

**RISK ASSESSMENT – Groundstaff**

**Working safely during COVID-19 and following the Government changes from February 2022**

**This RA shows measure that have been implemented in the past to show the awareness and readiness to implement if Government guidance changes or if there was an outbreak at work**

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?
<b>Managing Risk &amp; who should go to work</b>					
Contact and spread of disease	Any persons working in groundsaff team	<ul style="list-style-type: none"> <li>• <del>Lateral flow test – twice weekly. Encourage to test at home before arriving to work.</del> Test kits available in office/depo if need.</li> <li>• (Council may have to purchase some with changes to accessing tests)</li> <li>• Hand gel provided to each employee</li> <li>• Hand sanitisers provider for each vehicle Anti-bacterial cleaners provided</li> <li>• Destination hand-cleaning</li> <li>• Wipe down inside vehicle – driver area- before and after use</li> <li>• Follow .gov current guidelines</li> </ul>		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. January and February 2022  June 2022
What are the hazards?	Who might be	What are you already doing to	What further action do you	Who needs to	When was this

	harmed and How?	control the risks?	need to take to control the risks?	carry out the action?	done/implement?
	Groundstaff working outside	<ul style="list-style-type: none"> <li>• Regular cleaning of tools</li> <li>• Keep in touch with workers on site/at work</li> <li>• Use of own mobile phones for communications</li> </ul>	<ul style="list-style-type: none"> <li>• To avoid working in areas where there are groups of people</li> <li>• Stagger work times</li> </ul>	Head Groundsman, Groundsaff	
Who should go to work	Groundstaff (all)	<ul style="list-style-type: none"> <li>• <del>Workers in roles critical for the business operational continuity to attend work, but adhere to the appropriate safe working guidance</del></li> <li>• <del>Head Groundsman to have access to the Council office</del></li> </ul>		Head Groundsman, Groundsaff	01/03/20 – ongoing/regularly reviewed January and February 2022 June 2002 – work back to normal
<b>Protecting People</b>					
Clinically vulnerable individuals	Employees	<ul style="list-style-type: none"> <li>• Individuals with an 'at risk' health condition' or a member of their family, to work from home</li> <li>• Provide wellbeing support – regular contact by telephone or video platform</li> </ul>		Town Clerk/Head Groundsman, Groundsaff	01/03/20 ongoing February 2022 June 2022
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?
Groundstaff employees	Employees	<ul style="list-style-type: none"> <li>• Provide appropriate PPE/personal hygiene cleaning – handwash, paper towels, hand sanitiser</li> </ul>		Town Clerk/Head Groundsman, Employee(s)	01/03/20 ongoing February 2022 June 2022
<b>Social Distancing</b>					
To maintain social	Groundstaff,	<ul style="list-style-type: none"> <li>• <del>No members of the public allowed</del></li> </ul>		Head	01/03/20 ongoing

distancing wherever possible, including arriving at work and departing from work	members of the public, other employees	in work areas		Groundsman/ Employees	Signage 19/05/20 February 2022 June 2022
Rest are, Depot, shed	Groundstaff	<ul style="list-style-type: none"> <li>Encourage regular cleaning – anti-bac spray and gel provided</li> </ul>		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing Signage 15/05/20 January and February 2022 June 2022 (March had refurbishment of Mess)
Meetings/Communications between colleagues	Groundstaff	<ul style="list-style-type: none"> <li>Use of phones and messaging</li> <li>Meet outside when possible</li> </ul>			23/03/20 January and February 2022 June 2022
<b>What are the hazards?</b>	<b>Who might be harmed and How?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When was this done/implement?</b>
<b>Members of the Public</b>					
Manage contact with people	Groundstaff and members of the public	<ul style="list-style-type: none"> <li>Maintain the social distancing</li> <li>Where site visit is necessary to explain preferably be outside and consider social distancing</li> <li>Avoid working in areas where there are groups of people</li> <li>Ensure all employees are briefed on social distancing</li> </ul>		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing January and February 2022 June 2022
<b>Cleaning the workplace</b>					
Depot, rest room	Groundstaff	<ul style="list-style-type: none"> <li>Open windows</li> <li>Provided anti bac cleaner</li> </ul>		Head Groundsman,	01/03/20 ongoing January and

		<ul style="list-style-type: none"> <li>• Supply of cleaning cloths disposable cloths</li> <li>• Clear work spaces, frequent/daily wiping of work area</li> </ul>		groundstaff	February 2022 June 2022
Handling equipment	Groundstaff	<ul style="list-style-type: none"> <li>• Cleaning procedures for shared equipment in place</li> <li>• <del>Allocated vehicles where possible</del> and regular wiping down</li> </ul>		Head Groundsman, Groundsaff	01/03/20 ongoing January and February 2022 June 2022
<b>Personal Protective Equipment</b>					
		<ul style="list-style-type: none"> <li>• Face masks</li> <li>• Hand sanitise provided</li> <li>• Disposable gloves</li> </ul>		Town Clerk/Head Groundsman, groundstaff	01/03/20 ongoing January and February 2022 June 2022

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

This RA was reviewed again 23 June 2022.