**Merton Civic Centre Workplace Risk Assessment detail for Covid-19 November 2020**

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a type of virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each manager should consider their own service requirements. Much more specific assessments may be required although many of the principles below would still be relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Implementation of Controls** |
| Spread of Covid-19 Coronavirus | * **Staff** * **Visitors to the premises** * **Cleaners** * **Contractors** * **Drivers** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone else who physically comes in contact with staff in relation to council business** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels or hand dryers. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Gel sanitisers in any areas where washing facilities not readily available * <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#what-you-need-to-know>   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>)  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  **PPE**  **(**[**https://www.londoncouncils.gov.uk/staffsafety**](https://www.londoncouncils.gov.uk/staffsafety) **- provides specific leaflets giving pointers for several areas of Council working)**  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **RPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home 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>  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference –  **Building Management**  Ensure services are brought back on line and are tested as required in line with relevant guidance.  Controls required to prevent spread of Covid 19 during the maintenance of the Civic Centre building by Merton’s responsive repair suppliers and PPM suppliers.  Merton’s suppliers continue to provide a range of responsive, cyclical and planned maintenance services both hard and soft FM related in accordance with their contract specifications and responsive orders where applicable.  Where applicable suppliers will provide project specific RAMS and receive Permits to Access the building.  Covid specific risk assessments have been completed for the Merton’s Libraries including Morden Library based at the Civic Centre. These are managed and controlled by Anthony Hopkins Head of Library, Heritage and Adult Education Service.  Covid specific risk assessments have been completed for the Merton Link under the auspices of Sean Cunniffe Head of Customer Contact.  Access and egress to Merton Link is managed by Head of Customer Contact supported by FM in the supply of security, cleaning, signage and other consumables for prevention of spread of Covid.  Covid prevention specific processes have been implemented in Merton Junction by Gosto Fino in collaboration with FM.  The measures put in place to enable Gosto- Fino to provide the catering service are out lined below:  Social distancing of customers when queuing for orders with barriers to separate customers and staff.  Perspex screening at counters.  PPE face masks used by all staff working in servery and kitchen.  Where a seated service is permitted the tables are socially distanced and sanitised between customers.  Merton Junction is part of Civic enhanced cleaning regime for touch points.  Gosto–Fino trolley service provided socially distanced and staff wearing masks.  Gosto- Fino delivery service to Chaucer Centre and SMART centre. Social distance and PPE guidelines adhered to e.g. wearing masks and gloves as required.  Sanitising vehicles and equipment before and after delivery.  **Vulnerable Groups**  Managers need to be aware more specific risk assessments may be required around vulnerable groups, i.e. shielding individuals, individuals with underlying health conditions, Black, Asian & Minority Ethnic (BAME) groups. | Staff, visitors and contractors are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice in staff bulletins.  Posters, leaflets and other materials are available on display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Alcoholic hand sanitiser is highly effective at inerting viruses but is less effective on hands that are visibly soiled  An enhanced cleaning regime is in place including wiping down touchpoints and workstations using a hospital grade disinfectant. This is further supplemented by making widely available to staff anti-viral wipes and gels to self-clean desks and in meeting rooms. See Appendix A.  Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed. Ensure people understand the need to report issues to FM helpdesk.  Social distancing measures are in place throughout the building, Desks are allocated to teams with non-used desks decommissioned and equipment removed to clear desk.  Management checks and security are in place to ensure this is adhered to and manage traffic at pinch points around entrances and exits to the building, where it is possible to remain 2 metres apart, physical measures including using signage such as floor markings to facilitate compliance, particularly in the most crowded areas.  Social distancing also to be adhered to in Kitchen areas, entry points, toilets, lift lobbies and lifts and other areas where queues may form.  The Civic Centre currently operates the use of ‘one door in, one door out policies’.  fire and emergency evacuation procedures have been revised and assembly points can be reached via safe outside routes and protected corridors/stairwells internally whilst still maintaining distance?  staff work schedules including start & finish times/work patterns have been reviewed to include working from home etc. This is to reduce number of workers on site at any one time.  Redesigning of certain processes to ensure social distancing is in place. Individual area risk assessments exist for the Merton link.  Video Conference calls are used instead of face to face meetings where possible.  **If PPE is deemed necessary, then task specific risk assessments will be required.**  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves should be changed regularly and hands washed in-between uses.  Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 or FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven  <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>  Staff should be briefed on the symptoms of Covid-19 to ensure they are aware of what to look for.  Line managers will report absence on Itrent using the appropriate codes and maintain regular contact with staff members during this time.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Report any work related cases to HSE on RIDDOR using the Corporate Guidance  Revised Management procedures on dealing with Covid Cases are available on the Merton Hub  HR and Managers should ensure there is regular communication of mental health information and open door policy for those who need additional support.  Employees are always able to seek assistance through the Employee Assistance Programme, which should be regularly promoted in staff comms.  Line managers should inform facilities if a member of staff in the building has now tested positive for COVID-19. Facilities will need to know when and where in the building the individual may have visited to decide which areas might require deep cleaning.  Each supplier has been sent Merton’s ‘standard requirement for prevention of Covid 19 on entering our site and on egress from our site’. (See **Appendix B** attached).  The Covid control measures sent to suppliers will be supported by reaffirming with visiting operatives on their arrival at our Security office their understanding of our Covid control requirements before being allowed access to work areas.  Merton’s Covid controls will be on each contract meeting agenda to ensure suppliers and clients discuss and action Covid control changes in accordance with latest Government advice.  Suppliers are required to confirm receipt of Merton’s standard requirement for prevention of Covid 19 on entering our site and on egress from our site.  Morden Library and FM have implemented Covid safe access and egress measures at Morden Library.  Morden Library manage Covid safe processes in the library.  Merton Link and FM have implemented Covid safe access and egress measures at Merton Link.  Gosto- Fino and FM Have implemented Covid safe measures in Merton Junction to maintain social distancing and prevent spread of Covid.  Gosto- Fino and FM Have implemented Covid safe measures to maintain social distancing and prevent spread of Covid.  All staff working in the civic centre have to have completed an individual risk assessment in line with PHE and NHS guidelines including risk associated with BAME. |