|  |  |
| --- | --- |
| **AREA / ACTIVITY / TASK BEING ASSESSED:** | **COVID-19 ARRANGEMENTS – GENERAL CCC WORKPLACES** |
| **DEPARTMENT:** | **ALL**  |
| **SERVICE:** | **ALL** |
| **REFERENCE NO.** | **VERSION** | **DATE OF ASSESSMENT** | **DATE OF NEXT REVIEW** |
| CORP-ALL-RA-COVID19-009 | 1 | 12/04/2022 | 12/04/2025 |
| **Description of operations and scope of assessment:*** Activities,
* Environment(s)
* Equipment, materials etc.
 | As Wales introduces the transition plan out of the pandemic ‘Together for a safer future’ and all COVID-19 restrictions are removed and placed into guidance, there is a clear onus on ‘employers’ to assess risks to their employees and others under standard health and safety legislation. Managers need to consider the arrangements they are putting in place to reduce risks within their workplace, as they would have previously done. This risk assessment outlines the general arrangements that managers need to consider as part of the return to the workplace / standard working practices. Property / Estates should be contacted for further advice and guidance where required on the specific arrangements in place at relevant workplaces.Communication and consultation with the workforce / trade unions must be undertaken to ensure relevant arrangements are being adopted for a safe return to the workplace and this would prevent unnecessary concerns when returning.**Guidance is available via the below links.** [Public Health Wales Website](https://phw.nhs.wales/) <https://gov.wales/coronavirus> |
| **Address / Location where assessment conducted:** | Various workplaces controlled by CCC |
| **Legislation /** **Management standards** | Health and Safety at Work etc. Act 1974Management of Health and Safety at Work Regulations 1999

|  |
| --- |
| The Workplace (Health, Safety and Welfare) Regulations 1992The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 |

 |
| **Other relevant safety documentation** (if applicable)**:** * Risk Assessments,
* Safe Systems of Work,
* Procedures,
* Guidance etc.
 | **TITLE** | **REFERENCE NO.** |
| <https://gov.wales/sites/default/files/publications/2022-03/wales-long-term-covid-19-transition-from-pandemic-to-endemic.pdf><https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm><http://intranet/our-people/coronavirus-guidance/> |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Risk Assessor(s)** | **Job Title:** | **Signature(s) of Risk Assessor(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

Approved by Silver on:

Approved by Gold on:

It is important to remember that the way in which Coronavirus is contracted and transmitted has not changed. The vaccination programme has lowered the risk of the general public becoming seriously ill if they contract Coronavirus, however, certain individuals still remain at risk, for example those in the clinically extremely vulnerable category and those classed as clinically vulnerable. The vaccination may reduce the health effects of the virus in general, but it does not prevent the virus from spreading.

Control measures that have been in place through the emergency phase of the pandemic have assisted in reducing the risk of transmission in the workplace. These measures continue to be the best protection to the workforce, however, there is now a requirement to balance the risk of Coronavirus against other risks faced if services are unable to maintain these measures longer term as we transition out of the emergency phase. We need to put measures in place to assist us to begin to live and work alongside the virus - managing it as we do other communicable diseases.

With this in mind, decisions on balancing risk should be considered by Directors, Heads of Service and Service Managers specific to their services. This document has been developed to assist in the consideration of risks when deciding on long term protection measures.

| **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 controls for considerations post 28th March 2022** | **Residual risk(s) as per matrix after additional controls** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Transmission of COVID-19 in the workplace or while working in close proximity to others** | CCC Staff Partner Agencies VisitorsFailure to implement appropriate Public Health measures in workplaces via: * Poor hand hygiene practices.
* Poor respiratory practices.
* Failure to implement physical distancing.
* Ineffective cleaning arrangements.
* Poor ventilation of the workplace.
* Sharing vehicles.
* Meeting in small offices / spaces.
* Visiting domestic premises or other spaces where physical distancing isn’t possible.

Risk of not being able to continue to deliver services due to outbreaks / sickness related to COVID-19. | Employees are currently working from home, wherever possible.COVID-19 specific risk assessments have been in place that include the measures required to lower risk to as low as reasonably practicable, such as:* Physical distancing, wherever possible.
* Meeting outdoors wherever possible.
* Hand and respiratory hygiene measures.
* Suitable ventilation.
* Wearing of face coverings in certain settings and where physical distancing cannot be maintained.
* Limited numbers to enable physical distancing.
* Suitable cleaning arrangements.
* Independent travel wherever possible.
* Limiting numbers sharing vehicles.
* Face coverings being worn if sharing vehicles or working in close proximity to others.
* Sufficient ventilation in shared vehicles.
 | MEDIUM | * 1. Wherever possible, consideration should be given to hybrid working.
	2. All Directors, HoS and Managers should, when arranging for their teams to return to the workplace, **consider**:
* A phased, controlled return to workplaces.
* The numbers returning and whether numbers can be limited via rota’s / hybrid working etc.
* What physical distancing measures will be implemented to minimise contacts.
* Arranging workspaces to facilitate physical distancing and minimise contacts wherever possible.
* The provision of hand hygiene (hand washing and sanitising).
* Suitable hygiene measures – for cleaning shared spaces / equipment.
* Cleaning arrangements – restart the cleaning provision if it has been paused etc.
* That the workplace is sufficiently ventilated via natural ventilation or mechanical (set to the correct settings – contact Property Services for advice) and see the HSE guidance on ventilation (link to HSE).
* Messaging for staff on arrangements in place and standard hygiene measures etc.
	1. Face coverings being encouraged in crowded or enclosed indoor spaces.
	2. All Director, HoS and Managers should consider the guidance on maintaining appropriate Public Health measures (link to WG).
	3. CCC staff and visitors should be reminded that the guidance remains in place about not attending workplaces if they have symptoms of COVID-19, have tested positive by LFD and agreed arrangements be made in relation to sickness / working from home etc.

Staff are to ensure that all visitors are made aware of this requirement.* 1. The PRP / Line Manager should consider the appropriate posters/signs are in place to remind/inform staff and visitors of good practice regarding good hand hygiene practices and effective cleaning of shared equipment etc.
	2. All Directors, HoS and Managers should **consider**:
* Whether the work being undertaken requires staff to work in close proximity to others.
* Whether the work can be undertaken in an alternative way that removes the requirement to be in close proximity.
* How contacts can be minimised.
* The impact on the service if there was an outbreak / increased sickness.
* Whether a procedure will be implemented where one of the employee’s working in close proximity contracts COVID-19 e.g., would other employees continue to work alone for the remainder of that working week etc. to prevent infecting others etc.
	1. Face coverings being encouraged when working in close proximity especially for prolonged periods.

  | Managers should re-assess the risks depending on the arrangements they put in place |