

RISK ASSESSMENT – Groundstaff

Working safely during COVID-19 and following the Government changes from 16 August 2021

What are the hazards?	Who might be harmed and How?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When was this done/implement?
Managing Risk & who should go to work					
Contact and spread of disease	Any persons working in groundsaff team	<ul style="list-style-type: none"> • Work in teams of 2 where possible • Lone working is safe areas • Lateral flow test – twice weekly. Encourage to test at home before arriving to work. Test kits available in office/depo if need • avoid contact with members of the public. If so, maintain safe social distancing and wear face mask • Hand gel provided to each employee • Hand sanitisers provider for each vehicle Anti-bacterial cleaners provided • Destination hand-cleaning • Wipe down inside vehicle – driver area- before and after use • Follow .gov current guidelines 		Head Groundsman, Groundsaff	On-going since 01/03/20. Updated 13/05/20 Dec 2020 – tier 4 January 2021 Jan – lone working rota 06.04.21 – back to office – all. Flow tests 14.05.21; 16/08/21
What are the hazards?	Who might be harmed and How?	What are you already doing to control the risks?	What further action do you need to take to control the	Who needs to carry out the	When was this done/implement?

			risks?	action?	
	Groundstaff working outside	<ul style="list-style-type: none"> • Lone or working in teams of 2 working • Regular cleaning of tools • To work with only tools needed • Keep in touch with workers on site/at work • Use of own mobile phones for communications 	<ul style="list-style-type: none"> • To avoid working in areas where there are groups of people • Stagger work times 	Head Groundsman, Groundsaff	
Who should go to work	Groundstaff (all)	<ul style="list-style-type: none"> • Workers in roles critical for the business operational continuity to attend work, but adhere to the appropriate safe working guidance • Avoid/minimise office contact. Use online video communications facilities / or use of phone and email to communicate with office staff • Head Groundsman to have access to the Council office 		Head Groundsman, Groundsaff	01/03/20 – ongoing/regularly reviewed
Protecting People					
Clinically vulnerable individuals	Employees	<ul style="list-style-type: none"> • Individuals with an 'at risk' health condition' or a member of their family, to work from home • Provide wellbeing support – regular contact by telephone or video platform 		Town Clerk/Head Groundsman, Groundsaff	01/03/20 ongoing
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Groundstaff employees	Employees	<ul style="list-style-type: none"> • Provide appropriate PPE/personal hygiene cleaning – handwash, paper towels, hand sanitiser 		Town Clerk/Head Groundsman, Employee(s)	01/03/20 ongoing
Social Distancing					
To maintain social distancing wherever possible, including arriving at work and departing from work	Groundstaff, members of the public, other employees	<ul style="list-style-type: none"> • Lone working arrangements • No members of the public allowed in work areas 		Head Groundsman/ Employees	01/03/20 ongoing Signage 19/05/20
Rest are, Depot, shed	Groundstaff	<ul style="list-style-type: none"> • Staggering break times • Encourage regular cleaning – anti-bac spray and gel provided 		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing Signage 15/05/20
Meetings/Communications between colleagues	Groundstaff	<ul style="list-style-type: none"> • Use of phones and messaging • Meet outside when possible 			23/03/20
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Members of the Public					
Manage contact with people	Groundstaff and members of the public	<ul style="list-style-type: none"> • Maintain the social distancing • Where site visit is necessary to explain preferably be outside and consider social distancing • Limit discussion with • Avoid working in areas where there are groups of people • Ensure all employees are briefed 		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing

		on social distancing			
Cleaning the workplace					
Depot, rest room	Groundstaff	<ul style="list-style-type: none"> • Open windows • Provided anti bac cleaner • Supply of cleaning cloths disposable cloths • Clear work spaces, frequent/daily wiping of work area 		Head Groundsman, groundstaff	01/03/20 ongoing
Handling equipment	Groundstaff	<ul style="list-style-type: none"> • Cleaning procedures for shared equipment in place • Allocated vehicles where possible and regular wiping down 		Head Groundsman, Groundsaff	01/03/20 ongoing
Personal Protective Equipment					
		<ul style="list-style-type: none"> • Face masks • Hand sanitise provided • Disposable gloves 		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing

Reference materials: [Working Safely during Covid-19 –Outdoor Work.gov.uk](https://www.gov.uk/guidance/working-safely-during-covid-19-outdoor-work) Risk Assessment will be reviewed monthly to keep up to date with Government guidelines