

**Risk Assessment:
Dartmoor National Park Authority (DNPA) - Covid-19 Secure in 2022**



Organisational risk assessment prepared in accordance with Government guidance – updated following return to Plan A restrictions announced on 20 January 2022

Department & Teams: All

Assessor's Name: Ali Bright

Date of Assessment: 27 January 2022

Review Date: 31 March 2022

Assessors Signature: Ali Bright

Manager's Name: Neil White, Head of Organisational Development

Manager's Signature: (accepting findings) Neil White

Key principles:

- 1) All DNPA employees will be provided with access to this risk assessment and are required to read this risk assessment and the specific risk assessment(s) for their place of work/duties. Any questions or concerns to be raised with their line manager before commencing work.
- 2) Any employee that has or develops any of the following symptoms – a high temperature; a new, continuous cough; a loss of or change to, your sense of smell or taste – must not attend work, stay at home and arrange to have a test in line with current government guidance.
- 3) COVID-19 remains a serious health risk. You should stay cautious to help protect yourself and others.
- 4) If a member of staff is contacted by the NHS Test and Trace Service <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> and told to self-isolate, they will need to contact their Line Manager immediately.
- 5) Staff are supported in working flexibly, working at home and the office to best meet business needs.
- 6) For staff attending the workplace, DNPA will continue to provide an enhanced cleaning regime and appropriate personal protective equipment. If staff wish to wear a face covering they will be supported in doing so.
- 7) **All staff have a responsibility to keep the workplace Covid-Secure by following rules in the Covid risk assessments. Any breach of the rules and measures put in place to control the risk of transmission may be considered gross misconduct and result in dismissal.**
- 8) DNPA encourages all employees to accept an offer of an approved NHS vaccination. Any employee that is unable (e.g. for medical reasons), hesitant or unwilling (e.g. for ethical or moral reasons) to be vaccinated is encouraged to discuss this with their line manager and/or HR to share understanding on a case-by-case basis.

This risk assessment is in addition to existing risk assessments (e.g. lone working) and all employees are reminded to work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

Hazard/Risk Description	Type of Harm	Existing Control Measures, where information can be found and safe system of work	Risk Rating With existing control measures (see matrix)	Recommended action where risks are not at an acceptable level – whom action and by when	Risk Rating With additional control measures (see matrix)	Residual Risk (If significant)	Comment
Exposure due to lack of social distancing in the workplace	Coronavirus infection	<ul style="list-style-type: none"> • Enable staff to continue to work flexibly where they can do so effectively. • Staff to ensure that they respect others personal space, following 1m+ separation as much as possible, (when inside buildings, and when outdoors and on site visits) • Repeated signage and markings in place advising of good hygiene practices and to respect each other's space. • Hand washing and alcohol gel available throughout all premises – this supply must be maintained. • Consider electronic alternatives to face-to face meetings, where appropriate. • Staff with symptoms instructed to self-isolate, not attend work and get tested. • Where possible windows should be opened to provide additional ventilation • Staff will be supported if they choose to wear face coverings at work • Staff encouraged to accept an offer of approved vaccination 	3x3=9	<ul style="list-style-type: none"> • Start times/finish times and lunch breaks should be staggered according to the needs of the service area to enable social distancing at entrances/lunch areas. 	2x3=6		

		to protect against the virus					
Exposure from public access to offices	Coronavirus infection	<ul style="list-style-type: none"> Visitors to the offices will be required to make appointments in advance. All visitors to hand sanitise before entering reception, or any meeting rooms. All visitors will have the option to check in using the NHS app. 	3x3=9	<ul style="list-style-type: none"> Signage encouraging visitors to wear face coverings will be provided (but this is not a requirement). (These can be provided if required). Visitors to be restricted to main reception and designated meeting rooms only. Visitors should be offered the opportunity to attend a virtual meeting rather than travelling to the office if they are willing to do so. 	2x3=6		
Exposure from contact with contaminated surfaces	Coronavirus infection	<ul style="list-style-type: none"> Increased cleaning regime throughout premises with specific focus on high contact surfaces – (e.g. door handles, handrails, kitchen areas and toilets). All offices to be provided with supplies of anti-bacterial gel and wipes. Staff encouraged to increase frequency of hand washing All doors within offices can be chocked open to reduce contact with door handles and increase ventilation <p>Chocks must be removed at the end of the day or when last person leaves the office, or if the fire alarm sounds.</p>	3x3=9	<ul style="list-style-type: none"> Hot desking to be avoided, wherever possible. If hot desking cannot be avoided, the workstation must be wiped down with sanitising wipes provided before and after each use. 	2x3=6		
Social distancing at lunch times	Coronavirus infection	<ul style="list-style-type: none"> Encourage the use of outdoor spaces (when possible) with 1m+ social distancing applied Staff to be encouraged to use their vehicles to have lunch in inclement weather. 	2x3=6		2x3=6		

Car Parking – Exposure due to lack of social distancing	Coronavirus infection	<ul style="list-style-type: none"> Many workers are continuing to work flexibly so car parks unlikely to be fully occupied Staff encouraged to walk or cycle to work Staff can separate by time if distancing is not possible, e.g. wait for neighbouring driver to get in car before exiting 	2x3=6		2x3=6		
Exposure due to contact with the public/visitors	Coronavirus infection	<ul style="list-style-type: none"> Offices to remain closed to the public Public to be encouraged to use online/remote access to services Staff to consider if visit to offices is required or number of visits can be reduced Staff to ensure that they follow 1m+ separation as much as possible, (when outdoors and on site visits) <p>Refer to separate risk assessment/guidance for site visits.</p>	2x3=6		2x3=6		
Lack of understanding	Coronavirus infection	<ul style="list-style-type: none"> Additional signage throughout all premises. Staff instructed not to come to work when presenting with Covid symptoms or coughs/colds 	1x3=3		1x3=3		
Exposure through use of work vehicles, including Pool Cars	Coronavirus infection	<ul style="list-style-type: none"> For most journeys, only one person in a vehicle at any time. No passengers to be transported. Sharing of pool cars/DNPA vehicles to be permitted in emergencies and for urgent or important work where not sharing vehicles is impractical. 	3x5=15	<ul style="list-style-type: none"> Hand washing for at least 20 seconds (or use of anti-bacterial gel if hand washing not available) before and after using vehicles Cleaning Wipes to be provided in the vehicles All staff to clean steering wheel, door handles (inside and out), gear stick, hand brake and all contact surfaces before and after use. Alcohol gel to be provided 	2x5=10		

		<ul style="list-style-type: none">• If sharing a vehicle, face coverings to be worn at all times, windows open as much as possible, sitting apart (front/rear) wherever possible• Shared use of vehicles to be limited as far as reasonably practical.• All surfaces within cab to be cleaned down before and after use.• No rubbish, waste or any other items to be left in vehicles.• Ongoing monitoring of usage and assessment• Staff encouraged to accept an offer of approved vaccination to protect against the virus		<ul style="list-style-type: none">• As much as possible drive with windows open unless there is a greater security risk from doing so for specific activities			
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	No injury/damage only	Minor first aid injury or illness	Injury or illness leading to 7 days off work	Major injury or illness e.g. broken bones, eye injury	Serious, fatality, disabling injury
Very Unlikely (has not happened before)	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely (has happened before, will again)	4	8	12	16	20
Very Likely (occurs frequently)	5	10	15	20	25

Risk Rating Score	Risk Level
1-5	Low
6-10	Medium
11-20	High
21-25	Intolerable