**Building Risk Assessment – COVID-19**

*NB: This is a template designed to provide support in completing the building risk assessments. This is not exhaustive and will not cover the hazards and risks associated with your environments. Staff must consider the specific hazards and controls appropriate to their areas of work and operations. Managers and staff may be required to amend further local risk assessments and operational procedures.*

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| **Name of Assessor** | | | **Stephanie Hopkin, Facilities Manager** | | **Date** | | | | | | **24/09/20** | | | | |
| **Time** | | | **12noon** | | **Work area** | | | | | | **Crown Buildings** | | | | |
| **Task being assessed** | | | **Building RA** | | **Work activity** | | | | | | **Inspection of Closed Building** | | | | |
| **Review date** | | |  | | **Assessment No** | | | | | | **Rev2** | | | | |
| **Signature** | | | **Stephanie Hopkin** | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **What is the hazard?** | **Who might be harmed?** | **How might people be harmed?** | | **Existing risk control measures?** | | **Existing risk rating** | | | **Additional controls, if required?** | **Target risk rating** | | | | **Action/ monitored by whom?** | **Action / Monitored by when?** |
| **L** | **C** | **R** | **L** | | **C** | **R** |
| *Review hazards and controls*  *NB: All accidents, incidents and near misses must be reported on the Sefton Council online reporting system:* [*http://ext.smbc.loc/incidentreporting/*](http://ext.smbc.loc/incidentreporting/)  *People - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/* | | | | | | *Complete risk ratings and where further action is required. The aim is to reduce the likelihood / consequence of harm or loss. Monitoring will be carried out by cyclist and may involve line manager (as with other travel during work time).* | | | | | | | | | |
| Exposure to hazardous substances, bacteria or contact with faulty equipment.  Exposure to Legionella.  Fire hazards such as poorly maintained equipment, protection, and prevention systems. | Staff, agency staff, contractors, suppliers and delivery drivers, visitors, clients, public.  Clinically extremely vulnerable, clinically vulnerable and other those with other vulnerable characteristics (ref further information). | Ill health, fatality, or other loss such as property damage due to exposure to legionella bacteria, asbestos release, unsafe services. | | Statutory and mandatory compliance inspections, testing and maintenance is carried out during periods of reduced occupancy. Recordsare kept.  This includes:   * Lifts and lifting equipment, * Fire protection and prevention measures, * Gas supply, * Fixed wiring, * Ventilation (mechanical and natural), * Pest control.   Legionnaires’ risk assessment and water management plan (hot and cold-water systems) is in place.  Fire risk assessment is updated to reflect:   * **Capacity – zero except weekly checks and maintenance visits. Previously the building housed up to 16 staff.**   Fire doors remain closed (unless fitted with devise linked to fire alarm) and emergency access routes are maintained. | | 4 | 5 | 20 |  | 1 | | 5 | 5 | Facilities Manager | Weekly discussions, monthly record checks / reports |
| Transmission of Coronavirus from contact with infected individuals or contaminated Council premises. | Staff, agency staff, contractors, suppliers and delivery drivers, visitors, clients, public.  Clinically extremely vulnerable, clinically vulnerable and other those with other vulnerable characteristics (ref further information). | COVID-19 resulting in ill health or fatality due to exposure to harmful bacteria and viruses.  Anxiety due to fear of exposure or new procedures and behaviours. | | **Staff continue to work from home where possible. If they need to access a building they utilise Southport Town Hall**  Access to the premises is restricted.  A member of the STH Attendant Team will carry out a weekly inspection of the building and document the checks that they undertake. They will adhere to the lone working policy  Contractors visit site by prior arrangement and their visit is recorded for Track and Trace purposes.    For track and trace purposes, names and contact numbers of anyone attending the premises is held for 21 days.  H&S incidents, accidents, near misses and cases of non-compliance are reported to line managers and on the H&S reporting system.  Policies, procedures, practices and arrangements are reviewed and amended. Any changes are communicated to staff. | | 2 | 5 | 10 |  | 2 | | 5 | 10 | Facilities Manager / Team Managers | Observations, safety walks through operational areas,  weekly discussions with staff. |

**Approach – 5 Steps to Risk Assessment** <https://www.hse.gov.uk/risk/controlling-risks.htm>

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions

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| --- | --- | --- | --- | --- | --- |
| Likelihood: | 1  Very Unlikely | 2  Unlikely | 3  Fairly  Likely | 4  Likely | 5  Very  Likely |
| Consequences: |  | | | | |
| 5. Catastrophic | 5 | 10 | 15 | 20 | 25 |
| 4. Major | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate | 3 | 6 | 9 | 12 | 15 |
| 2. Minor | 2 | 4 | 6 | 8 | 10 |
| 1. Insignificant | 1 | 2 | 3 | 4 | 5 |

|  |  |
| --- | --- |
| 20-25 | **Stop** – stop activity and take immediate action |
| 15-19 | **Urgent action** – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 11-14 | **Action** – improve within specified timescale |
| 6-10 | **Monitor** – look to improve at next review or if there is a significant change |
| 1-5 | **No action** – no further action but ensure controls are maintained and reviewed |

1. Record your significant findings
2. Review your assessment and update, if necessary.