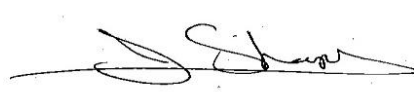


Building Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid19 Spread
Section(s) / Team(s) covered	Staff, Public and Contractors
Location(s) covered	Parks Toilets at Ridgeway Park, Langthorne Park and Coronation Gardens
Date of Original Assessment	2 nd July 2020

What date did staff (through the H&S co-ordinator) covered by this risk assessment, have the opportunity to comment on this risk assessment?	10 th July 2020	
Will staff covered by this risk assessment be aware of the controls noted and understand them (for example receive a copy or have access to it on the Council's website)?	Yes	
Copy of form sent to Trade Union Safety Representative for consultation	Yes	
A completed copy of this form has been sent to H&S team who will publish on Forest Hub	Yes	

Has action been taken	NONE REQUIRED
Confirmed by Manager?	YES
Lead Assessors name (print)	BEN FREARSON
Lead Assessor's signature	Sent by email
Date:	2 nd July 2020

Has action been taken	NONE REQUIRED
Manager's name (print)	Ian Sheppard
Manager's signature	
Date:	3 rd July 2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
30/09/2020				

The appropriate Government guidance on working safely during COVID-19 has been followed, details can be downloaded from:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Significant hazards and current controls in place

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Public • Contractors 	<ul style="list-style-type: none"> • Regular cleaning of toilets especially high frequency touch points e.g. handles, locks, doors, taps etc • Staff provided with appropriate PPE to undertake cleaning duties • Monitor government guidance and adjust practices and information to meet any changes 	Low
			<ul style="list-style-type: none"> • Signage advising about social distancing displayed outside and inside toilets 	Low
			<ul style="list-style-type: none"> • Posters displayed to guide and advise on how to use the following: <ul style="list-style-type: none"> ○ <i>Maintain social distance when waiting, entering, and leaving.</i> ○ <i>These facilities are cleaned and inspected throughout the day and will be closed while this takes place.</i> ○ <i>The toilet block or some cubicles may be closed for your safety:</i> ○ <i>Before leaving, thoroughly wash your hands with soap and water for 20 seconds.</i> ○ <i>Wash your hands again when you get home.</i> ○ <i>Please respect our staff.</i> ○ <i>Abuse will not be tolerated.</i> 	Low
			<ul style="list-style-type: none"> • Toilets only open when Park staff are on duty <ul style="list-style-type: none"> ○ Park staff to monitor use, ensure adherence to guidance and maintain cleanliness etc 	Low
2	Physical violence, verbal abuse	<ul style="list-style-type: none"> • Staff • Public • Contractors 	<ul style="list-style-type: none"> • Signs at park entrances have contact information for making reports to the Council and in emergencies 	Low
3	Member of staff shows symptoms of Covid-19	<ul style="list-style-type: none"> • Staff • Public • Contractors 	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff must not come into the library if they have symptoms and must be sent home to self-isolate if they develop them in the library. ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	
4	Confirmed member of staff case of Covid-19	Everyone	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team,</p> <p>The LCRC will provide guidance on communications and letter templates for the library to send to staff, customers, and the wider community.</p> <p>Ongoing infection control advice and support will be made available to library via the Public Health team</p>	Low
5	Staff wellbeing deteriorates due to Covid-19 Pandemic	Staff	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Manager and staff refer to stress policy for guidance</p> <p>Staff are aware of and are regularly reminded of the employee assistance programme</p>	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.