

Publications  
**Risk assessment  
for COVID-19**

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109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865  
nalc@nalc.gov.uk  
www.nalc.gov.uk

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## **CONTENTS**

|  |   |
|--|---|
| Introduction                           | 3 |
| Government guidance                    | 3 |
| What is a COVID-19 risk assessment?    | 3 |
| What standards should we use?          | 4 |
| Undertaking a COVID-19 risk assessment | 4 |
| How to assess risk                     | 5 |
| Measures to reduce and manage risk     | 5 |
| Record keeping                         | 5 |
| Publicising council decisions          | 6 |
| Public information                     | 6 |
| Staff and contractors                  | 6 |
| Appendix                               | 7 |

## INTRODUCTION

During the early part of the COVID-19 pandemic, the government's guidance and rules were highly prescriptive and clear. As the situation has developed we are moving into a new phase where increasing emphasis is being placed on making individual or organisational decisions based on available information. From a local council perspective the decision to re-open certain facilities, or to return to office working will need to be made based on you specific, local situation. A key part of that decision making process will need to be how you assess and manage risk.

This guide, produced by NALC and BHIB Insurance Brokers, will signpost you to guidance and information to help you make your own risk assessments. Acknowledgement is also given to Cornwall Association of Local Councils for materials that supported the creation of this guidance.

### About BHIB Council Insurance

BHIB Councils Insurance provide specialist insurance for parish and town councils. They are NALC's official insurance partner and recommended insurance supplier to councils. For further guidance on risk management and support with insurance, visit [www.bhibcouncils.co.uk](http://www.bhibcouncils.co.uk) or email [insurance@bhibcouncils.co.uk](mailto:insurance@bhibcouncils.co.uk).

## GOVERNMENT GUIDANCE

The Government maintains and regularly updates a range of documents giving guidance on managing the impact of COVID-19. The documents are updated regularly in accordance with government announcements and you should check the current version each time you review your services. You should always refer to the most up to date documents maintained on [www.gov.uk](http://www.gov.uk).

NALC has produced a dedicated **coronavirus webpage** which is regularly updated with government guidance and other information relevant to local councils.

## WHAT IS A COVID-19 RISK ASSESSMENT?

A COVID-19 risk assessment is a logical step by step process looking at each individual place, service or activity and identifying who uses them and the risks to these people when they do. It is fundamentally no different in format from the risk assessment process that all councils are familiar with, but it focusses on the specific risks arising from the coronavirus pandemic. It allows the council to identify and put in place additional measures so that it can meet the COVID-19 criteria of social distancing, cleanliness and hygiene.

The key principles are:

1. Carry out a separate assessment for every facility/open space to ensure a consistency of approach. Even where you run the same service in a number of places (parks, toilets, footpaths etc) the risks will be different depending on the individual circumstances.

2. Do not use another council's assessment for your public facilities. You can research on line for suggestions of the sorts of risks which may be relevant, but your own documents must be specific to the council's own facilities.
3. Identify the different users who will access the facility including the public, staff, contractors and visitors; you may also need to think about different age groups. For example, the toilet cleaner will face different risks in undertaking the work, to those who use the toilets, therefore the risk assessment must look at the needs of everyone who has access to the facility.
4. The assessment must establish what actions could be taken to manage or mitigate the risk in order to ensure social distancing, cleanliness and hygiene.
5. If there are precautions and solutions these must be recorded on the assessment and then be checked regularly.
6. A record of each assessment must be kept together with the rationale for the final decision, review points for the future, inspection timetable and naming responsible individuals in each case.

## WHAT STANDARDS SHOULD WE USE?

The government has published a **suite of guidance papers** for working safely in different sectors or types of work. Each guide lists the considerations and the measures which would need to be put in place for access to be deemed safe. These guides and practical documents walk you through the key issues you need to consider. It is worth becoming familiar with the contents of the guides relevant to your councils activities and checking them when they are updated.

## UNDERTAKING A COVID-19 RISK ASSESSMENT

The Health and Safety Executive (HSE) has prepared guidance and templates to help explain risk assessment for COVID-19 which can be accessed via the following links.

**HSE guide to risk assessment** — A useful resource for understanding how to undertake a risk assessment

**Risk assessment template** — the basic template to use as a format for any risk assessment in any location. There are also example assessments from different workplaces to help get you started

**HSE guidance on working safely during the coronavirus update** — This provides:

1. A guide on how to protect people from COVID-19 in your workplace. You should do a risk assessment and manage the risk of coronavirus in your business. This includes taking measures to work at home where possible, maintaining social distancing, cleaning and hygiene
2. Guidance on engaging with staff as part of risk management. When assessing risks to staff and contractors, you will need to consult and involve everyone in the steps you are taking to manage the risk of coronavirus.

## HOW TO ASSESS RISK

The government guidance on working safely, read in conjunction with the HSE Guide to Working Safely during COVID-19, will help you to identify the risks to your own places and what steps may be possible to allow for safe distancing, cleanliness and hygiene.

For each identified setting, you should:

- Identify the hazards
- Identify who may be at risk
- Record what you have already done to manage the risk
- Identify what further actions you can take

The appendix to this guide provides you with two template risk assessments for local councils produced by BHIB Insurance Brokers. You will need to complete and amend a specific risk assessment for each of your council's facilities, and these templates should help you get started.

## MEASURES TO REDUCE AND MANAGE RISK

The risk assessment is just the first step in what should be a continuous process of risk management. It is never possible to fully remove all risk, but the risk assessment should identify ongoing actions to reduce and manage risks.

The HSE has also **guidance** on working safely which explains what actions can be taken to manage risk. Plus, the government's **five steps to working safely** has a number of clear practical steps any organisation can take.

Having completed the risk assessment you can now consider whether it is safe to open the facility.

## RECORD KEEPING

It is good practice to ensure that good records are kept with each risk assessment as these may be needed at a future date. The record should include:

- The location of the risk assessment
- The date that the assessment was carried out and any subsequent review/inspection dates
- Who might be harmed
- What further steps could be taken to control the risk
- Who needs to carry out the action and by when
- Confirmation of the date that the actions were implemented
- Records of inspections and monitoring, with any actions required/taken
- How these were publicised
- How these decisions were communicated to staff
- Any other matters relevant

## **PUBLICISING COUNCIL DECISIONS**

As the restrictions are eased, there will be wide variation in the way in which public facilities and public spaces reopen. It is important that the council communicates the reasons for keeping some places closed or the basis on which they are partially or fully reopened.

## **PUBLIC INFORMATION**

The government has stated that it expects all organisations with over 50 workers to publish their risk assessments, and asks smaller organisations to consider this. This helps give people using your facilities the peace of mind that risks to their health and safety have been managed appropriately.

If you do publish your risk assessments then do consider if any information about individuals should be included or removed, eg if you have a member of staff with specific health issues that need considering it may not be appropriate to publish that information publicly, but a version of the risk assessment with that information removed could still be made available.

The council should publish the risk assessments on its website together with a summary/decision notice which includes:

- The measures put in place to allow a site to fully or partially reopen
- The reasons why the site cannot reopen
- The timetable for reviewing any decision
- A contact number for questions or reporting any issues with the site

## **STAFF AND CONTRACTORS**

Staff and contractors may be fearful of returning to work especially if they are in a vulnerable category or caring for someone in a vulnerable category. Employers should be prepared to support staff as they return to work and provide additional equipment, PPE and training as required.

The risk assessment process must take place in consultation with workers or trade unions. The results should then be shared with them as part of a dialogue about changes to their working practices and conditions. The council has a duty of care to protect its staff and employees must feel confident that their needs have been addressed as part of the risk assessment.

Councils should keep a record of these discussions and ensure that it has responded to requests from staff.



# Coronavirus (COVID-19) Council Recovery/Reopening Health, Safety & Fire Checklist/Risk Assessment

**CORONAVIRUS (COVID-19) - COUNCIL RECOVERY/REOPENING HEALTH, SAFETY & FIRE CHECK-LIST/RISK ASSESSMENT**

| For clarification on any of the following items please contact BHIB Councils Insurance through your normal channels   | Date | Revision |
|---|------|----------|
|   |      |          |
| <p>Following a council office closure or change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many councils is to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but “business as usual” – not just for your council but also your clerks, councillors, volunteers and the community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc.</p> <p>This pandemic has had an impact on organisations in many different ways, meaning that working assumptions made prior to COVID-19 are no longer true. Lessons need to be learned and councils may need to adapt and change their operating procedures, policies, and practices.</p> <p>Therefore, it may be prudent to reflect on your options before you consider reopening. This Checklist aims to list some of the issues that councils should consider prior to reopening.</p> <p>Follow these links for an up-to-date summary of the <a href="#">UK Government</a> advice. It includes information around social distancing, hygiene, cleanliness, staff sickness advice and staying at home. For advice across the UK, please see specific guidance set by the <a href="#">Northern Ireland Executive</a>, the <a href="#">Scottish Government</a> and the <a href="#">Welsh Government</a>.</p> |      |          |

Information is changing rapidly, please continue to monitor Government websites on a regular basis for latest guidance.

| Preparing to reopen after prolonged shutdown: |                                 |   |         |                         |
|---|---------------------------------|---|---------|-------------------------|
| No.   | Activity                        | Recommendations   | Checked | Actions/Completion Date |
| (a)   | (b)                             | (c)   | (d)     | (e)                     |
| 1   | <b>Authority to reopen</b>      | Have you checked the <a href="#">UK Government website</a> to ensure your office can reopen?  |         |                         |
| 2   | <b>Sector-specific advice</b>   | Have you checked the UK Government Sector specific advice for local authorities?<br><br><a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government">https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government</a> |         |                         |
| 3   | <b>Insurance</b>                | Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed?  |         |                         |
| 4   | <b>Personnel &amp; staffing</b> | Have you considered your staffing requirements for the next period? For instance, will this result in a phased return to work and could this result in rotation of staff on furlough?   |         |                         |
|   |                                 | Have you considered the effect this 'business interruption' has/will have on your council?  |         |                         |

| Preparing to reopen after prolonged shutdown: |   |   |         |                         |
|---|---|---|---------|-------------------------|
| No.   | Activity                                    | Recommendations   | Checked | Actions/Completion Date |
| (a)   | (b)   | (c)   | (d)     | (e)                     |
|   |   | <p>Have you considered whether there are any temporary or permanent changes to the way your council operates once it reopens that could result in:</p> <ul style="list-style-type: none"> <li>• a reduced requirement for staff in some areas that could result in redundancies</li> <li>• an increased requirement for staff in some areas</li> <li>• changes to responsibilities / roles</li> <li>• changes to your operating hours and / or locations of work</li> </ul> |         |                         |
| 4   | <b>Personnel &amp; staffing (continued)</b> | Have you considered that some clerks, councillors or volunteers may now have restrictions such as self-isolating due to family members, childcare responsibilities etc. i.e. flexible working?  |         |                         |
|   |   | Have you considered if any of your clerks, councillors or volunteers with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?  |         |                         |
|   |   | Have you considered social distancing requirements and any mitigating actions to reduce the risk of transmission between staff?   |         |                         |
|   |   | Have you considered increasing the frequency of cleaning procedures and how you will do this?   |         |                         |
|   |   | Have you considered additional hand washing stations or facilities, providing soap, water and/or hand sanitisers?   |         |                         |

| Preparing to reopen after prolonged shutdown: |   |  |         |                         |
|---|---|--|---------|-------------------------|
| No.   | Activity                                    | Recommendations  | Checked | Actions/Completion Date |
| (a)   | (b)   | (c)  | (d)     | (e)                     |
|   |   | Have you considered assigning council staff to the same shift teams to limit social interaction?   |         |                         |
|   |   | Have you considered if you can provide suitable welfare facilities for your council staff i.e. consider peripatetic workers?   |         |                         |
|   |   | Have you considered limiting staff congregations at break times i.e. staggered breaks, staff catering etc.?  |         |                         |
| 4   | <b>Personnel &amp; staffing (continued)</b> | Have you considered how you will communicate to all council staff that they should wash their hands with soap & water for 20 seconds or more at the beginning or end of every break? |         |                         |
|   |   | Have you considered reminding staff daily to only come to the office if they are well and no one in their household is self-isolating?   |         |                         |
|   |   | Do you have the required Personal Protective Equipment to continue with specific tasks?  |         |                         |

**Preparing to reopen after prolonged shutdown:**

| No. | Activity | Recommendations | Checked | Actions/Completion Date |
|-----|----------|-----------------|---------|-------------------------|
| (a) | (b)      | (c)             | (d)     | (e)                     |

**Notes/comments**

| Preparing to reopen after prolonged shutdown: |  |  |         |                         |
|---|--|--|---------|-------------------------|
| No.   | Activity   | Recommendations  | Checked | Actions/Completion Date |
| (a)   | (b)  | (c)  | (d)     | (e)                     |
| 5   | <p><b>Operating procedures &amp; policies</b><br/>All councils will have to change how they operate to some extent. You should review all of your policies, risk assessments and safe systems of work to make sure they are still relevant.</p> <p>Do they reflect your current practices?</p> | <p><u>Has your council's operating model changed?</u> Do you intend to operate differently now? For example:</p> <ul style="list-style-type: none"> <li>• Taking on more volunteers and creating specific 'COVID-19 Support Groups' to tackle the crisis</li> <li>• Adapting the way AGMs, decision making and large meetings are held</li> <li>• Home working is now a big part of your new operating rhythm</li> </ul> |         |                         |
|   |  | <p><u>COVID-19:</u> have you considered COVID-19 specifically in your review of your operational policies &amp; procedures?</p> <ul style="list-style-type: none"> <li>• Do you require a COVID-19 Policy?</li> <li>• Do you require a COVID-19 Risk Assessment?</li> </ul>  |         |                         |
|   |  | <p><u>Home working:</u> Have you considered what your council needs to provide to ensure your staff can work effectively from home?</p> <p><i>(HSE has advised it not necessary to carry out DSE work Risk Assessments for temporary work at home during the pandemic. However, it's likely that home working may become more common so it makes sense to consider longer term arrangements for home working).</i></p>   |         |                         |

| Preparing to reopen after prolonged shutdown: |   |  |         |                         |
|---|---|--|---------|-------------------------|
| No.   | Activity  | Recommendations  | Checked | Actions/Completion Date |
| (a)   | (b)   | (c)  | (d)     | (e)                     |
| 5   | <p><b>Operating procedures &amp; policies (continued)</b></p> <p>All councils will have to change how they operate to some extent. You should review all of your current policies, risk assessments and safe systems of work to make sure they are still relevant.</p> <p>Do they reflect your current practices?</p> | <p><u>Driving:</u> Have you considered if there are changes to drivers working hours, vehicle MOTs etc. you need to consider i.e. vehicles may be subject to social distancing restrictions &amp; enhanced cleaning requirements?</p> <ul style="list-style-type: none"> <li>• Check and confirm all vehicle insurance cover is in place</li> <li>• Are vehicles currently road taxed?</li> <li>• Check vehicle MOTs are current and have not expired</li> <li>• Check relevant authorised employee drivers licences are still current</li> </ul>  |         |                         |
|   |   | <p><u>Travelling to work or sharing a vehicle at work:</u> Have you considered if your council staff fully understand the requirements?</p> <ul style="list-style-type: none"> <li>• Staff should consider alternatives such as walking, cycling and public transport; maintaining 2 metre social distancing.</li> <li>• If an essential journey must be made and there is no option but to share a vehicle with people who are not part of the same household then journeys should be shared with the same individuals and minimum number of people required.</li> <li>• Good ventilation (i.e. keeping windows open) and facing away from each other may help.</li> <li>• Private vehicles used by people from multiple households should be cleaned regularly.</li> </ul> |         |                         |

| Preparing to reopen after prolonged shutdown: |   |   |         |                         |
|---|---|---|---------|-------------------------|
| No.   | Activity  | Recommendations   | Checked | Actions/Completion Date |
| (a)   | (b)   | (c)   | (d)     | (e)                     |
| 5   | <p><b>Operating procedures &amp; policies (continued)</b></p> <p>You should review all of your council's policies, risk assessments and safe systems of work to make sure they are still relevant.</p> <p>Does it reflect your current practices?</p> <p>Have you considered COVID-19 specifically in your current practices?</p> | <p><u>Welfare</u>: Have you considered if you can provide suitable welfare facilities for your council staff (consider peripatetic workers), volunteers, contractors, delivery persons etc.?</p>  |         |                         |
|   |   | <p><u>Lone Working</u>: Do you have councils staff that are lone working due to home working or reduced staffing levels? Do you need to consider additional steps to protect them?</p>  |         |                         |
|   |   | <p><u>Manual Handling</u>: Have you considered any additional manual handling risks i.e. due to reduced staffing and social distancing?</p>   |         |                         |
|   |   | <p><u>Wellbeing</u>: Have you considered the mental wellbeing of your council staff from isolation or general concerns?</p> <ul style="list-style-type: none"> <li>Employers should utilise the numerous online resources and guides on how to manage staff wellbeing.</li> </ul> |         |                         |

| Preparing to reopen after prolonged shutdown: |  |   |         |                         |
|---|--|---|---------|-------------------------|
| No.   | Activity   | Recommendations   | Checked | Actions/Completion Date |
| (a)   | (b)  | (c)   | (d)     | (e)                     |
| 5   | <b>Operating procedures &amp; policies (continued)</b><br>You should review all of your council's policies, risk assessments and safe systems of work to make sure they are still relevant.<br><br>Does it reflect your current practices?<br><br>Have you considered COVID-19 specifically in your current practices? | <u>Fire:</u> Have you considered reviewing your fire risk assessment (FRA) and arrangements i.e. a change in staff levels or stock levels that may impact on your current fire safety arrangements?<br><br><ul style="list-style-type: none"> <li>You may have skeleton staff spread over a large area or a large number of temporary staff who require induction into the Fire Emergency Evacuation Plan?</li> <li>You still need to maintain your fire arrangements such as servicing, maintenance, training etc.</li> <li>Where buildings are closed up you need to consider measures to minimise the risk of arson</li> </ul> |         |                         |
|   |  | <u>First Aid:</u> Have you considered any changes you may need to make to ensure you have suitable first aid emergency arrangements in place i.e. with reduced staffing levels are the required number of first aiders or appointed persons in place at all times?<br><br><i>(COVID-19 should be considered specifically in your review. Are council staff trained how to identify the symptoms? Do they know what steps to take if an individual shows signs of having the virus?)</i>   |         |                         |
|   |  | <u>Water (Legionella Risk):</u> Have you checked that upon reopening all water systems have been flushed?<br><br><ul style="list-style-type: none"> <li>Have you ensured all toilets are flushed and showers and taps have been run for a few minutes to flush</li> </ul>   |         |                         |

| Preparing to reopen after prolonged shutdown: |          |  |         |                         |
|---|----------|--|---------|-------------------------|
| No.   | Activity | Recommendations  | Checked | Actions/Completion Date |
| (a)   | (b)      | (c)  | (d)     | (e)                     |
|   |          | through stagnant water?<br>• Review your Legionella Risk Assessments   |         |                         |
| 6   | Training | Have you considered any training certifications that may run out as the council may not be able to access requalification i.e. First Aid or other statutory training requirements? |         |                         |
| Notes/comments                                |          |  |         |                         |

**PREVENT THE SPREAD OF THE VIRUS.**

**Wash your hands or use sanitiser before and after travelling by any form of transport.**

**Work/Shift Patterns:**

| <b>No.</b> | <b>Activity</b>   | <b>Recommendations</b>   | <b>Checked</b> | <b>Actions/Completion date</b> |
|------------|---|--|----------------|--------------------------------|
| (a)        | (b)   | (c)  | (d)            | (e)                            |
| 1          | Look to split shifts as much as possible to build-in resilience to your essential work operations | Ensure sufficient management & supervision is available to cover all shifts.   |                |                                |
| 2          | Avoid shifts overlapping  | Look at building in a short gap between shifts to ensure staff on opposing shifts do not come into contact with others and allow cleaning time between shifts.                                 |                |                                |
| 3          | Steady planned restart programme  | Consider restarting employees steadily and on a planned programme to ensure a healthy and safe work environment is established and maintained with sufficient competent supervision available. |                |                                |

| Work/Shift Patterns: |          |                 |         |                         |
|----------------------|----------|-----------------|---------|-------------------------|
| No.                  | Activity | Recommendations | Checked | Actions/Completion date |
| (a)                  | (b)      | (c)             | (d)     | (e)                     |
| Notes/comments       |          |                 |         |                         |

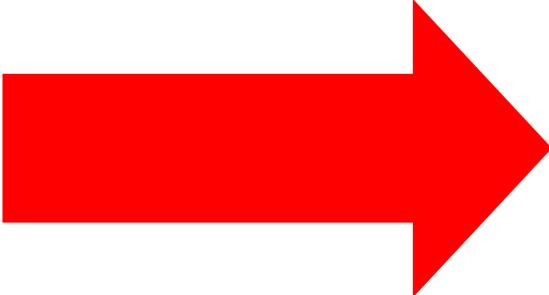
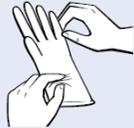
Social distancing requirements could be ongoing for some time. Consider how you are achieving and maintaining this for your employees.

| Social Distancing: |   |   |         |         |
|--------------------|---|---|---------|---------|
| No.                | Activity  | Recommendations   | Checked | Actions |
| (a)                | (b)   | (c)   | (d)     | (e)     |
| 1                  | Follow Government guidance on social distancing<br><br>This guidance is being updated regularly | <a href="https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a> |         |         |
| 2                  | Numbers of council staff in the workplace   | Review the number of council staff required in the workplace but maintain a safe working level.   |         |         |

| Social Distancing:    |   |  |         |         |
|-----------------------|---|--|---------|---------|
| No.                   | Activity                                    | Recommendations  | Checked | Actions |
| (a)                   | (b)   | (c)  | (d)     | (e)     |
| 3                     | Meal/break times                            | How can council staff avoid close contact, for example could they eat in their own vehicles?<br><br>Staggering break times so staff do not group together.   |         |         |
| 4                     | Consider sitting people on different floors | Space desks or tables out.<br><br>Leave 2 metres in between each desk station.   |         |         |
| 5                     | Distances between people                    | Consider marking the floor at 2m intervals to get people used to keeping the social distance, both in any queues and in the workplace.   |         |         |
| 6                     | Protection screens                          | Can you install basic clear protection screens at critical locations? i.e. receptions, delivery points, tills etc.   |         |         |
| 7                     | Delivery arrangements                       | Have you risk assessed and put in place safe working procedures for: <ul style="list-style-type: none"> <li>• Goods inwards points,</li> <li>• Your delivery drivers,</li> <li>• Store deliveries,</li> <li>• Signing arrangements with suppliers</li> </ul> |         |         |
| <b>Notes/comments</b> |   |  |         |         |

**PREVENT THE SPREAD OF THE VIRUS.**  
 Promote frequent hand washing or use sanitiser.  
 Display Government and NHS Guidelines on hand washing.  
 Clean down surfaces regularly with a suitable surface cleaner.

| Hand Washing: |                   |  |         |                         |
|---------------|-------------------|--|---------|-------------------------|
| No.           | Activity          | Recommendations  | Checked | Actions/Completion Date |
| (a)           | (b)               | (c)  | (d)     | (e)                     |
| 1             | Hand washing      | Ensure all council staff are regularly washing hands in line with government recommendations, you may find the attached information useful.<br><br><a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a> |         |                         |
| 2             | Protecting others | Remind staff on how to protect themselves and others following the government guidelines.  |         |                         |
| 3             | Cash handling     | Consider where possible using contactless card payments.<br><i>Contactless payment maximum has risen to £45.00.</i>  |         |                         |
|               |                   | Provide cash handlers with disposable gloves and sanitiser.  |         |                         |
|               |                   | Remind council staff to wash hands regularly.  |         |                         |
|               |                   | Gloves should be treated like your hands. Do not touch face, mouth, nose or eyes while wearing gloves, follow 'DON' and 'DOFF' protocols below and replace frequently.   |         |                         |

| Hand Washing:   |          |  |         |                         |
|---|----------|--|---------|-------------------------|
| No.   | Activity | Recommendations  | Checked | Actions/Completion Date |
| (a)   | (b)      | (c)  | (d)     | (e)                     |
| 4   | Smoking  | Advise smokers to wash their hands thoroughly before and after smoking or handling cigarettes to prevent any cross-contamination from hand to mouth.   |         |                         |
| <p align="center"><b>PREVENT THE SPREAD OF THE VIRUS:</b><br/>           Promote frequent hand washing or use sanitiser.<br/>           Display Government and NHS Guidelines on hand washing.</p>  |          | <p align="center"><b>HOW TO DON GLOVES</b></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p><b>1</b> <br/>Remove one glove from the package and inspect it to be sure no pinholes or tears are present.</p> </div> <div style="width: 50%;"> <p><b>2</b> <br/>If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.</p> </div> <div style="width: 50%;"> <p><b>3</b> <br/>Insert five fingers into the cuff and pull the cuff over the wrist.</p> </div> <div style="width: 50%;"> <p><b>4</b> <br/>Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.</p> </div> </div> <p align="center"><b>HOW TO DOFF GLOVES</b></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p><b>1</b> <br/>Grasp the outside edge of the glove near the wrist.</p> </div> <div style="width: 50%;"> <p><b>2</b> <br/>Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.</p> </div> <div style="width: 50%;"> <p><b>3</b> <br/>Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.</p> </div> <div style="width: 50%;"> <p><b>4</b> <br/>Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.</p> </div> </div> |         |                         |

| <b>Hand Washing:</b>  |                 |                        |                |                                |
|-----------------------|-----------------|------------------------|----------------|--------------------------------|
| <b>No.</b>            | <b>Activity</b> | <b>Recommendations</b> | <b>Checked</b> | <b>Actions/Completion Date</b> |
| (a)                   | (b)             | (c)                    | (d)            | (e)                            |
| <b>Notes/comments</b> |                 |                        |                |                                |

Health, Safety, Fire and Environmental Regulations have not been relaxed or revoked.  
Please ensure your council still continues to comply with all current regulations.

| Health, Safety & Fire Compliance: |                                       |   |         |                         |
|-----------------------------------|---------------------------------------|---|---------|-------------------------|
| No.                               | Activity                              | Recommendations   | Checked | Actions/Completion Date |
| (a)                               | (b)                                   | (c)   | (d)     | (e)                     |
| 1                                 | Welfare facilities                    | Ensure all welfare facilities are cleaned thoroughly and disinfected before reopening and on a regular basis going forward                                  |         |                         |
|                                   |                                       | Ensure all water sources, taps and showers etc. have been run thoroughly to ensure no build-up of bacteria; Legionella etc. has occurred in them            |         |                         |
|                                   |                                       | Descale and disinfect shower heads  |         |                         |
|                                   |                                       | Undertake temperature checks on hot water systems, taps etc   |         |                         |
|                                   |                                       | Ensure sufficient social distancing measures are in place in council staff rest areas<br><br>Consider staggered break times to reduce numbers in rest areas |         |                         |
| 2                                 | Welfare facilities – delivery drivers | You must allow access to your welfare facilities for any visiting delivery drivers  |         |                         |
|                                   |                                       | Normal hand washing procedures should be followed   |         |                         |

| Health, Safety & Fire Compliance: |                         |  |         |                         |
|-----------------------------------|-------------------------|--|---------|-------------------------|
| No.                               | Activity                | Recommendations  | Checked | Actions/Completion Date |
| (a)                               | (b)                     | (c)  | (d)     | (e)                     |
| 3                                 | Fire safety precautions | Check and review your activities to ensure they do not alter or affect the existing Fire Risk Assessment for the premises                                |         |                         |
|                                   |                         | Check and test all fire alarms to ensure they operate correctly and record tests   |         |                         |
|                                   |                         | Check and test that all the emergency lighting operates correctly and record tests   |         |                         |
|                                   |                         | Check that all final exit fire doors open easily and are not obstructed inside/outside   |         |                         |
|                                   |                         | Check and confirm all fire-fighting appliances are in service date and records held  |         |                         |
|                                   |                         | Ensure all fire safety precautions are maintained in accordance with fire safety regulations and your fire risk assessment control measures at all times |         |                         |
|                                   |                         | Ensure sufficient Fire Wardens are available on shifts   |         |                         |
|                                   |                         | Ensure safe escape routes are maintained at all times  |         |                         |
|                                   |                         | Remind all council staff to remain vigilant to fire safety precautions   |         |                         |
|                                   |                         | Recommend fire practice drills are undertaken with all council staff to remind them of procedures and are recorded                                       |         |                         |
| 4                                 | First-aid provisions    | Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities  |         |                         |
|                                   |                         | Check and confirm all first aid trained individuals are still in-date  |         |                         |
|                                   |                         | Check all first aid equipment is in-date   |         |                         |

| Health, Safety & Fire Compliance: |   |  |         |                         |
|-----------------------------------|---|--|---------|-------------------------|
| No.                               | Activity  | Recommendations  | Checked | Actions/Completion Date |
| (a)                               | (b)   | (c)  | (d)     | (e)                     |
| 5                                 | Risk assessments  | Ensure all risk assessments are thoroughly reviewed and amended where required if work practices have changed  |         |                         |
|                                   |   | Fully review all work processes/activities and produce new risk assessments for any new activities if required   |         |                         |
| 6                                 | Safe Systems of Work (SSOWs), Safe Working Practices (SWPs), Safe Operating Procedures (SOPs) | Ensure all SSOW/SWPs/SOPs are reviewed and amended where required if work practices have changed   |         |                         |
| 7                                 | Health and safety training  | <p>Ensure council staff are suitably and sufficiently trained and authorised if they are required to undertake different tasks, new tasks, job roles, and machinery/equipment etc.</p> <p>Ensure all records of training are maintained.</p> |         |                         |
| 8                                 | RIDDOR – Coronavirus – COVID 19   | <p>See the HSE website for full details, this can be found at:</p> <p><a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>                            |         |                         |

| Health, Safety & Fire Compliance:  |          |                 |         |                         |
|--|----------|-----------------|---------|-------------------------|
| No.  | Activity | Recommendations | Checked | Actions/Completion Date |
| (a)  | (b)      | (c)             | (d)     | (e)                     |
| Notes/comments   |          |                 |         |                         |
| <p><i>The Health and Safety Executive (HSE) has recognised the potential challenges when carrying out legal requirements for thorough examination and testing (TE&amp;T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (COVID-19). The HSE have issued the following <a href="#">advice</a> to help dutyholders.</i></p> |          |                 |         |                         |

| Workshop Environments: |   |   |         |                         |
|------------------------|---|---|---------|-------------------------|
| No.                    | Activity  | Recommendations   | Checked | Actions/Completion Date |
| (a)                    | (b)   | (c)   | (d)     | (e)                     |
| 1                      | Lifting equipment & lifting accessories LOLER inspections/certificates. | Any lifting equipment or lifting accessories are in-date and certified? <ul style="list-style-type: none"> <li>Fork-lift trucks, cranes, hoists etc.</li> <li>Chains, shackles, lifting beams etc.</li> </ul> |         |                         |
|                        |   | Any Passenger Lifts have a current, in-date LOLER certificate?  |         |                         |
| 2                      | Machinery   | Check all machine guards are correctly in place and all emergency stop systems/devices etc. are tested and work   |         |                         |

| Workshop Environments: |   |  |         |                         |
|------------------------|---|--|---------|-------------------------|
| No.                    | Activity                                | Recommendations  | Checked | Actions/Completion Date |
| (a)                    | (b)                                     | (c)  | (d)     | (e)                     |
|                        |   | effectively/correctly  |         |                         |
| 3                      | Local exhaust ventilation (LEV) systems | Check and confirm all LEV systems are in-date and certified  |         |                         |
| 4                      | Breathing air systems                   | Check and confirm all breathing air fed systems have been tested and have a current in-date certificate in place |         |                         |

| Display Screen Equipment: |  |   |         |                         |
|---------------------------|--|---|---------|-------------------------|
| No.                       | Activity   | Recommendations   | Checked | Actions/Completion Date |
| (a)                       | (b)  | (c)   | (d)     | (e)                     |
| 1                         | Employees required to use Display Screen Equipment (DSE)<br><br>Employees using DSE when working from home | Encourage council staff to have a break for at least 5 minutes every hour   |         |                         |
|                           |  | Get up from the desk and move about frequently, avoid awkward postures  |         |                         |
|                           |  | Avoid eye fatigue by changing focus and blinking (as obvious as that sounds, it is often not done when concentrating on the screen)   |         |                         |
|                           |  | For those working on a long-term basis you should ensure council staff complete a DSE assessment, click here to view the document - <a href="https://www.hse.gov.uk/msd/dse/">https://www.hse.gov.uk/msd/dse/</a> |         |                         |

**Display Screen Equipment:**

| No. | Activity | Recommendations | Checked | Actions/Completion Date |
|-----|----------|-----------------|---------|-------------------------|
| (a) | (b)      | (c)             | (d)     | (e)                     |

**Notes/comments**

| Cleaning Regimes: |   |  |         |                         |
|-------------------|---|--|---------|-------------------------|
| No.               | Activity  | Recommendations  | Checked | Actions/Completion Date |
| (a)               | (b)   | (c)  | (d)     | (e)                     |
| 1                 | Follow the latest Government guidance on cleaning.            | Review the latest advice on the HSE website.   |         |                         |
| 2                 | Ensure ALL equipment etc. is cleaned after/before each shift. | Set up Safe Working Procedures for cleaning activities.<br>Clean regularly and at the beginning and end of shifts.<br>Some considerations: <b>(Not an exhaustive list)</b> <ul style="list-style-type: none"> <li>• Desk surfaces</li> <li>• Telephones</li> <li>• Computer keyboards and mouse/mouse pad</li> <li>• Photocopier controls</li> <li>• Printers</li> <li>• Chairs/arms</li> <li>• Door handles</li> <li>• Light switches</li> <li>• Window handles</li> <li>• Any bio-metric clocking on/off machine areas each time before use</li> <li>• Credit card swipe/Contactless swipe areas</li> <li>• Fork-lift truck touch surfaces</li> <li>• Pallet truck handles/controls</li> <li>• Parcel tape guns</li> <li>• Machinery operating handles/controls etc.</li> <li>• Shared hand tools</li> <li>• <b>Any touch surfaces!</b></li> </ul> |         |                         |

| Cleaning Regimes:     |          |                 |         |                         |
|-----------------------|----------|-----------------|---------|-------------------------|
| No.                   | Activity | Recommendations | Checked | Actions/Completion Date |
| (a)                   | (b)      | (c)             | (d)     | (e)                     |
| <b>Notes/comments</b> |          |                 |         |                         |
|                       |          |                 |         |                         |

| Self-Isolation: |                          |   |         |                         |
|-----------------|--------------------------|---|---------|-------------------------|
| No.             | Activity                 | Recommendations   | Checked | Actions/Completion Date |
| (a)             | (b)                      | (c)   | (d)     | (e)                     |
| 1               | Rules on self-isolation: | Ensure that council staff are <u>CLEAR</u> on the rules regarding the symptoms of COVID 19 and self-isolation if required to etc. |         |                         |

**Self-Isolation:**

| No. | Activity | Recommendations | Checked | Actions/Completion Date |
|-----|----------|-----------------|---------|-------------------------|
| (a) | (b)      | (c)             | (d)     | (e)                     |

2

**Stay at Home guidance for households: current guidelines illustrated**

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

**Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation**

| DAY                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|---------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
| Person in household |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |
| Example household 1 | A | X |   |   |   |   |   | ✓ |   |    |    |    |    |    |    |    |    |    |    |    |    |
|                     | B |   |   | X |   |   |   |   |   | ✓  |    |    |    |    |    |    |    |    |    |    |    |
|                     | C |   |   |   |   |   |   |   |   |    |    |    |    |    | ✓  |    |    |    |    |    |    |
|                     | D |   |   |   |   |   |   |   |   |    |    |    |    |    | ✓  |    |    |    |    |    |    |
| Example household 2 | A | X |   |   |   |   |   | ✓ |   |    |    |    |    |    |    |    |    |    |    |    |    |
|                     | B |   |   | X |   |   |   |   |   |    | ✓  |    |    |    |    |    |    |    |    |    |    |
|                     | C |   |   |   |   |   |   |   |   |    |    |    | X  |    |    |    |    |    |    |    | ✓  |
|                     | D |   |   |   |   |   |   |   |   |    |    |    |    |    | ✓  |    |    |    |    |    |    |

Key: X = when illness started - first day of symptoms  
✓ =allowed to go out again

**Wellbeing & Mental Health:**

| No.                         | Activity  | Recommendations   | Checked | Actions/Completion Date |
|-----------------------------|---|---|---------|-------------------------|
| (a)                         | (b)   | (c)   | (d)     | (e)                     |
| 1                           | Stress  | Look out for signs of stress and consider if any identified stress could be as a result of work pressure.                                     |         |                         |
|                             |   | If you are concerned about a member of council staff, encourage them to speak to their GP.  |         |                         |
|                             |   | If it is something that can be addressed due to work pressures, act accordingly.  |         |                         |
| <b>Staff Communication:</b> |   |   |         |                         |
| 1                           | Council Staff Communication<br><br>Home workers | How often are you going to keep in touch and how?   |         |                         |
|                             |   | What work will they be doing and how long for?  |         |                         |
|                             |   | Ensure you are completing regular check in's with them to ensure they are safe and well, otherwise it can lead to employees feeling isolated. |         |                         |
|                             |   | Keep in touch as a team, encourage staff to make calls to colleagues and support each other.  |         |                         |
|                             |   | Have daily Zoom calls to keep in touch and discuss the day.<br><a href="https://zoom.us/">https://zoom.us/</a>                                |         |                         |
| <b>Notes/comments</b>       |   |   |         |                         |
|                             |   |   |         |                         |
|                             |   |   |         |                         |

| Self-Isolation: |          |                 |         |                         |
|-----------------|----------|-----------------|---------|-------------------------|
| No.             | Activity | Recommendations | Checked | Actions/Completion Date |
| (a)             | (b)      | (c)             | (d)     | (e)                     |
|                 |          |                 |         |                         |

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# COVID-19 General Workplace Risk Assessment

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This is a draft copy of a **generic Risk Assessment** for dealing with COVID-19 in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. Much more specific assessments, such as those for healthcare workers, may look quite different although many of the principles would still be relevant.

| What are the hazards?                 | Who might be harmed   | Controls Required  | Additional Controls   | Action by who? | Action by when? | Done |
|---------------------------------------|---|--|---|----------------|-----------------|------|
| <b>Spread of Covid-19 Coronavirus</b> | <ul style="list-style-type: none"> <li>• Council staff</li> <li>• Volunteers</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your council</li> </ul> | <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Stringent hand washing taking place</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Council staff encouraged to protect the skin by applying emollient cream regularly</li> </ul> | <p>Council staff to be 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. Tissues will be made available throughout the workplace.</p> <p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> |                |                 |      |

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b><br/>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b><br/>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 Agency.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift</p> | <p>Posters, leaflets and other materials are available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Council staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.<br/>Management checks to ensure this is adhered to.</p> |  |  |  |
|--|--|--|---|--|--|--|

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  | <p>patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for council staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b><u>Wearing of Gloves</u></b><br/>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.</p> <p><b><u>PPE</u></b><br/><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to</i></p> | <p>Council staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> |  |  |  |
|--|--|--|---|--|--|--|

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  | <p><i>health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed:</p> <p>Tight-fitting respirators (such as disposable 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.</p> <p><b>Symptoms of Covid-19</b><br/>If anyone becomes unwell with a new continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance.</p> | <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Internal communication channels and cascading of messages through senior staff will be carried</p> |  |  |  |
|--|--|--|--|--|--|--|

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  | <p>Senior staff will maintain regular contact with council staff members during this time.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the management team of the council 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.</p> <p><b>Drivers</b><br/>Procedures in place for drivers to ensure adequate welfare facilities available during their work.</p> <p>Reference<br/><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> | <p>out regularly to reassure and support employees in a fast-changing situation.</p> <p>Senior staff will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies you deliver to/from to ensure welfare facilities will be available to drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> |  |  |  |
|--|--|--|---|--|--|--|

|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
|  |  | <p>COVID-19-guidance on freight transport</p> <p>Persons should not share vehicles or taxis, where suitable distancing cannot be achieved.</p> <p><b>Mental Health</b><br/>Council management will promote mental health &amp; wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help.<br/>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> |  |  |  |  |
|  |  |   | Regular communication of mental health information and open door policy for those who need additional support. |  |  |  |

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