

	Coronavirus Risk Assessment for the Civic and Satellite Offices
Company	Portsmouth City Council. A Covid Secure Business
Department	Civic offices and Satellite offices.
Activity	<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, HealthSafetyPCC@portsmouthcc.gov.uk</p>
Date	18 March 2021
Review date	Ongoing
Author	Health and safety team

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Risk of exposure to Covid-19 virus	Staff and contractors working in the building and public in communal areas	<ul style="list-style-type: none"> • In line with the updated guidance staff should continue to work from home where possible. • Staff to keep line managers aware of any return to work issues regarding child care, shielding issues etc. • Severely restricted public access to the Civic Offices foyer from 17th March 2021. A doorstep triage system will be in place to assist the public with remotely accessing PCC services via phone, email etc. • Contractors will be reminded before entry of safe routes to and from the building and to maintain 2m distancing. • Staff and visiting contractors are reminded of the need to regularly wash hands for 20 seconds using soap and water or hand sanitiser. • Staff who are clinically vulnerable should follow the guidance here. • Staff who are clinically extremely vulnerable should follow the guidance here. • Comply with current government advice to reduce the spread of the virus https://www.gov.uk/coronavirus 	<p>Line managers to follow return to work process where working from home is not an option. Line managers to monitor and review risk assessments/ working procedure where needed. Further guidance for managers is available here and here on IntraLink.</p> <p>Monitoring via numbers in the building.</p> <p>Facilities management carry out a twice weekly head count.</p> <p>Staff to be vigilant and report concerns to Line manager</p> <p>Line managers to monitor staff</p> <p>All staff to monitor and politely challenge non-conformity directly</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> • All persons are now required to wear a face covering within Council premises when away from their desk e.g. when moving around the building, using kitchens, toilets etc. • Maintain good hygiene particularly when entering or leaving. Wash hands in accordance with government guidance. • Practice social distancing in accordance with government advice, trying where possible to keep 2m apart. Where 2m cannot be maintained 1m+ applies, this involves additional measures i.e. Screens, face coverings and not facing each other etc. • Guidance on keeping safe in the office is available here on IntraLink. • Current government guidance on social distancing can be found here. 		

Asymptomatic community testing for staff

Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the disease without knowing it. Using rapid turnaround tests supplied by NHS Test and Trace, community testing will help protect people most at risk by helping to drive down transmission rates.

Asymptomatic COVID-19 community testing for council staff working in business critical roles who cannot work from home and who, during the course of their work, have regular contact with other people is now available.

Book your test appointment online by visiting the Portsmouth Guildhall Asymptomatic Testing Centre booking page via this [IntraLINK page](#).

You can find more details on the critical worker roles eligible for testing in our [Eligible Portsmouth City Council staff section](#).

Please check with your manager before booking a test during your normal working hours. If you unsure if you are eligible for a test, please speak to your manager.

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<p>Social distancing and NHS Test and Trace - advice from Public Health Portsmouth (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 10 days if they are not able to meet the 2m requirement (regardless of any of the 1m+ mitigations). Further details can be found here https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>				
Hygiene and prevention	Staff and contractors working in the building and public in communal areas	<ul style="list-style-type: none"> • Cleaning staff working on rotational basis so each hand rail, door plate and stairwell is regularly cleaned. • Cleaning wipes are provided at the photocopiers. • Sanitiser provided at entry, exit and at all lift lobbies. • Building ventilation adjusted to provide good extraction and fresh air turnover. • Doorways marked, where possible, with entry and exit channels. • Lifts are made one person use only. • Exits from lifts marked to provide safe route from the lift. • Planning ahead for the minimum number to be on-site • Remote working equipment provided RSA tokens, Laptops etc. • Staggered start/stop times to minimise the number arriving and leaving to be agreed with line manager. • Staff to stagger working patterns i.e. working alternate weeks to leave a gap for social distancing. 	<p>Sanitising equipment with COSHH safety sheets are provided at each core.</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>Facilities management to monitor. In the Civic Offices security staff will advise contractors of the one way system and emergency procedures.</p> <p>Line managers to brief staff, monitor for staff adherence to procedures and review risk assessments/ working procedure where needed.</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place

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		<ul style="list-style-type: none"> • Follow entry/exit signage to the building in the Civic Offices this will be entry via lower ground floor car-park. • Delivery traffic (which is currently minimal) has been staggered and not before 9am. • One way system for entry and exit. In the Civic Offices this will be via lower ground car-park with extra barriers and signage in place, to show safe passage to pedestrians and to warn of vehicle movement. Security staff are to remind all traffic to be aware. Access is available to all floors via Core 3 lift and stairs. Staff may exit from any other stairwell. • Office desk use cleared to maintain a 2m distance between. • Desks have been marked with green for use and red for do not use to maintain safe distancing. • Hot desks not to be used. • Desks to be cleared of items so far as possible to make cleaning easier • Staff to wipe down desks, keyboards etc. before and after use. • Undertake and adhere to guidance posters in offices <p>Due to the building layout the Kestrel centre will be two way in and out with refuge areas on landings to allow safe passage.</p>		

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Emergency situations and evacuation	Staff and contractors working in the building (and public in communal areas)	<ul style="list-style-type: none"> In the event of an emergency (e.g. Fire alarm, accident requiring first aid) staff do not have to stay 2m apart if this would be unsafe to do so. First aid staff always available during working hours. Additional PPE available where the casualty is symptomatic and 2m distance cannot be maintained. Staff involved in providing assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	<p>Fire safety procedures and logbook</p> <p>Fire wardens to check daily. Building managers to review fire risk assessments.</p> <p>Fire safety training /evacuation drill</p> <p>Line managers to monitor</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Any area/equipment used by the symptomatic individual or that has been used in their treatment should be cleaned, and waste disposed of, in accordance with https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	In place
Symptomatic staff	Staff and contractors working in the building (and public in communal areas)	<ul style="list-style-type: none"> Staff briefed if symptomatic they must not attend the workplace and must self-isolate. Ensure self-isolation if presenting symptoms and inform your line manager. Anyone with symptoms of coronavirus is now able to request a test to see if they have the virus, information is available here on IntraLink 	<p>Refuge area Conference room C available should staff become symptomatic while at work. Sanitising products provided to clean down the room before and after use. Any area/equipment used by the symptomatic individual should be cleaned, and waste disposed of, in accordance with https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>First aid staff always available during working hours. Additional PPE available to first responders in the event of the person showing symptoms.</p> <p>Line managers to monitor</p>	In place
Mental/physical health hazards	Staff	<ul style="list-style-type: none"> Staff & Line managers to keep in touch to maintain contact and reduce the feeling of isolation. 	Line managers to make regular contact with staff, monitor and review risk assessments/ working procedure where needed	In place/ ongoing

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		<ul style="list-style-type: none"> • Work load to be managed to reduce stress from the current working environment. Staff to consult with Line manager. • If staff members disclose any mental or physical health problems Line manager to consider completing a wellbeing action plan or return to work form (whichever is most appropriate) • Staff to take regular breaks from their workstation whether at home or in the office • Visit the wellbeing section of the PCC intranet. Which can be found here and here on IntraLink • Staff suffering any issues with the building temperature due to the Menopause can refer to the Wellbeing page here. • Staff survey carried out for well-being feedback. • Further information can be found on the Government web-site COVID-19: guidance for the public on mental health and wellbeing 	Staff to inform Line manager where there are concerns.	
Ventilation and air conditioning	Staff, Contractors working in the building and public in communal areas	<ul style="list-style-type: none"> • Existing ventilation systems to be reviewed and adjusted to maximise fresh air into the building and ventilation through-out, filters cleaned/changed. • Where a centralised ventilation system that circulates air to different rooms is fitted, turn off recirculation and use a fresh air supply. Further advice can be sought from the Building Services Team (contact details on Outlook). HSE guidance on ventilation can be found here. 	<p>Facilities management team/ building services/premises managers to implement and monitor.</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Fire wardens to check daily. Building managers to review fire risk assessments.</p>	In place/ ongoing

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		<ul style="list-style-type: none"> • Curtain heaters should be switched off • 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. 		
Legionella water management	Staff and Contractors working in the building and public in communal areas	<ul style="list-style-type: none"> • Pipework that has laid idle for a period of time to be flushed in accordance with Legionella management procedures • Further advice can be sought from the Repairs Support Team (contact details on Outlook). HSE guidance on legionella management during Coronavirus outbreak can be found here 	<p>Facilities management team/ building services/premises managers to implement and monitor.</p> <p>Staff to inform Line manager where there are concerns.</p>	In place/ ongoing
Toilet and Shower facilities	Staff	<ul style="list-style-type: none"> • Access to toilet facilities will be limited to one person at a time, locks are fitted to reduce access. • 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. Cleaning products are provided for use by staff to clean area after use, paying particular attention to contact points i.e. door handles, taps etc. • Posters are displayed reminding staff to clean down touch points etc. after use and 'single person use' posters displayed. • No personal belongings to be stored 	<p>Facilities team to monitor</p> <p>Additional cleaning during and after working day.</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place/ ongoing

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		<ul style="list-style-type: none"> Staff to remove shower gel/shampoo, soap and hand/body lotion etc. when they leave area 		
Meetings	Staff	<ul style="list-style-type: none"> Reduce the transmission of the virus due to face to face meetings by: use of remote working tools, Microsoft Teams etc. Plan for only essential staff to attend meetings and maintain 2m separation throughout. Hand sanitiser provided in the meeting rooms. Floors of meeting rooms marked to maintain 2m separation. Hold meetings, if possible outdoors or in well ventilated rooms with the door kept open. The Meeting Chairperson is responsible for ensuring meeting room surfaces and touch points are cleaned with the materials provided before and after meeting. 	<p>All staff</p> <p>Sanitiser checked and topped up as required by Facilities Management.</p> <p>Meeting chair</p> <p>Posters displayed</p>	In place/ongoing
Break areas	Staff	<ul style="list-style-type: none"> Staff encouraged to bring their own food and drinks to reduce staff kitchen access. Use of staff kitchen areas reduced to one person at a time, due to the size of the room and the entry and exit pinch point. Staff to eat at desk where possible. Breaks staggered to reduce numbers. Tables/seating placed 2m apart. One way system in place 	<p>Line managers to monitor</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place/ongoing

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		<ul style="list-style-type: none"> • Servery areas closed i.e. The View & Somerstown Hub Café 		
PPE	<p>Staff</p> <p>(Contractors working in the building and public in communal areas)</p>	<ul style="list-style-type: none"> • All issued PPE should continue to be used and kept in good condition in accordance with manufacturer's instructions and risk assessments. • All persons are now required to wear a face covering within Council premises when away from their desk - unless government guidance exemptions apply e.g. when moving around the building, using kitchens, toilets etc. <p>The following guidance on using face coverings should be followed:</p> <ul style="list-style-type: none"> • Wash/sanitise your hands prior to fitting the face covering • when wearing a covering avoid touching your face or mask as you will contaminate the covering • change your face covering if it becomes damp or contaminated, • continue to wash your hands regularly • if the material is washable then follow the manufacturer's instructions if not dispose of in your usual waste 	<p>Line managers to monitor and review risk assessments/ working procedure where needed</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed</p>	In place/ ongoing
Manual handling	Staff	<ul style="list-style-type: none"> • Staff to follow manual handling policy and guidance 	Line managers to monitor and review risk assessments/ working procedure where needed	In place/ ongoing

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		<ul style="list-style-type: none"> • 2 person or more lift should be avoided where possible if participants are closer than 2m. Consider use of mechanical aids etc. • Where a 2 person or more lift is unavoidable the risk assessment must be revisited to ensure Covid-safe mitigation measures are in place i.e. face coverings, disposable gloves, minimising exposure time etc. 	Staff to inform Line manager where there are concerns.	
Handling of deliveries	<p>Security staff (receipt of/ collection)</p> <p>Staff retrieving delivered items</p>	<ul style="list-style-type: none"> • Bulk orders where possible to reduce deliveries • Deliveries are arranged for outside of staff start times. • Contactless deliveries arranged where possible with drivers staying in their vehicle. • Hand sanitiser available at the delivery point. • All deliveries sanitised prior to acceptance. • Staff to wipe down goods prior to removal from delivery area. • No personal deliveries to the work area. 	<p>Security staff to monitor deliveries and traffic marshalling as normal.</p> <p>Line managers to monitor and review risk assessments/ working procedure where needed</p> <p>Staff to inform Line manager where there are concerns.</p>	In place/ ongoing
DSE	Staff	<ul style="list-style-type: none"> • Staff to follow DSE policy and guidance. Managers to ensure DSE assessment is undertaken for all employees - including those working remotely and that where identified suitable equipment is provided in consultation with Facilities team (contact details on Outlook). • Office desk use cleared to maintain a 2m distance between. 	<p>Line managers to monitor and review risk assessments/ working procedure where needed</p> <p>Staff to inform Line manager where there are concerns.</p> <p>Posters displayed to remind staff to wipe down desk and touch points before, during and at the end of their day.</p>	In place/ ongoing

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> • Desks have been marked with green for use and red for do not use to maintain safe distancing. • Hot desks not to be used. • Staff to wipe down desks, keyboards etc. before and after use. 		
Work related Travel	Staff	<ul style="list-style-type: none"> • Essential travel only, walk or cycle if possible • Follow Gov guidance where using public transport here • For work-related tasks <ul style="list-style-type: none"> ○ Avoid multiple occupants in vehicles where possible/non-essential. ○ Instigate 1m+ mitigation measures where multiple occupants are essential (i.e. bulk waste collection) • Vehicles to be cleaned between shifts or hand over - with users paying particular attention to contact points i.e. door handles, steering wheel, gearstick etc. • Where staff have to stay away from home as part of their work activity - checks must be made on the accommodation to make sure safe distancing can be maintained and the venue is following COVID secure guidance. 	<p>Line managers to review risk assessments for work-related travel activities, brief staff and monitor for staff adherence to procedures.</p> <p>Fleet managers and Line managers to ensure cleaning is undertaken in works vehicles.</p> <p>Sanitising products are available in small pocket size packs for staff to take away if required</p> <p>Staff to inform Line manager where there are concerns.</p>	In place/ ongoing
Communication and training	Staff	<ul style="list-style-type: none"> • Clear communication via staff intranet and corporate communications of updates and changes as required. • Training is being developed to be via virtual classes where possible. 	<p>Line managers to monitor and review working procedure where needed</p> <p>Staff to inform Line manager where there are concerns.</p>	In place/ ongoing

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
		<ul style="list-style-type: none"> Signage within the building is being used to promote safe distancing and hygiene. 	Posters displayed	
Contractors and visitors	Staff, Contractors	<ul style="list-style-type: none"> All non-essential visits have been cancelled (Severely restricted public access to the Civic Offices foyer from 17th March 2021. A doorstep triage system will be in place to assist the public with remotely accessing PCC services via phone, email etc.) Contractors to be reminded of the 'safe routes' to and from the building before entry, and to maintain 2m distancing at all times. Contractors working within the building are required to wear a face covering while moving around the building. 	<p>Facilities management to monitor.</p> <p>In the Civic Offices security staff will advise contractors of the one way system and emergency procedures.</p>	In place/ ongoing
Updates		<ul style="list-style-type: none"> This risk assessment is a live document and will be updated as new information becomes available. All managers should feel free to adapt the measures contained within this risk assessment when assessing the risks for their own department's work activities/ premises. 		
Further information		<ul style="list-style-type: none"> Further government information on support during the coronavirus pandemic can be found here HSE guidance, on working safely during the coronavirus pandemic can be found here Staff wellbeing advice during the coronavirus pandemic can be found here 		