

| AREA / ACTIVITY / TASK BEING ASSESSED: | | MANAGEMENT OF CRITICAL SERVICES DURING COVID-19 PANDEMIC | |
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| DEPARTMENT: | | ALL | |
| SERVICE: | | ALL | |
| REFERENCE NO. | VERSION | DATE OF ASSESSMENT | DATE OF NEXT REVIEW |
| CORP-ALL-RA-COVID19-002 | 4 | 08/02/2021 | 08/02/2024 |
| Description of operations and scope of assessment: <ul style="list-style-type: none"> Activities, Environment(s) Equipment, materials etc. | | <p>This risk assessment has been developed in response to the ongoing COVID-19 pandemic. It has been developed to support critical services within CCC.</p> <p>This risk assessment will be reviewed and updated in line with any changes to legislation or guidance issued by Welsh Government. Where alert levels change, only elements of the service that are permitted during that alert level will continue.</p> <p>Daily updates and guidance are available via the below links.</p> <p>Please check updates daily as some information in this risk assessment may change;</p> <p>Public Health Wales Website https://www.gov.uk/coronavirus</p> | |
| Address / Location where assessment conducted: | | Various | |
| Legislation / Management standards | | Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 The Health Protection (Coronavirus Restrictions) (Wales) (Amendment) Regulations 2020 All associated and relevant regulations and guidance. | |
| Other relevant safety documentation (if applicable): <ul style="list-style-type: none"> Risk Assessments, Safe Systems of Work, Procedures, Guidance etc. | | TITLE | REFERENCE NO. |
| | | All specific safe working practices in relation to the pandemic for critical services. | |

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

RISK ASSESSMENT

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| Eddie Cummings | Senior Business Partner (Working Safely) | <i>Eddie Cummings</i> |
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| 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 |
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| 1. | Employees contracting COVID-19 through work activities | <p>Employees</p> <p>Services identified via the Silver / Gold command continuing to operate during 'firebreak / lockdown'.</p> <p>Not adhering to the WG legislation / guidance on minimising numbers of contacts / employees not working from home.</p> <p>Unable to implement social distancing.</p> <p>Insufficient cleaning of premises.</p> <p>Poor hygiene measures being implemented.</p> <p>Poor ventilation.</p> <p>Face coverings / PPE not being worn when required.</p> | <p>Employees are working from home wherever possible.</p> <p>Closure of non-essential premises and services in line with legislation.</p> <p>Business continuity plans in place to ensure continuation of critical services.</p> <p>Meetings undertaken via Teams.</p> <p>Promotion of good hygiene practices and prevention methods to all employees.</p> <p>Social distancing to be implemented for all employees where practicable.</p> <p>Property guidance documents in place for service managers / premises responsible persons.</p> <p>Gold and Silver command meetings held regularly.</p> <p>Enhanced cleaning of open premises.</p> | MEDIUM | <p>All Government guidance being followed.</p> <p>Constant review of any updates / changes to guidance and measures introduced by the Government.</p> <p>Specific risk assessments, protocols and safe working practices developed for critical service areas.</p> <p>Monitoring of numbers by Heads of Services in the workplace and not working from home – authorisation required by line managers.</p> <p>Where social distancing cannot be maintained or where there is a legal or best practice guidance requirement – face coverings / relevant PPE to be worn by employees.</p> <p>Increase ventilation whilst in workplaces, opening of</p> | MEDIUM |

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| | | | <p>Promotion of symptoms and 'stay at home' guidelines to all employees.</p> <p>Face covering guidance in place.</p> | | <p>windows, doors or use of suitable ventilation systems.</p> <p>Test, Trace, Protect procedures in place.</p> | |
| 2. | Service users contracting COVID-19 during provision of services | <p>Service users</p> <p>Services identified via the Silver / Gold command continuing to operate during 'firebreak / lockdown'.</p> <p>Not adhering to the WG legislation / guidance on minimising numbers of contacts / employees not working from home.</p> <p>Unable to implement social distancing.</p> <p>Insufficient cleaning of premises.</p> <p>Poor hygiene measures being implemented.</p> <p>Poor ventilation.</p> | <p>Employees are working from home wherever possible.</p> <p>Closure of non-essential premises and services in line with legislation.</p> <p>Business continuity plans in place to ensure continuation of critical services.</p> <p>Meetings undertaken 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 where practicable.</p> <p>Gold and Silver command meetings held regularly.</p> | MEDIUM | <p>All Government guidance being followed.</p> <p>Constant review of any updates / changes to guidance and measures introduced by the Government.</p> <p>Specific protocols and safe working practices developed for critical service areas.</p> <p>Monitoring of numbers in the workplace and not working from home – authorisation required by line managers.</p> <p>Where social distancing cannot be maintained or where there is a legal or best practice guidance requirement – face coverings</p> | MEDIUM |

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| | | Face coverings / PPE not being worn when required. | Enhanced cleaning of open premises. Promotion of symptoms and 'stay at home' guidelines to all employees. Face covering guidance in place. | | / relevant PPE to be worn by employees. Increase ventilation whilst in workplaces, opening of windows, doors or use of suitable ventilation systems. Test, Trace, Protect procedures in place. | |
| 3. | Employees in the 'shielded group' or 'high risk group' contracting COVID-19 through work activities | Employees Services identified via the Silver / Gold command continuing to operate during 'firebreak / lockdown'. Employees attending work who are in the extremely clinically vulnerable group. Individuals in these categories choosing to return to frontline work. | Identification of employees within these categories. All employees within these categories work at home or make alternative arrangements with line managers so they are not put at risk. Promotion of symptoms and 'stay at home' guidelines to all employees. Occupational Health referral process in place. | MEDIUM | All Government guidance being followed. Constant review of any updates / changes to guidance and measures introduced by the Government. Specific risk assessment and safe working practices developed for critical / recovered / service areas. Individual risk assessment to be completed for individuals in these categories. Employees in these categories strongly advised | MEDIUM |

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| | | | | | to follow WG guidance and either work from home or undertake alternative duties to reduce the risk. Track, Trace, Protect procedures in place. | |
| 4. | Employee Health and Wellbeing effected by continuing services through the COVID-19 Pandemic | Employees Frontline service provision and demands on employees. | Home working guidance in place. Wellbeing support services in place. Health and Wellbeing service in place for advice, support and guidance. | MEDIUM | Health and wellbeing initiatives continuously developed for changing needs of the employees. Intranet / Internet access to all available resources. Employee Wellbeing Help and Advice Centre open to all employees. | MEDIUM |
| 5. | Employees working long-term at home without assessment of risks to their health and wellbeing | Employees Extended home working due to Government requirements. Incorrect methods being used to undertake work at home for sustained periods | Homeworking guidance in place. Wellbeing and homeworking pages on the intranet. Regular contact and discussions with managers on current working arrangements. | MEDIUM | Display Screen Equipment assessments available and should be utilised by employees working long-term at home. Suitable equipment to be provided where identified. | MEDIUM |

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| | | | | | Managers guidance and safe working methods to be used to establish whether additional arrangements are required. | |