

Coronavirus Risk Assessment for Weeping Cross Depot

Location/Dept: Weeping Cross Depot, Shrewsbury			Date Assessed: 21 December 2020			Assessed by: Mark Harris/Rob Plimmer (STC) Kelvin Jones (Health and Safety Consultant, Ellis Whittam)						
Task/Activity: Weeping Cross Depot, Shrewsbury												
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required

Working for STC	Contracting and spreading of coronavirus	Employees	5	5	25	<p>If anyone becomes unwell with any of the following: a new continuous cough, a high temperature, a loss of, or change in your normal sense of taste or smell in the workplace they will be sent home and advised to follow the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Posters are available in the workplace to publicise this.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and that they were recently in a Play Area, the STC management team will contact Public Health England Authority to discuss and agree a plan of action. Staff will be kept informed of any guidance received and action taken.</p> <p>Staff who are suspected to have coronavirus are to quarantine themselves in accordance with the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Current STC guidelines specific that staff will not be financially disadvantaged if this occurs.</p> <p>Staff who have returned from foreign travel to specific locations should quarantine themselves, even if they do not show any symptoms: https://www.gov.uk/foreign-travel-advice.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible: https://www.gov.uk/coronavirus/business-support.</p>
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					<p>Staff working in any location must frequently clean and disinfect objects and surfaces that are touched regularly. This includes cleaning the photocopier and printers after every use.</p> <p>Staff are NOT to use another person's desk without explicit prior permission and an agreement that it will be thoroughly cleaned after use.</p> <p>Staff must observe social distancing rules. Should a task require staff to work more closely together then they must have discussed this with their line manager in advance and have agreed levels of PPE.</p> <p>Staff should avoid face to face meetings with each other and the public unless absolutely necessary.</p> <p>All council meetings will be conducted virtually with staff and members wherever possible.</p>			
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Working for STC	Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees	5	5	25	<p>Follow Government guidance on cleaning, hygiene and using hand sanitiser: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm.</p> <p>Appropriate hand washing facilities are available.</p> <p>Information about where hand washing facilities are available in toilet areas. Hand sanitiser (with at least 60% alcohol) to be used if hand washing facilities are unavailable.</p> <p>A regular supply of gloves is also available. Staff to be reminded that wearing of gloves is not a substitute for good hand washing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Regular checks to be scheduled and carried out by managers to ensure that the necessary procedures are being followed.</p>	2	5	10	
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Working for STC	Contracting and spreading of coronavirus when using STC vehicles	Employees	5	5		<p>In accordance with Government Guidelines at https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles STC will undertake the following:</p> <ul style="list-style-type: none"> vehicles should not be shared if possible if it is not possible to maintain social distancing guidelines inside vehicles (2m, or 1m with risk mitigation where 2m is not viable), consider additional safety measures. <p>Ideally only one person should use each vehicle with a maximum of two at any one time. If two members of staff are using a vehicle appropriate PPE including facemasks MUST be used at all times. Drivers will also be advised to keep windows open for extra ventilation. Staff will be designated use of one specific vehicle and will be responsible for its' cleansing using supplied approved sanitizers and cleaning materials.</p> <p>One person should take responsibility for refuelling each vehicle.</p>	2	5	10	
Visitors to STC Weeping Cross Centre and Daily Usage of facility by Staff	Contracting and spreading of coronavirus	Public, Contractors	3	5	15	<p>Weeping Cross Centre is a Gated Facility – No Access without an appointment.</p> <p>Staff should avoid face to face meetings with the public and contractors unless absolutely necessary.</p> <p>Routine Hygiene arrangements include the daily disinfection of all surfaces (including toilet facilities, tables, armrests on chairs, work surfaces, door handles, stair handrails window catches and light switches).</p> <p>Periodic Cleansing of Site Gates, Padlocks and Walkway Handrails.</p>	2	2	4	

					25	<p>Maintain as great a distance as is physically possible to achieve the task and maintain communication. Ensure 1+m separation is maintained at all times.</p> <p>One-way system in lobby area to provide social distancing in the vicinity of the Office and Time Management System.</p> <p>All STC contractors are required to provide risk assessments and updates on service provision.</p> <p>Managers will proactively seek supplies of PPE.</p> <p>Anti-bacterial Hand Gel in Lobby Area outside toilets, entry area to the main Depot Shed and within Mechanic's Workshop.</p> <p>Windows and Doors to be opened (where possible) to allow a through-flow of fresh air.</p> <p>All floors and walk-ways with Social Distancing marks applied.</p> <p>All staff supplied with Facemasks, Disposable Gloves and Ani-Bacterial Hand Gel.</p>			10	
STC training sessions	Contracting and spreading of coronavirus during training sessions	Employees and training provider	5	5	25	<p>Weeping Cross Centre is a Gated Facility – No Access without an appointment.</p> <p>On arrival at Weeping Cross Centre – Training Provider to be given Health & Safety brief (including COVID-19 arrangements) by Operations Supervisor (or other nominated staff).</p> <p>Maintain as great a distance as is physically possible to achieve the task and maintain</p>	5	2	10	

					<p>communication. Ensure 1+m separation is maintained at all times.</p> <p>MAXIMUM number of Course Attendees to be limited to 4 (plus Trainer).</p> <p>Facility NOT to be used as a Canteen by based Staff for the duration of the Course.</p> <p>Routine Hygiene arrangements include the daily disinfection of all surfaces (including toilets, tables, armrests on chairs, work surfaces, door handles, stair handrails window catches and light switches).</p> <p>Anti-bacterial Hand Gel in Lobby Area outside toilets.</p> <p>Windows to be opened to allow a through-flow of fresh air.</p> <p>Working Arrangements Within Nursery Greenhouse:</p> <p>Only one member of staff in Canteen/Locker area at any given time.</p> <p>Rest Breaks to be taken in central work zone of greenhouse where tables and chairs have been socially distanced.</p> <p>Additional Work Stations created to assist with social distancing.</p> <p>Although airy by nature, windows and doors kept open to assist with fresh air.</p>			
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					9	Door handles, light switches and canteen area subject to regular cleansing regime.			4	
Working for STC	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	3	3	9	<p>All staff to keep in regular contact with their line manager and/or Deputy Town Clerk and to feel able raise any concerns regarding the impact of the working environment on their mental health.</p> <p>Regular 'meetings' to be set up by video or telephone call with line managers</p> <p>Specific support for any mental health issues is available to all staff of Shrewsbury Town Council. Full details are available in the Staff Handbook or from the Deputy Town Clerk but this includes Occupational Health support and the provision of counselling as well as increased 1:1 support. Any conversations or requests for support are in confidence.</p> <p>Further support is also available at: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress.</p>	2	2	4	
Working for STC	Increased lone working in order to comply with social distancing rules	Employees	3	3	9	<p>Only agreed risk tasks to be undertaken, avoid high-risk activities (e.g. working at height).</p> <p>Use appropriate PPE at all times.</p> <p>Line manager must authorise any working outside of regular hours.</p> <p>Notify staff / other people on site of location / estimated duration of task if working on site remote from others.</p> <p>When working from home staff should ensure</p>	2	2	4	

						they have a DSE compliant workspace and refer issues to their line manager.				
						When working from home staff should complete the relevant risk assessment.				

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date