly when entering or leaving. Wash hands in accordance with NHS guidance. <a href="http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Practice social distancing in accordance with government advice, trying where possible to keep 2m apart.</li> </ul>	First aid staff always available during working hours. Additional PPE available to first responders in the event of the person showing symptoms.  Refuge area Meeting room C available should staff become symptomatic while at work. Sanitising products provided to clean down the room before and after use. The link below provides guidance on getting tested. <a href="#">Coronavirus (COVID-19): getting tested</a>	In place

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		<ul style="list-style-type: none"> <li>From 4<sup>th</sup> July new measures regarding social distancing, Where 2m cannot be maintained 1m+ applies this involves additional measures i.e. Screens, face coverings and not facing each other</li> <li>Further distancing guidance can be found here. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></li> </ul>		
		<p>Social distancing and NHS Test and Trace - advice from PHP:</p> <p>Maintaining 2m distance is primarily about reducing the risk of infection. However, it is important to recognise that for NHS Test and Trace, the definition of a close contact of a positive case outside of the household is either being face to face with someone for 1 minute or being within 2m of someone for 15 minutes. Therefore, people may still be asked to self-isolate for 14 days if they are not able to meet the 2m requirement (regardless of any of the 1m+ mitigations). Further details can be found here <a href="http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>		In place

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		<ul style="list-style-type: none"> <li>• In the event of an emergency e.g. Fire alarm, accident requiring first aid then staff do not have to stay 2m apart if this would be unsafe to do so. Staff involved in providing assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> <li>• Ensure self-isolation if presenting symptoms and inform your line manager.</li> <li>• Sanitiser provided at entry, exit and at all lift lobbies.</li> <li>• Doorways marked, where possible, with entry exit channels.</li> <li>• Lifts are made one person use only.</li> <li>• Exits from lifts marked to provide safe route from the lift.</li> <li>• Cleaning staff working on rotational basis so each hand rail and door plate is regularly cleaned.</li> <li>• Cleaning wipes are provided at the photocopiers.</li> <li>• Remote working equipment provided RSA tokens, Laptops etc.</li> <li>• Use of Virtual meetings, Microsoft teams etc.</li> <li>• Planning ahead for the minimum number to be on-site</li> <li>• Staggered start/stop times to minimise the number arriving and leaving to be agreed with line manager.</li> <li>• Staff to stagger working patterns i.e. working alternate weeks to leave a gap for isolation.</li> </ul>	<p>Desks have been marked with green for use and red for do not use to maintain safe distancing.</p> <p>Sanitising equipment with Coshh safety sheets are provided at each core.</p> <p>Line managers to monitor.</p>	<p>In place</p>
			<p>Posters displayed to remind staff to wipe down desk and touch points before, during and at the end of their day.</p>	<p>From 29/06/2020</p>

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		<ul style="list-style-type: none"> <li>• Follow entry/exit signage to the building, this will be entry via lower ground floor car-park, delivery traffic (which is currently minimal) has been staggered and not before 9am.</li> </ul>	<p>To be implemented from Monday 29<sup>th</sup> June and monitored by Facilities management.</p>	<p>From 29/06/2020</p>
		<ul style="list-style-type: none"> <li>• One way system for entry via lower ground car-park extra barriers and signage in place to show safe passage to pedestrians and to warn of vehicle movement, security staff to remind all traffic to be aware of each other, and then up to any floor via lift/stairs.</li> <li>• Exit from any other stairwell.</li> </ul>		<p>In place</p>
		<ul style="list-style-type: none"> <li>• The Kestrel centre will be, due building layout, two way in and out with refuge areas on landings to allow safe passage, staff can face the wall if they feel more comfortable. In the event of an emergency fire alarm, accident requiring emergency first aid then the one way system does not apply if unsafe to do so.</li> <li>• Office desk use cleared to maintain a 2m distance between.</li> <li>• Staff to wipe down desks, keyboards etc. before and after use.</li> <li>• Hot desks not to be used.</li> <li>• Undertake and adhere to guidance posters in offices.</li> </ul>	<p>All staff to be aware.</p>	
<p>Work related Travel</p>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• Minimise all non-essential travel by working remotely first.</li> <li>• Using fixed travel partners in the vehicle avoiding face to face seating.</li> <li>• Vehicles to be cleaned between shifts or hand over.</li> </ul>	<p>Sanitising products are available in small pocket size packs for staff to take away if required.</p>	<p>In place</p>

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		<ul style="list-style-type: none"> <li>• Where staff have to stay away from home - checks made on the accommodation to make sure safe distancing can be maintained.</li> <li>• Avoid the use of public transport where possible.</li> <li>• Face covering to be worn when using public transport.</li> </ul>		
Mental/physical health hazards	All staff	<ul style="list-style-type: none"> <li>• Staff to keep in touch to maintain contact and reduce the feeling of isolation.</li> <li>• Visit the wellbeing section of the PCC intranet. Which can be found here <a href="https://intranet.portsmouth.gov.uk/hr/wellbeing/">https://intranet.portsmouth.gov.uk/hr/wellbeing/</a></li> <li>• Take regular breaks from your workstation.</li> <li>• Work load to be managed to reduce stress from the current working environment.</li> <li>• Staff survey being carried out to get well-being feedback.</li> <li>• Staff suffering any issues with the building temperature due to the Menopause can refer to the Wellbeing page. <a href="https://intranet.portsmouth.gov.uk/hr/wellbeing/menopause/">https://intranet.portsmouth.gov.uk/hr/wellbeing/menopause/</a></li> <li>• If staff members disclose any mental or physical health problems it may be worth completing a wellbeing action plan or return to work form (whichever is most appropriate) forms are available on the manager essentials resilience and wellbeing pages; <a href="https://intranet.portsmouth.gov.uk/hr/learning-and-development/manager-essentials/modules/resilience-and-wellbeing/">https://intranet.portsmouth.gov.uk/hr/learning-and-development/manager-essentials/modules/resilience-and-wellbeing/</a></li> <li>• Further information can be found on the Government web-site <a href="https://www.gov.uk/guidance/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">COVID-19: guidance for the public on mental health and wellbeing</a></li> </ul>	Managers to make regular contact to check on any issues.	Ongoing

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Slip trip hazards	All staff	<ul style="list-style-type: none"> <li>Staff to maintain vigilance with floor coverings and keep working areas tidy.</li> <li>Staff to inform facilities management of any hazards and take action to warn them prior to repairs.</li> </ul>	All staff to be vigilant.	Ongoing
Manual Handling	All staff	<ul style="list-style-type: none"> <li>Staff to follow manual handling policy and guidance, not to 2 person lift if this breaks the 2m ruling.</li> </ul>	All staff to monitor.	In place
Display screen equipment	All staff	<ul style="list-style-type: none"> <li>Staff to follow the DSE policy, if any issues are raised contact facilities or the Health and safety dept.</li> </ul>	All staff	In place
Toilet and Shower facilities	All staff	<ul style="list-style-type: none"> <li>Access to toilet facilities will be limited to one person at a time, locks are fitted to reduce access. Current situation with limited staff in the office manageable. To be reviewed as the situation develops.</li> <li>Showers are provided for staff to use these are one person at a time with additional cleaning at the start, finish and any peak times with sanitising/cleaning products provided for use by staff after use.</li> <li>Posters are displayed reminding staff to clean down touch points etc. after use and one person posters displayed.</li> <li>No personal belongings to be stored and take all your shower gel/shampoo and soap with you when you leave, if you need hand/body lotion please do not leave for others to use.</li> </ul>	Facilities team to monitor.	Locks installed
			Additional cleaning during and after the working day.	In place

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Meetings	All staff	<ul style="list-style-type: none"> <li>• Reduce the transmission due to face to face meetings by: use of remote working tools, Microsoft teams etc.</li> <li>• Plan for only essential staff to attend meetings and maintain 2m separation throughout.</li> <li>• Hand sanitiser provided in the meeting rooms.</li> <li>• Mark the floors of meeting rooms to maintain 2m separation.</li> <li>• Hold meetings, if possible outdoors or in well ventilated rooms with the door kept open.</li> </ul>	<p>All staff/ facilities.</p> <p>Sanitiser checked and topped up as required by FM.</p>	In place
Common areas	All staff	<ul style="list-style-type: none"> <li>• View cafe seating placed 2m apart.</li> <li>• The View and Somerstown hub café and will remain closed to continue providing meals service.</li> <li>• Breaks staggered to reduce numbers.</li> <li>• Staff encouraged to bring their own food and drinks to reduce staff kitchen access.</li> <li>• Staff Kitchen areas use reduced to one person at a time due to the size of the room and the entry/exit pinch point.</li> <li>• Stairwells - staff to use the landings for safe passage if required.</li> <li>• Corridors have traffic direction lanes and arrows.</li> </ul>	All staff	In place
Visitors/ contractors visiting	All staff	<ul style="list-style-type: none"> <li>• All non-essential visits have been cancelled with the building closed to the public, all contact via phone email etc.</li> <li>• Contractors will be reminded before entry of safe routes to and from the building and to maintain 2m distancing.</li> </ul>	All staff	In place
Keeping the workplace clean	Facilities/ cleaning staff	<ul style="list-style-type: none"> <li>• Frequency of cleaning increased with stairwells and handrails being regularly sanitised.</li> </ul>	All staff	Ongoing

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		<ul style="list-style-type: none"> <li>• Door plates and handles regularly cleaned throughout the working day and beyond ready for the start of the next.</li> <li>• Building ventilation adjusted to provide good extraction and fresh air turnover.</li> <li>• All surfaces cleansed regularly keyboards, printers etc., to increase sanitisation.</li> </ul>		
Handling of deliveries	Security/ all staff	<ul style="list-style-type: none"> <li>• All deliveries sanitised prior to acceptance.</li> <li>• Staff to wipe down goods prior to removal from delivery area.</li> <li>• No personal deliveries to the work area.</li> <li>• Deliveries are currently arriving outside of staff start times.</li> <li>• Contactless deliveries arranged where possible with drivers staying in their vehicle.</li> <li>• Hand sanitiser available at the delivery point.</li> <li>• Bulk orders where possible to reduce deliveries.</li> </ul>	Security staff to monitor deliveries and traffic marshalling as normal.	Ongoing
PPE	All staff	<ul style="list-style-type: none"> <li>• All currently issued PPE should continue to be used and kept in good condition.</li> <li>• The use of face coverings (under current guidance) is not mandatory but staff are encouraged to Wear a face covering in indoor settings when moving around the building where social distancing may be difficult, and where you will come into contact with people you do not normally meet. The following guidance on using face coverings should be followed.</li> <li>• wash your hands prior to fitting the covering</li> <li>• when wearing a covering avoid touching your face or mask as you will contaminate the covering</li> </ul>	Managers to monitor and encourage staff when moving around buildings.	In place

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		<ul style="list-style-type: none"> <li>• change your face covering if it becomes damp or contaminated,</li> <li>• continue to wash your hands regularly</li> <li>• if the material is washable then follow the manufacturer's instructions if not dispose of in your usual waste</li> </ul>		
Communication and training	All staff	<ul style="list-style-type: none"> <li>• Clear communication via staff intranet and corporate communications of updates and changes as required.</li> <li>• Training is being developed to be via virtual classes where possible.</li> <li>• Signage within the building is being used to promote safe distancing and hygiene.</li> </ul>	Managers to make use of these facilities to keep staff updated.	Ongoing
Ventilation and air conditioning	All staff	<p>Existing ventilation systems should be reviewed and adjusted to maximise fresh air into the building and ventilation through-out.</p> <ul style="list-style-type: none"> <li>• Office core ventilation systems-Maximise fresh air in the building with some detriment to temperature control adjustments response times related to external conditions.</li> <li>• Portable fans and ceiling fans can be used as risk of transmission is low.</li> <li>• <a href="#">Find out more</a> about ventilation.</li> <li>• Discourage use of meeting rooms &amp; offices, which are generally poorly ventilated-as a minimum leave door open to aid circulation.</li> <li>• Fire doors are NOT to be propped open, the use of mag-locks or other release measures connected to the fire alarm system should be installed.</li> </ul>	Facilities management team/ building services.	Ongoing

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		<ul style="list-style-type: none"> <li>• Toilet and Staircase extract fans will operate on extract only 24/7 to aid circulation</li> <li>• Main entrance curtain heaters-switched off</li> </ul>		
Legionella water management	All staff	<ul style="list-style-type: none"> <li>• Adjustments will be made as building numbers dictate.</li> <li>• Change all ventilation filters.</li> <li>• Pipework that has laid idle for a period of time to be flushed for the length of time it takes to purge the pipework, shower heads to be removed prior to flushing to reduce spray, taps should be turned on slowly to reduce splashing and sponges placed in the sink to reduce spray back.</li> <li>• The length of the flush will depend on the pipe run from the mains or tank, tanks should be flushed completely to remove the risk of build-up of bacteria.</li> <li>• Legionella guidance can be found via.</li> <li>• <a href="#">Hot and cold water systems</a></li> </ul>	Facilities and building managers to monitor.	Completed
Further information	All staff	<ul style="list-style-type: none"> <li>• Further information can be found via <a href="https://www.gov.uk/coronavirus/worker-support">https://www.gov.uk/coronavirus/worker-support</a></li> <li>• HSE guidance, on working safely can be found <a href="#">here</a></li> <li>• Prevention advice can be found <a href="#">here</a></li> </ul>		
Updates	All staff	<ul style="list-style-type: none"> <li>• This risk assessment is a live document and will be updated as new information arrives.</li> <li>• All managers should feel free to add to this to make allowances for their own departments requirements.</li> </ul>	Department managers	Ongoing