

# F&HDC Risk Assessment

FHDC RA 0143

## Risk Assessment Explanatory Notes

This risk assessment has been compiled in accordance with an employer's statutory duty to do so under the Health and Safety at Work act (1974) and complies with the Management of Health and Safety at Work Regulations (1999).

## Severity Indices

1. Minor Injury = Abrasions, bruising, minor burns (reddening of the skin).
2. Significant Injury = Lacerations leading to blood loss, secondary burns (leading to blistering), sprains & strains, muscle & ligament injury, minor head injuries, acute representations of underlying conditions i.e. asthma, epilepsy, bronchitis illness, diabetes, hyper/hypothermia.
3. Serious Injury = Fractures, trauma leading to significant blood loss, head injuries leading to periods of unconsciousness, acute representations of underlying conditions such as angina.
4. Major Injury = Multiple fractures, spinal or cervical injury, multiple trauma, injury affecting respiratory system, head injuries leading to significant periods of unconsciousness, myocardial infarction, status epileptics / asthmatics.
5. Major Incident/Fatality = Single or multiple fatality or large numbers of injuries in cat 3-4.

Severity x Probability Values

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Key

**GREEN** : Acceptable Risk

**YELLOW** : Risk Acceptable with Adequate Control Measures

**RED** : Unacceptable Risk

**Severity****Probability**

1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major Incident/Fatality	5	Certainty

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability shall be reduced to an acceptable level.

It is the responsibility of the Council to ensure that its risk assessments are regularly reviewed. The review period will generally be annual unless there is significant change to the work activity. It is important that Managers carry out ongoing monitoring of work activities and any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discovery of a new hazard are to be reported immediately to Corporate Health and Safety.

This risk assessment is based on the latest HSE and Government information / guidance around COVID 19 and the key areas.

**Risk Assessment Details**      FHDC RA 0143      Version 1

**Name of Assessor:**                      **David Whittington**

**Name of Department/ Area being assessed:** Infectious viruses      Using Council Chamber for Core Strategy Review Examination in Public

**Assessment Date: 16<sup>th</sup> September 2020**

Hazard	To Whom	Consequences/ How affected	Severity	Probability	Risk	Control Measures	Severity	Probability	Risk	Action Required Where Risks are Not Adequately Controlled and other Comments
Virus	<p>Employees</p> <p>Planning Inspectors</p> <p>Members of the Public &amp; Planning Consultants</p>	Access to Civic Centre.	4	4	16	<p>All physical contact to stop (i.e. handshaking). Follow H&amp;S / government guidelines on hand cleaning and hygiene.</p> <p>Hand sanitiser to be provided at site entrances. Cleaning routine to be increased in line with demand, particularly at high frequency touch points.</p> <p>Welfare facilities readily available on site, ensure cleansing routine is appropriate.</p> <p>Entrance into building to be by appointment only. Set up one way route through building from rear entrance to Council Chamber and exit via public entrance at rear of the Chamber (with clear direction signs).</p> <p>Participant's temperature to be taken before entering Chamber.</p> <p>Provide suitable barriers and signage at contact points to ensure suitable distancing measures are followed.</p>	4	1	4	
	Employees, Family members.	Contracting or passing on virus. Vulnerable family members i.e. anyone that has a reduced	5	4	20	Government advice is followed for people with vulnerabilities within their household to ensure the risk is reduced for those attendees.	5	2	10	

		immune system or respiratory health conditions (COPD).				Option for virtual attendance via Zoom also provided (so they do not have to attend in person).				
	Employees	First Aid Treatment	4	3	12	<p>Follow H&amp;S / government guideline on hand cleaning and hygiene.</p> <p>Upon administration of First aid as per training ensure IP or person undertaking treatment is monitored for any signs of government stated symptoms.</p>	4	2	8	

## Use of the Council Chambers and Meeting Rooms

	<p>Employees. Planning Inspectors Members of the Public &amp; Planning Consultants</p>	<p>Use of enclosed council chamber.</p>	4	3	12	<p>Social distancing measures to be followed and scheduled to be 1m+ from 4<sup>th</sup> July 2020 with mitigations in place.</p> <p>Keep windows open in the waiting lobby, chambers entrance door and the rear fire door open allowing air flow through.</p> <p>Full clean / sanitising before and after meeting of all areas within the chambers.</p> <p>Using every other seat gives 1m between others also attending meeting.</p> <p>Individuals asked if they have any symptoms and asked to leave if yes.</p> <p>PPE issued to Programme Officer and others managing meeting and interacting with participants.</p>	4	2	8	<p>A planned control of users should be arranged by having designated seating and being asked to enter to the seating arrangement i.e. furthest from door in first and out last.</p>
	<p>Planning Inspectors</p>	<p>Use of Reception Rooms 1 and 2 for Inspectors rooms.</p>	1	2	2	<p>Only the two Inspectors and the Programme Officer permitted to enter room(s) (except for cleaners out of office hours).</p> <p>Social distancing measures to be followed and scheduled to be 1m+ from 4<sup>th</sup> July 2020 with mitigations in place.</p> <p>Windows to be kept open and door allowing air flow through</p> <p>Full clean / sanitising twice a day.</p> <p>Seats to be placed with a minimum of 1m away.</p>	1	2	2	<p>Inspectors will require rooms to undertake EIP. These will only be available to them &amp;, if invited, the Programme Officer.</p> <p>Protocol dictates that public cannot</p>

																						talk to Inspectors outside of the hearings.
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PPE requirements. Typically as per work specific RA – informative only.

Mandatory PPE									Specialist PPE Required:							Indicate Other PPE Required> Hand sanitising gel and wipes.
Tick							✓									

Associated Reference(s) and Documents

- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- H&S Procedure HS-PP-38 Infections at Work
- H&S Procedure HS-PP-30 Blood borne viruses
- CDC latest on COVID 19
- <R:\Corporate H&S\Covid 19\RRA-sixth-update-Outbreak-of-novel-coronavirus-disease-2019-COVID-19.pdf>
- <..\FHDC 2020 SSOW All reviewed\FHDC SSOW 0141 Infectious Virus Use of Council Chambers and Meeting rooms for training.docx>

All other work related Risk Assessments and Safe Systems of Work.

**Date for Review: November 2020 / Government or HSE updates**