

Whilst the government has lifted most if not all COVID 19 restrictions on 19th July 2021 the Council's position is to maintain practical control measures for an extended period of time due to the existing risk and significant rise in Covid cases across the City and surrounding areas, predominantly caused by close contact between individuals. The task-based assessment should be completed by managers and should include the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities. Your task-based risk assessment should be used to inform any Individual [Vulnerable Persons Risk Assessment](#) where they are returning to the workplace.

Managers are responsible for monitoring the advice and guidance available on the HUB ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascade through to employees.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

Additional information on roles and responsibilities are included in the [Covid-19 – Working during the Pandemic Code of Practice](#) available on the hub

Help and Support is available with the development of your risk assessment by contacting your lead Health and Safety Adviser or by emailing: - HROD-Safety@sunderland.gov.uk

Risk Assessment



Work Activity/ Hazard:	Covid-19 – Working during the Pandemic	Directorate		Section:	
Date of Assessment:	16 th August 2021	Date to be Reviewed:	8 th September 2021 by Silver		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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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

- 1 – 2 No Action
- 3 - 6 Monitor
- 8 - 12 Action
- 15 - 16 Urgent Action
- 20 - 25 Stop

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as possible?	Likelihood	Severity	Residual Risk L x S
Spread of COVID 19	<p>Employees, contractors, visitors, members of the public, family members,</p> <p>Contracting Coronavirus resulting in mild to severe illness</p> <p>In the clinically extremely vulnerable/elderly the illness may be fatal.</p> <p>Coronavirus is primarily transmitted from symptomatic people, to others who are in close contact, through respiratory droplets, by direct contact with infected people.</p> <p>People who are infected but not yet symptomatic can spread the virus.</p>	<p>Staff should work from home where this is possible and avoid coming into workplaces.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation for those with symptoms or contacted by NHS Test and Trace. • Self-isolation for anyone who have recently travelled to the high-risk countries • Handwashing guidance • Ongoing updates monitored by manager and cascaded to staff. <p>After entering buildings staff must sanitise or wash hands with soap and water and do this regularly during the day. Hand washing with</p>	2	5	10	<p>Going forward, an employee's work location will be determined by a number of factors, notably the role undertaken and how SCC has determined it should currently be delivered.</p> <p>SCC's position continues to be that staff should work from home, where possible. However, this is obviously not possible in all situations.</p> <p>As a gradual return to workplaces is introduced, we will actively welcome and encourage employees to continue to work from home for a proportion of the working week, where this is possible, because of the benefits of this way of working.</p> <p>Managers will ensure that for the areas in which they are in control of, e.g. offices, staff should;</p> <ul style="list-style-type: none"> • Avoid close contact • Where possible maintain a 2m separation • Where a 2m separation is not possible e.g. 1 m plus face coverings should be worn • Continue to follow hand and respiratory hygiene best practices and procedures. 	1	5	5

	<p>Viral spread can arise from touching contaminated objects and surfaces through a person touching these, then their nose, mouth or eyes</p>	<p>soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>Peripatetic workers (remote/mobile workers) who do not have access to soap and water should be provided with anti-viral hand sanitiser/gel/wipes</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, including static electricity created by touching metal objects – see Safety Alert.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Activities which could increase the likelihood of coming into contact with another person’s bodily fluids should be individually assessed to see if the contact can be eliminated, reduced, isolated.</p> <p>Non-physical work that requires close contact between workers should not be carried out.</p> <p>Work that requires direct skin to skin contact should be avoided</p>				<p>Before going to work you must report to your manager if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of, or change in, your normal sense of taste or smell (anosmia) <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace.</p> <p>Staff with laptops requested to take them home at the end of each day, and, if they go on leave.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by building cleaning.</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues to avoid close contact (less than 2m).</p> <p>Staff are advised to limit the use of photocopiers and use a touchscreen pen when use of the photocopier is required. If not available immediately sanitize or wash hands after use.</p> <p>Members of staff who deal with members of the public and have access to screened</p>			
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		<p>where possible.</p> <p>Plan your work to minimise contact between workers.</p> <p>Screening questionnaire/doorstep check asked when entering a non-SCC premises or when allowing contractors/visitors onto site. Asking has anyone in the household/premises displayed signs or symptoms of: -</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of, or change in, their sense of taste or smell (anosmia) <p>Where symptoms in the household/premises are identified entry should not proceed unless essential (in this case you must carry out an additional risk assessment).</p> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing or to use the fold of the elbow to cough / sneeze into.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker (https://111.nhs.uk/covid-19/) which will provide advice about what to do. For those who develop symptoms, they should go home</p>				<p>areas should continue to operate / interview from behind a full screen. Where there is no screen consideration should be given to installation of a screen.</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users.</p> <p>Where Services identify their operations do require close contact, i.e. less than 2m or 1m plus with a face covering, an additional risk assessment must be carried out by the Manager to determine suitable control measures, safe working arrangements and/or restrictions.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p> <p>Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc.</p> <p>Large gatherings should not take place without the explicit consent of the Director of the service area.</p> <p>Toolbox Talks/Safety briefings should be planned to be undertaken in an open environment or indoor venue only where close contact can be avoided as detailed above.</p> <p>All non-essential visits to places of care for those people at risk should be risk assessed separately. e.g. visits to hospitals, care homes etc.</p>			
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		<p>and inform their manager/supervisor.</p> <p>Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>From 16th August, the rules on self isolation changed and differ for employees working in Social Care. Managers' should refer to the information contained at the end of this risk assessment and ensure that those measures are communicated to their Teams and reflected in their service specific risk assessment.</p> <p>Employees must continue to inform their manager, of any notifications to self isolate including the outcome of testing. This will help identify any other person they have been in contact with based on Track & Trace Guidance.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting to HSE under the RIDDOR Regulations and must be captured on the IR1 system. For further advice and guidance contact your Health and Safety Team.</p>			<p>Where staff are required to share tools, plant or equipment these should be thoroughly cleaned before and after use.</p> <p>Supervisors and Managers to empower staff to avoid close contact and lead by example. Conduct regular, recorded checks on compliance with an email report to escalate where issues are identified.</p> <p>Where possible employees' start/finish times will be staggered to reduce the likelihood of an influx of people at the same times. Consideration will be given to introduce shifts/rota, to ensure that the numbers of staff are split over the day rather than having everyone in the premises at the same times.</p> <p>All staff must take responsibility for their own health and safety and that of other by continuing to follow social distancing plus suitable additional measures according to their location and setting</p> <p>Positioning hand sanitising stations at relevant locations on each floor. Managers of frequently used rooms to create a hand sanitising station and information point for staff.</p> <p>First Aiders will be issued with the current advice and guidance see Premises safety and first aid</p> <p>Face coverings should be worn in communal areas (not sitting at your workstation, only when moving round the building – with a reminder that close</p>			
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					<p>contact should still be avoided and apply 2m social distancing measure where possible as detailed above).</p> <p>Managers that provide direct public services (e.g. weddings, funerals, libraries, museums, day centers etc.) should consider capacity levels and restrict as appropriate.</p> <p>Public buildings will continue to promote covid safe advice, provide hand sanitisation stations, ensure natural ventilation and encourage face coverings to be worn.</p> <p>Staff working in Public buildings should maintain all covid related control measures for their own protection.</p> <p>Members of the public within Public Buildings are able to follow the relaxed government guidelines although should be encouraged to wear face coverings where possible and follow hand and respiratory hygiene best practices.</p> <p>Three face coverings should be issued per staff. This enables staff to ensure that masks are washed daily and that they have a spare in their possession.</p> <p>Staff issued with face masks must receive information from their manager in the form of the Face Covering Version 2 safety briefing which is found online.</p>			
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Eating and Safe use of welfare facilities.	Employees, family members Contracting Coronavirus	Welfare facilities including sanitizing and adequate handwashing and soap provided for all staff and visitors. Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based or appropriate hand sanitizer. Always clean your hands before and after eating, smoking or drinking. Avoid using communal welfare facilities and breakout areas where a suitable social distancing cannot be maintained. Face coverings to be worn when moving around communal areas. Whenever possible stagger break times to reduce the number of people using the facilities at any one time to avoid close contact between yourself and others	2	5	10	Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag. Restrict the number of people using the toilet facilities at any one time and avoid close contact. Regularly and thoroughly clean your hands before and after using the toilet facilities. Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited. The use of drinks fountains / stations to be restricted to items that do not touch the dispensing nozzle. Signage to inform not to refill bottles, kettles etc as they risk touching the dispenser. Disposable cups to be provided at all water stations. Staff should not use their own bottles however cups/glasses are fine as they do not touch the faucet. Signage to be installed to remind staff. Staff should wipe down water station using the cleaning materials provided after use. Cups must be stored as such that staff can take their cup without touching the remaining cups.	1	5	5
Traveling in vehicles	Employees, family members Contracting Coronavirus via close contact with others.	All travel should be justified by local risk assessment; avoided/limited where possible. Re use of personal vehicles - If possible, travel in separate	2	5	10	Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the vehicle that have had contact with people's hands (See Safe Working Procedure) Staff should wear disposable gloves for	1	5	5

		<p>vehicles. However, where not possible/practical then a specific risk assessment must be produced and agreed by the manager. Face coverings must also be worn by all occupants where identified in the managers risk assessment that multi occupants can travel together in vehicles. Additional guidance is available at Corona virus Info Frontline HS</p> <p>The risk of virus spread can be mitigated through the following:</p> <ul style="list-style-type: none"> • Limiting the time spent within 2m of others to the absolute minimum. • Unnecessary congregating with colleagues must be avoided. • Keeping the room or vehicle well ventilated where possible (e.g. by opening a window). • Observing good respiratory hygiene by sneezing or coughing into a tissue, throwing it away and then washing hands (Catch It, Bin It, Kill It). • Avoid touching your face with your hands. • Regularly washing hands (ideally with soap and water). 				<p>refueling activities.</p> <p>Sunderland Council are in the process of setting up electric bikes for employees' business use. Further information will become available on the HUB in due course.</p> <p>The SCC Cycle to Work Scheme is open for SCC employees to apply for. Our provider is Cycle Solutions www.cyclesolutions.co.uk and applicants can choose from a wide range of bikes.</p> <p>Employees can access a journey planner on http://www.gosmarter.co.uk/ which will give cycling and walking options for a journey from postcode to postcode. Electronic cycling maps for the NE areas can also be found in the resource section.</p>			
Visiting SCC buildings/ premises	Employees, contractors, visitors, members of the public, family members	<p>You must always consider whether you should come to the premises at all.</p> <p>See Premise Specific Risk Assessments which are available</p>	2	5	10	<p>Unnecessary congregating with colleagues within the depot must be avoided.</p> <p>Conversations between staff should be, wherever possible, undertaken via telephone or virtually. Where this is not</p>	1	5	5

	Contracting Coronavirus	<p>on the Hub</p> <p>A video has been produced to show the types of control measures implemented within council buildings to keep staff safe.</p> <p><i>HSE have produced a short video short video explaining how ventilation can reduce risks of infection in buildings and vehicles.</i></p>				<p>possible staff should maintain a 2m separation. Where a 2m separation is not possible, e.g. 1m plus, staff should wear face coverings.</p> <p>Collecting and returning paperwork in person must be avoided where possible – instead, if practical, designate an area for collecting and returning paperwork to avoid doing this face to face.</p> <p>Close contact must be avoided between colleagues.</p>			
Those employees deemed as higher risk i.e. underlying health conditions, age, pregnancy, unvaccinated etc.	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	Any employee who is in a Vulnerable Category and whose job role (in relation to how the organisation has determined it should currently be delivered) who cannot or does not wish to work from home must undergo a Vulnerable Persons Risk Assessment . This should be carried out by the Manager when the employee returns to work.	1	5	5	Managers to identify vulnerable workers and should use the Premises and Task Based Risk Assessments to inform the Vulnerable Persons Risk Assessment . For example, some vulnerable people, may be at increased risk as consequence of where they work (social care, contact with multiple households) as opposed to someone who is solely office based.			
Exposure to Coronavirus through inadequate personal protective equipment	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Employees will have been issued with appropriate PPE as identified in your general activity Risk Assessment and Safe Systems of Work (see Table 1 below).</p> <p>It is important to recognize that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</p> <ul style="list-style-type: none"> Robust hand hygiene. 	1	5	5	<p>Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Most PPE is provided on a personal basis, but may be shared by employees, for example where it is only required for limited periods. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.</p> <p>Single use PPE should be disposed of so that it cannot be used again.</p> <p>Encourage increased natural ventilation in</p>	1	5	5

		<ul style="list-style-type: none"> Do not touch your eyes, nose or mouth if your hands are not clean. Good respiratory hygiene. Environmental control (e.g., cleaning of frequently touched surfaces). Management of patients and service users. Information. Training. <p>Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE; Surgical Masks.</p> <p>NB: PPE may have lead in timescales therefore requirements must be identified asap with BCM co-ordinators to ensure and maintain sufficient supply.</p>				<p>enclosed spaces by opening windows.</p> <p>The current Government guidance regarding the type of Respiratory Protective Equipment (RPE) for protection against coronavirus identified in the Table 1 below.</p> <p>Staff must be clean shaved when wearing tight fitting RPE. Staff who are not clean shaven should wear an air fed respirator which is periodically serviced as per manufacturers guidance.</p> <p>Discarded PPE must be disposed of into rubbish bags. These bags can then be placed into the general waste containers.</p> <p>Where there is a confirmed case of COVID-19, any PPE must be placed inside a bag and then these bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p> <p>Staff who have been identified as needing PPE must use it in accordance with information, instruction and training</p>			
Handling cash.	Employees, contractors, visitors, members of the public, family members	The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and	1	5	5	<p>Do not touch your face.</p> <p>Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always</p>			

	Contracting Coronavirus	handrails etc. Contactless or card payments should take preference over cash whenever possible.				clean your hands before and after eating, smoking or drinking.			
Substances Hazardous to Health which could include hand sanitisers and cleaning products	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> • Elimination • Substitution • Engineering Controls • Administrative Controls • Personal Protective Equipment <p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>Good hygiene practices – do not eat drink or smoke whilst using substances.</p> <p>Employees must inform their manager of any health condition which they consider may be being caused or made worse by their</p>	1	5	5				

		<p>work.</p> <p>Do not mix chemicals.</p> <p>Where RPE is identified in the COSHH assessment staff must complete face fitting training on the masks issued.</p> <p>Face fit training refreshed at periods not exceeding 4 years.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in accordance with information, instruction and training.</p> <p>Managers to monitor employee compliance periodically to ensure that controls are being adhered to.</p> <p>Within Council premises cleaning is undertaken by Cleaning Services.</p> <p>Staff to be instructed to refrain from bringing in their own cleaning products.</p>							
Lack of Communication	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Ensure that staff receive specific premises information and instruction for any premises which they will potentially be working in.</p> <p>Ensure that staff receive information and instruction relevant to their job role captured in this risk assessment.</p>	1	5	5				

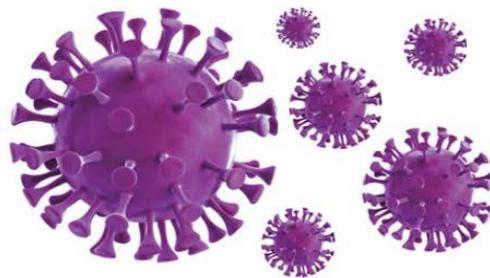
		<p>Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of managers, employees and premises controllers.</p> <p>Managers are responsible for ensuring that staff are aware of all corporate updates and reminders of good practice such as not car-sharing, Hands, Face and Space etc.</p>							
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COVID-19 (Coronavirus)

Sunderland
City Council

FRONTLINE COLLEAGUES

Health and Safety Information



Team Brief – Changes to Self - Isolation Requirements 16/08/21

Keeping yourself and others safe

There are still high levels of COVID-19 in England and there is a risk you could catch or pass on the virus, even if you are fully vaccinated. You are encouraged to exercise caution and consider the risks. While no situation is risk free, there are actions we can all take to protect ourselves and others around us.

The Council has retained some measures in the workplace, for review by Chief Officers during the first week of September:

- minimising numbers in the workplace,
- social distancing,
- improved ventilation and use of face coverings in communal areas
- improved ventilation and use of face coverings in vehicles, where occupied by more than 1 person.

Get tested and self- isolate

If you develop COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. You should inform your manager and self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This remains a legal requirement.

If you test positive

If you test positive for COVID-19 you will still need to self-isolate regardless of your vaccination status or age. When self-isolating, follow the stay-at-home guidance. This will help reduce the risk of spreading COVID-19 to other members of your household and community.

New From 16th August 2021 - Self-isolation exemptions

You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior)
- you're below the age of 18 years 6 months
- you've taken part in or are currently part of an approved COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you're not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.

You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

The guidance for health and social care staff is different

The following conditions apply before the fully vaccinated individual can return to work:

The employee must not have any COVID-19 symptoms

The employee must immediately arrange for a PCR test, either through their workplace arrangements or via the NHS Test and Trace service, and the result of this PCR test should be negative prior to returning to work

Following the negative PCR result, the employee must undertake an LFD antigen test every day for the 10 days following their last contact with the case (even on days they are not at work)

If the employee has had a SARS-CoV-2 infection in the past 90 days, they should not have a PCR test and should only undertake daily LFD antigen tests

On days the staff member is working, the LFD antigen test must be taken before starting their shift, and the result should be negative

The employee must comply with all relevant infection control precautions and PPE should be worn properly throughout the day

If the employee works with patients or residents who are highly vulnerable to COVID-19 (as determined by the Council) the service manager should undertake a specific risk assessment and consideration given to redeployment during their 10 - day self-isolation period.

16/08/21

Table 1: Personal Protective Equipment (PPE) Guidance for Non-Clinical Settings

Hygiene and PPE	Working in Council Premises			External/Public facing duties		
	Cleaning of premises, cars and equipment	Working with colleagues and members of the public Social distancing available	Social distancing not available	Contact with the public is likely – but with social distancing measures available	Close contact with the public is likely and social distancing – not available and possible risk of infection exists	not available and symptomatic
Social distancing: first vital step in protection	2 metres	2 metres	Aspire to achieve 2 metres separation	2 metres	2 metres unless closer contact is essential	2 metres unless closer contact is essential
Basic hygiene	Avoid touching eyes, nose and mouth. Wash hands for 20 seconds with soap and water and when not available use alcohol-based hand sanitiser as often as possible.					
Fluid resistant surgical mask (IIR)	 No	 No	 No	 No	 Yes	 Yes
Disposable gloves (non-latex)	 Yes	 No	 No	 No	 Yes	 Yes
Disposable aprons	Risk assess	 No	 No	 No	Risk assess	 Yes

Goggles	 No	 No	 No	 No	Risk assess	 Yes
Fluid repellent coverall/over- suit	 No	 No	 No	 No	 No	Risk assess

To be completed by the Individual undertaking the risk assessment:

Name:

Job Title:

Signature:

Date:

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date: