Sefton Council 🚆

Sefton Health and Safety Risk Assessment

Form V1 July 2019

Α	Name of Assessor	Catherine Snell	Date	8.7.20
В	Time	14.00	Work area	Talbot Street FWC
С	Task being assessed	Use of Talbot FWC during COVID 19	Work activity	
D	Review date	8.8.20	Assessment No	RA 002
Si	gnature			

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	ri: ra	sk tin		Additional controls required?	ri ra	arge sk ating	g	Action/ monitored by whom?	Action / Monitore d by when?
Transmission of COVID - 19	Staff, Visitors, Cleaners, Contractors	Transmission of infection on entering the building either by touching or airborne particles.	 Hand gel, masks and aprons available on entry Ensure each person who enters the building immediately washes their hands or uses sanitising gel Ensure social distancing of 2 metres between all building users. Everyone who enters the building will be signed in by the SEHW on duty with their name and contact details recorded. This information will be stored in compliance with GDPR regulations and securely disposed of after 21 days Daily clean paying particular attention to "touch points" such as handles, key pads etc Greet visitors from within the reception cubicle with the glass window closed. Clean the door open buttons after each new user has touched them. Visitors to be kept in the outer reception area and prevented from entering the main building until the purpose of their visit established and then directed to the appropriate room All deliveries to be contact free. Where possible ask driver to take items direct to the room/area the goods need to be to prevent un beessary additional handling. 		5					R	Duty SEHW	when? 2x daily building walkround

All parcels to be sprayed with disinfectant and left for 10 mins including food parcels, hampers etc and then wash hands			
Internal post to be placed in tray and tray offered through the reception window for driver to pick up.			
Hands washed after opening post.			

Using the telephone Desk phones have 2 5 10 been removed. Staff	Transmission of COVID - 19	Staff	Transmission of COVID-19 whilst using staff office area either by touch or airborne particles	Staff have been placed in 5 separate work groups of no more than 7 people. Each group will only be required to enter the building on 1 day each week. Members of each work group should not mix unless previously agreed. On days when that work group is not required in the building staff should work from home. The office has been moved to a larger room Desks have been limited in number to 8 The centre of each desk is a least 2m from its neighbour. The desks that face each other have approx. 5m between them, other desks face the wall. Each desk has its own monitor, keyboard and mouse which must be wiped with sanitising spray before use. Staff should use the same desk space and chair throughout the day they are in the building No staff members have been risk assessed as being in the "extremely clinically vulnerable" category. If this was to change consideration would be given to the appropriateness of them entering the building Some staff have health conditions or are of a BAME background which places them in the moderately vulnerabled be adequately protected by current procedures IX staff members have been risk assessed as being in the staff of each which places them in the staff of each ad should be adequately protected by current procedures IX staff member is pregnent and cing from do the appropriatenes of the is aff of each which places them in the staff of each ad should be adequately protected by current procedures IX staff member is pregnent and cing from do the appropriatenes of the of each of each ad should be adequately protected by current procedures IX staff member is pregnent and cing from do the appropriatenes of the of each of each ad should be ade to work in an individual room to ensure social distance	2	5		Office chairs are upholstered and cannot be easily sanitised. We are sourcing disposable seat covers for use by each worker on the day they are in the building Peddle bins with lids have been ordered to dispose of tissues, wipes, paper towels etc that may have come into contact with COVID 19. There will be rules about how this waste is disposed of. Each staff member will be provided with their own supply of basic stationery eg pen, ruler, pencil etc and should not share with others or leave on desks when they are not in building	5	duty SEHW	2x daily walkround	
			Using the telephone	Desk phones have	2	5	<mark>10</mark>					

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			should use their work mobile phones to make outgoing calls and encourage incoming calls the same way									
			Incoming calls to the building will only be via the BT line and the 3 mobile handsets located in Reception, SEHW office and the new staff office.									
			The number of people using these handsets should be as few as possible and it should be sanitised between users.									
		Using the photocopier	Photocopy room is very small and should only be used by one person at a time with the door shut to signal it is in use.	2	5	<mark>10</mark>	We are preparing to move the photocopier to a larger and better ventilated space. It should still only be used by 1 person at a time and sanitised after use	1	5	5		
			Use sanitising wipes on keypad/touch areas after use.									
		Arrangements for staff, public and others who feel physically or mentally unwell.	Any staff member who has physical symptoms of COVID 19 should not attend the workplace and inform the duty EHW									
			If Symptoms develop during the working day they should alert the duty SEHW, go home book a test and self-isolate until results received.									
			If result is positive, they should alert the SEHW and follow instructions from NHS test and trace. If the test is negative and they feel well enough									
			to return to work, they should attend on their next working day									
			SEHW's are holding weekly team meetings with the staff they supervise as a way of checking on staff									
			wellbeing, allowing colleagues to communicate and to try and resolve issues that may cause stress.									
			Individual staff supervisions are to continue and any staff member who feels under pressure or emotionally unwell ie									
			emotionally unwell le encouraged to speak to their SEHW, contact the council online wellbeing service or see their doctor. Staff									
			should continue to book and take annual									

	leave to support their welfare.								
Travelling to work and on work activities	No staff are to share vehicles	3	5	<mark>15</mark>					
	Staff who use public transport will not be expected to carry out non critical travel on behalf of the LA – eg routine home visits								
	If an emergency occurs that required them to travel they will be provided with appropriate PPE								
	Most staff travel to the workplace in their own vehicle and some are driven in by family members in their own bubble which Is deemed the safest way to travel.								
	1 EHW is reliant on public transport and it has been agreed that she remains working from home as she has additional vulnerabilities								
	2 x admin staff need to use public transport. They will be supplied with PPE and have staggered start and finish times to avoid peak public transport times and there are ongoing conversations with their line managers about this								
Transition to/from Building maintenance workers	Contractors to wash/sanitise hands on entry and to only enter the areas strictly necessary to carry out work	2	5	<mark>10</mark>					
	Social distancing measures to be applied wherever possible especially in connection with FWC staff. When this is not possible for practical or safety reasons, eg holding a ladder etc, contractor should follow their own task related RA and include 1M+ guidance eg wearing PPE equipment								
Cleaners	Currently x2 cleaners are in the building early morning before other staff arrive which means they can safely socially distance.	2	5	<mark>10</mark>	When Direct contacts start additional cleaning of the rooms will be required and cleaners will be back in the building between 11.30 and 1.30	2	5	10	
	They have been provided with correct								

		PPE including gloves and aprons				They will only enter rooms that need cleaning and only when they are empty. Again PPE will be provided and social distancing enforced.				
	Transmission of COVID 19 via touch or airborne particles when using the kitchen equipment	Kitchen to only be used by staff and social distancing observed Sanitising spray to be available at all times to wipe surfaces after use	2	5	10	Staggered lunch breaks will be implemented so that only 2 people will be using the kitchen at any one time and they will still need to socially distance.	1	5	5	
		Staff to only use 1 mug/glass/plate/knife /fork/spoon per day and must be washed in the dishwasher to ensure effective cleaning								

	Staff, visitors, contractors	Transmission of COVID 19 either by touch or airborne particles when using the corridor	Try to move around the building as little as possible which will limit the amount of time spent in this narrow space. Do not stop to talk to other people if this blocks the safe use of the space by other people. Avoid passing in the corridor as it is not possible to do this 2m apart. If passing is	2	5	10	When contacts start only parents will access the corridor and children and foster carers will enter rooms via garden doors thus reducing number of people in this space.	2	5	10	Duty SEHW	2x daily walk round
	Staff	Using the dining area	unavoidable, pass back to back and not face to face. Tables have been moved from the dining area as they were too close together to allow social distancing. Staff must now eat	1	5	5						
			their meals at the large table in the new staff office. As meal breaks will be staggered only 2 people at a time will be using this table and 2m distance can be kept. Visitors and families cannot access this space.									
	Staff and visitors	Access to toilets	Staff to use the accessible toilet next to their office or the cubicle in the bathroom next door. These will be labelled "staff only" Families and visitors using Sunshine Room must use the facilities adjacent to their room	2	5	10	Once equipment arrives all users will be expected to spray/wipe the toilet seats, flush handles and door locks with sanitiser before and after they use the facilities. Wipes and paper towel must be disposed of in the lidded peddle bins provided	1	5	5		
			labelled 1& 2 Families and visitors using Rainbow Room must use toilets at the top of the corridor labelled 3&4 Families using Dunes Room must use toilets at the bottom of the corridor labelled 5&6									
			All users to wash their hands with soap and water for 20 secs before leaving the toilet area									
Transmission of COVID - 19	Staff and visitors	Transmission of COVID-19 via touch or airborne particles during virtual contact	There are currently only 2 virtual contacts taking place in Talbot FWBC	2	5	<mark>10</mark>					Duty SEHW	Daily before each contact
		WL/KL	WL to wash his hands as soon as he enters									

			_			_	_		
	the building and then go straight to YP room								
	Staff to set up laptop in YP room before WL's arrival. Needs to be at a height and distance that means WL does not need to touch it. WL to sit on sofa and supervising staff to sit behind him at the desk so that screen can be seen and social distancing observed. Laptop to be cleaned with sanitising wipes before and after.								
ML/TL	M to move to Pinewoods Room after her education session has ended and mum to join her in same room	2	5	<mark>10</mark>					
	Staff are not required to supervise this contact so should not enter the room unless in emergency. Social distancing to be observed.								
	M and T to stay in this room and not move around building unnecessarily								
Transmission of COVID-19 via touch or airborne particles during DIRECT contact					Sessions All sessions will be for one hour and take place at Talbot St FWC AM • Dunes Room – parent(s) to arrive at 9.30, children and foster carers to arrive at 10.00 • Rainbow Room – parent(s) to arrive at	2	5	10	
					 9.45, children and foster carer to arrive at 10.15 Sunshine Room – parent(s) to arrive at 10.00, children and foster carer to arrive at 10.30 PM Dunes Room – parent(s) to arrive at 3pm 				
					children and foster carers to arrive at 3.30 • Rainbow Room – parent(s) to arrive at 3.15 and children and foster carers at 3.45 • Sunshine Room - parent(s) to arrive at 3.30 and children and foster carers at 4.00pm				
					Preparation of room • Where possible all the soft furnishings in the rooms that cannot be easily wiped clean will be removed or covered prior to the session along with most toys, books and				
					games. Parents and foster carers are to be encouraged to bring activities that can be used				

		in the room safely and
		then taken home at the
		end of the session.
		Where this is not possible
		a box of easily cleanable
		toys will be kept for sole
		the use of that family. It
		will be the parent's
		responsibility to sanitise
		these in their half hour
		prep time before the
		children arrive
		All garden doors
		will be open ready for the
		arrival of parents and
		children to reduce the
		risk of transmission
		through touch points
		Windows will be
		opened prior to the
		session and will remain
		open to enhance
		ventilation
		Tissues will be
		provided in each room
		along with displays
		reminding of "catch, kill,
		bin" protocol
		Hand gel, anti-
		bacterial spray and paper
		towels/blue role will be
		available in each room.
		Arrival/Departure
		Each session will
		have a staggered start
		and end time of 15mins
		to reduce the amount of
		people congregating in
		the car park/reception
		area at any one time
		On arrival parents
		and foster carers to
		telephone the building to
		say they have arrived.
		They must not use the
		bell as this may be a
		transmission point.
		Reception will
		advise parent(s) of the
		location and request they
		go directly to their room.
		When foster
		carer arrive, Reception to
		direct the children to be
		taken by the FC to via the
		side gate to the garden
		door of their room where
		they will be met by the
		EHW supervising the
		session. FC's must not
		enter the building and
		remain socially distant at
		the door whilst they pass
		over any messages or
		equipment. FC's to then
		leave via the gardens.
		At the end of the
		session FC to again
		telephone reception to
		say they have arrived,
		say they have arrived,
		say they have arrived, and they will then be directed to go to the
		say they have arrived, and they will then be directed to go to the garden door to collect the
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			park before they leave			
			the building.			
			5			
			Contact session			
			Parents and			
			children to use hand gel			
			provided as soon as they			
			get to their room.			
			EHW to wash			
			hands or use gel before			
			they enter the contact			
			space			
			EHW to sit on			
			designated chair which			
			will be in the centre of a			
			marked space to ensure			
			social distancing. Parents			
			will be requested to			
			ensure their children do			
			not enter this marked			
			area at any time and that			
			it will be their			
			responsibility to			
			physically prevent this if			
			necessary.			
			EHW to use own			
			pen and clipboard/form			
			to record the session.			
			Parents to use their own			
			pen to sign. If this is not			
			possible EHW will be			
			provided with wipes to			
			clean the pen before and			
			after parent uses it.			
			-			
			No parents or			
			children will have access			
			to the kitchen area. If			
			snacks are required, the			
			parent should bring pre-			
			packed items, drinks or			
			•			
			pieces of fruit. Wipes will			
			be available for these to			
			be cleaned before they			
			are given to the child(ren)			
			Covered pedal			
			bins will be provided in			
			each room for used			
			wipes, packaging, tissues			
			etc to be disposed of			
			safely			
			Each contact			
			space has its own self-			
			contained garden space			
			and on days with clement			
			weather families will be			
			encouraged to spend			
			time outside whenever			
			possible. Again any toys			
			such as balls etc will need			
			to be brought from home			
			or sanitised by parents			
			prior to use.			
		1		1	1	

	Disposing of waste	Food waste is disposed of into the kitchen swing bin None confidential paper waste is disposed of in office bins. Confidential waste is disposed of into the locked confidential waste bin All internal waste bins	3	5	15	Lidded pedal bins have been ordered for each room. Any tissue, wipe or paper towel that has potentially come into contact with COVID 19 should disposed of in these bins. Cleaners will empty these bins into yellow clinical waste bags and label them with the day of the week. Bin bags to be stored in the outside pantry for 72	2	5	10	
		are emptied into black								

			sacks and placed into the external trade waste wheelie bin which is emptied weekly.				hours and then disposed of into the outside				
Impact COVID 19 changes may have on Fire policy	All staff, visitors and contractors	Availability of Fire Wardens	Our trained Fire Wardens are admin staff who are not currently attending the centre leaving us without one	2	5	10	Full virtual team meeting to be held to reinforce fire evacuation procedure with all staff members. SEHW on duty will be responsible for "sweep and search" process and calling Fire Service as necessary Additional staff will be put on Fire Warden Training as soon as training centre re-opens.	1	5	5	
Impact COVID 19 changes may have on First Aid	All staff, visitors and contractors	Availability of First Aiders	Some of our designated First Aid staff are part of the admin team who are currently not attending the centre but staff team groups have been arranged so there is a First Aider on site each day. It is recognised that administering first aid may mean breaking Social Distancing rules so additional PPE such as masks and the usual gloves should be worn.	3	5	15		2	5	10	
Reporting procedures	All staff, visitors and contractors	Reporting of cases, near misses and	Raise via H&S reporting system				Report to Public Health England and RIDDOR if				
		breaches.					necessary				

Likelihood	1 Very	2 Unlikely	3 Fairy	4 Likely	5 Very	20-25	Stop – stop activity and take immediate action
Consequences	Unlikely		Likely		Likely	15-19	Urgent action – take immediate action and stop activity if necessary,
5. Catastrophic	5	10	15	20	25 20	11-14	maintain existing controls rigorously Action – improve within specified timescale
 4. Major 3. Moderate 	4	8 6	12 9	16 12	20 15	6-10	Monitor – look to improve at next review or if there is a significant
2. Minor 1. Insignificant	2	4 2	6 3	8 4	10 5	1-5	change No action – no further action but
0							ensure controls are maintained and reviewed

Narrative

It is noted that the corridor is a pinch point as it is too narrow to allow staff to pass each other 2m apart however as this is a transit area and staff and visitors should not be in close contact with each other for more than seconds.