

AREA / ACTIVITY / TASK BEING ASSESSED:		USE OF FACE COVERINGS DURING COVID-19 PANDEMIC	
DEPARTMENT:		ALL	
SERVICE:		ALL	
REFERENCE NO.	VERSION	DATE OF ASSESSMENT	DATE OF NEXT REVIEW
CORP-ALL-RA- COVID19-004	1	14/09/2020	14/09/2023
<b>Description of operations and scope of assessment:</b> <ul style="list-style-type: none"> <li>Activities,</li> <li>Environment(s)</li> <li>Equipment, materials etc.</li> </ul>		<p>This risk assessment has been developed in response to the legal requirement for employees and customers to wear face coverings in all public indoor spaces during the ongoing COVID-19 pandemic.</p> <p><b>Daily updates and guidance are available via the below links.</b></p> <p><b>Please check updates daily as some information in this risk assessment may change;</b></p> <p><a href="https://www.gov.uk/coronavirus">Public Health Wales Website</a>  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	
Address / Location where assessment conducted:		Various	
Legislation / Management standards		<p>Health and Safety at Work Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>The Health Protection (Coronavirus Restrictions) (Wales) (Amendment) Regulations 2020</p> <p>All associated and relevant regulations and guidance.</p>	
<b>Other relevant safety documentation</b> (if applicable): <ul style="list-style-type: none"> <li>Risk Assessments,</li> <li>Safe Systems of Work,</li> <li>Procedures,</li> <li>Guidance etc.</li> </ul>		TITLE	REFERENCE NO.
		All specific safe working practices in relation to the pandemic for approved services.	

Name of Risk Assessor(s)	Job Title:	Signature(s) of Risk Assessor(s)
Jackie Bergiers	Lead Business Partner (H&S)	<i>JS Bergiers</i>
Eddie Cummings	Senior Business Partner (Working Safely)	<i>Eddie Cummings</i>

# RISK ASSESSMENT

Item index No.	Identify Hazard(s)	Who/What is likely to be harmed and how?	Existing / Current Control Measures	Risk Rating as per Matrix	Further actions required to reduce risk & person responsible for action	Residual risk(s) as per matrix after additional controls
1.	<b>Carmarthenshire County Council not meeting the legal requirement for employees wearing face coverings in all public indoor spaces</b>	<p>Employees Service Users Corporate Management</p> <p>Services running without implementing the requirement to wear face coverings where required.</p> <p>Employees refusing to wear face coverings where they do not have a reasonable excuse or are exempt from the requirement.</p>	<p>Employees continue to work from home wherever possible.</p> <p>Use of alternative service delivery models wherever possible e.g. remote visits / meetings via Skype or Teams.</p> <p>Promotion of good hygiene practices and prevention methods to all employees.</p> <p>Social distancing to be implemented for all employees wherever possible.</p> <p>Continued promotion of symptoms and 'stay at home' guidelines to all employees.</p>	<b>HIGH</b>	<p>All Government guidance being adopted and monitored regularly.</p> <p>All employees are expected to wear face coverings in public indoor spaces as of 14<sup>th</sup> September 2020 unless they have a reasonable excuse or are exempt from the requirement.</p> <p>Public indoor spaces will not be permitted to open unless employees are wearing face coverings (other than where they have a reasonable excuse or are exempt from the requirement).</p> <p>Employees who unreasonably refuse to wear face coverings in mandatory areas without a reasonable excuse or exemption will be reported to the Head of Service / Director and may be subject to disciplinary action.</p>	<b>MEDIUM</b>

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					Supplies of face coverings made available to all employees working in relevant services.	
2.	<b>Customers / Service users not meeting the legal requirement for wearing face coverings in all public indoor spaces</b>	<p>Employees Service Users Corporate Management</p> <p>Customers / service users attempting to access services in public indoor spaces without wearing a face covering where they do not have a reasonable excuse or are exempt from the requirement.</p> <p>Customers / service users refusing to wear face coverings where they do not have a reasonable excuse or are exempt from the requirement.</p>	<p>Use of alternative service delivery models wherever possible e.g. remote access to services via website, Skype or Teams.</p> <p>Promotion of good hygiene practices and prevention methods to all customers / service users.</p> <p>Social distancing implemented for all customers / service user areas.</p> <p>Continued promotion of symptoms and 'stay at home' guidelines to all customers / service users.</p>	<b>HIGH</b>	<p>All Government guidance being adopted and monitored regularly.</p> <p>All customers / service users are expected to wear face coverings in public indoor spaces as of 14<sup>th</sup> September 2020 unless they have a reasonable excuse or are exempt from the requirement.</p> <p>Public indoor spaces will not permitting entry to customers / service users unless they are wearing face coverings (other than where they have a reasonable excuse or are exempt from the requirement).</p> <p>Customers / service users who refuse to wear face coverings without a reasonable excuse or are</p>	<b>MEDIUM</b>

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					exempt will not be permitted to enter public indoor spaces and may be subject to enforcement action.	
3.	<b>Enforcement action against Carmarthenshire County Council where there is a failure to meet the legal requirement</b>	<p>Employees Service Users Corporate Management</p> <p>‘Spot checks’ or investigations by HSE identifying non-compliance.</p> <p>Members of public reporting non-compliance.</p>	<p>Employees continue to work from home wherever possible.</p> <p>Use of alternative service delivery models wherever possible e.g. remote visits / meetings via Skype or Teams.</p> <p>Promotion of good hygiene practices and prevention methods to all employees.</p> <p>Social distancing to be implemented for all employees wherever possible.</p> <p>Continued promotion of symptoms and ‘stay at home’ guidelines to all employees.</p>	<b>HIGH</b>	<p>All Government guidance being adopted and monitored regularly.</p> <p>All employees and customers / service users are expected to wear face coverings in public indoor spaces as of 14<sup>th</sup> September 2020 unless they have a reasonable excuse or are exempt from the requirement.</p> <p>Public indoor spaces will not be permitted to open where the legal requirement cannot be achieved.</p> <p>Signage in place identifying the requirement to wear face coverings in all identified premises.</p> <p>Internal monitoring and auditing on the implementation of all legal</p>	<b>MEDIUM</b>

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					requirements and best practice.	
4.	<b>Supply and demand preventing the legal duty being achieved</b>	<p>Employees Service Users Corporate Management</p> <p>Services opening without face coverings compliant with current Welsh Government and WHO guidance.</p>	PPE procurement and supply from central store and sufficient suppliers available.	<b>HIGH</b>	<p>Purchase of face coverings compliant with Welsh Government and WHO guidance in sufficient supplies coverings for all services who require them.</p> <p>Stock control and monitoring by the PPE General Store.</p> <p>Issued on a priority basis to those services who are legally required to wear face coverings.</p> <p>Gold / Silver Command approval for all other services who may require or will be internally mandated to wear face coverings.</p>	<b>MEDIUM</b>
5.	<b>Employees putting themselves at greater risk of contracting Coronavirus through the incorrect use of face coverings</b>	<p>Employees Service Users Corporate Management</p>	<p>Government guidance available on the type, safe use, cleaning and disposal of face coverings.</p> <p>WHO videos and guidance on the safe use of face coverings.</p>	<b>HIGH</b>	<p>Promotion of best practice safe use of face coverings to all employees.</p> <p>Development of internal information and advice for</p>	<b>MEDIUM</b>

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		<p>Incorrect wearing, putting on, taking off and general use of the face covering.</p> <p>Poor hygiene practices (e.g. not washing hands before putting on a taking off).</p> <p>Not maintaining social distancing wherever possible.</p> <p>Inappropriate storage, cleaning and disposal of the face covering following use.</p>	Risks with incorrect use publised widely by the Government.		<p>all employees includings videos and guidance etc.</p> <p>Employee and manager briefings developed.</p> <p>Managers to monitor the correct wearing of face coverings regularly.</p> <p>Managers to correct any employee seen using poor practice.</p> <p>Internal monitoring and auditing on the implementation of all legal requirements and best practice.</p>	

MANAGEMENT ACTION PLAN							
AREA / ACTIVITY / TASK BEING ASSESSED:		USE OF FACE COVERINGS DURING COVID-19 PANDEMIC					
Further actions necessary to control or reduce risk		Action by	Priority for action based on level of residual risk	Target completion date	Actual completion date	Comments	Initials
1							
2							
3							
4							
5							