

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
<p><b>Ty Penallta</b></p> <p><b>Customer Services and Reception</b></p>	<p><b><u>Reasonable Measure</u></b> Stopping an infectious person being in an environment by e.g. prohibit people from attending if feel unwell, and advise they should get tested and ensuring that all employees follow self-isolation advice if they are a contact of a possible confirmed case.</p> <p><b><i>Proposed Approach:</i></b> <i>Access by a limited number of appointments per day only.</i></p> <p><b><u>Reasonable Measure</u></b> Ensuring that accurate records are kept of which employees (and, where applicable, customers / visitors / clients) have been present so that they can be contact traced if necessary</p> <p><b><i>Proposed Approach:</i></b> <i>Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p>	<p><b><u>Reasonable Measure</u></b> Reducing the time that people come into face-to-face contact.</p> <p><b><i>Proposed Approach:</i></b> <i>Yes appointments only – no payments unless part of a service request such as buying a permit</i></p> <p><b><u>Reasonable Measure</u></b> Changing work patterns so that people work in a fixed group or cohort or arrive at and leave work at staggered times. This limits the number of people that the virus can potentially spread to.</p> <p><b><i>Proposed Approach:</i></b> <i>Yes appointments only</i></p> <p><b><u>Reasonable Measure</u></b> Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p><b><i>Proposed Approach:</i></b> <i>Not possible</i></p>	<p><b><u>Reasonable Measure</u></b> Using anti-microbial surfaces.</p> <p><b><i>Proposed Approach:</i></b> <i>Appointments only, no payments taken unless part of a service request ie: buying a permit. Limit staff available,.</i></p> <p><b><u>Reasonable Measure</u></b> Reduce shared surfaces, where this cannot be avoided altogether.</p> <p><b><i>Proposed Approach:</i></b> <i>As above</i></p> <p><b><u>Reasonable Measure</u></b> Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p><b><i>Proposed Approach:</i></b> <i>As above</i></p> <p><b><u>Reasonable Measure</u></b> Regular handwashing and sanitising, including providing facilities and signage to encourage</p>	<p><b><u>Reasonable Measure</u></b> Frequently cleaning surfaces that are touched a lot</p> <p><b><i>Proposed Approach:</i></b> <i>New process required and agreement for staff to do this, new furniture if cloth furniture in place.</i></p> <p><b><u>Reasonable Measure</u></b> Increasing training on quality and effectiveness of cleaning</p> <p><b><i>Proposed Approach:</i></b> <i>New processes required or cleaning staff dedicated to the area</i></p> <p><b><u>Reasonable Measure</u></b> Providing hand sanitiser</p> <p><b><i>Proposed Approach:</i></b> <i>In place at setting</i></p> <p><b><u>Reasonable Measure</u></b> Avoiding sharing of equipment such as ‘hot-desking’</p> <p><b><i>Proposed Approach:</i></b> <i>Manageable if appointment only</i></p>	<p><b><u>Reasonable Measure</u></b> Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p><b><i>Proposed Approach:</i></b> <i>All available for use</i></p>	<p><b>Yes under stated Elimination Controls</b></p> <p><b>Suggest –</b></p> <p><b>September to December and monitor impact, footfall and refine approaches</b></p>

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	<p><b><u>Reasonable Measure</u></b> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><b><i>Proposed Approach:</i></b> <i>Ty Penallta provides sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><b><u>Reasonable Measure</u></b> Staff takes both vaccine doses as soon as recommended.</p> <p><b><i>Proposed Approach:</i></b> <i>Only use staff in setting with two vaccines in place</i></p>	<p><b><u>Reasonable Measure</u></b> Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p><b><i>Proposed Approach:</i></b> <i>Yes move all services on line and stop payment collections unless its part of a service request ie: buying a permit</i></p> <p><b><u>Reasonable Measure</u></b> Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</p> <p><b><i>Proposed Approach:</i></b> <i>Partitions in place at Ty Penallta. Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><b><i>Proposed Approach:</i></b> <i>In place</i></p> <p><b><u>Reasonable Measure</u></b> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><b><i>Proposed Approach:</i></b> <i>Limited opportunities – keep door open</i></p> <p><b><u>Reasonable Measure</u></b> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><b><i>Proposed Approach:</i></b> <i>Setting allows for this. One way system can be established, appointments would control numbers</i></p>	<p><b><u>Reasonable Measure</u></b> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><b><i>Proposed Approach:</i></b> <i>Staff numbers can be reduced through introduction of appointments only.</i></p> <p><b><u>Reasonable Measure</u></b> Staggering shifts</p> <p><b><i>Proposed Approach:</i></b> <i>Officer Hours only but staff numbers can be reduced through introduction of appointments only.</i></p> <p><b><u>Reasonable Measure</u></b> Ensuring people are maintaining physical distance between them,</p> <p><b><i>Proposed Approach:</i></b> <i>Partitions in place. Queuing and one way systems can be introduced.</i></p>		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		<p><i>disinfecting to be carried between appointments</i></p>	<p><b><u>Reasonable Measure</u></b> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><b><i>Proposed Approach:</i></b> <i>In place at Setting</i></p> <p><b><u>Reasonable Measure</u></b> Encourage vaccination take up of your workforce</p> <p><b><i>Proposed Approach:</i></b> <i>Underway</i></p> <p><b><u>Reasonable Measure</u></b> Physical distancing of staff and customers / children</p> <p><b><i>Proposed Approach:</i></b> <i>Partitions in place. Queuing systems can be introduced.</i></p> <p><b><u>Reasonable Measure</u></b> Limit time spent and/or numbers in rooms before ventilation</p>	<p><b><u>Reasonable Measure</u></b> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p><b><i>Proposed Approach:</i></b> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><b><u>Reasonable Measure</u></b> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><b><i>Proposed Approach:</i></b> <i>This would require a new process and an associated HR policy would be required</i></p>		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			<p><b>Proposed Approach:</b>  <i>Appointments only combined with queuing system</i></p> <p><b>Reasonable Measure:</b>            Effective comms and feedback on safety improvements</p> <p><b>Proposed Approach:</b>  <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p><b>Reasonable Measure:</b>            Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><b>Proposed Approach:</b>  <i>Will remain under review</i></p> <p><b>Reasonable Measure:</b>            Workforce planning and teams to maintain operational capacity</p> <p><b>Proposed Approach:</b>  <i>Appointments only will assist</i></p>			

**Assessment Summary**

**Venue** Ty Penallta

**Service(s)** Customer First

Reception

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Head of Service (Title):** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:**  / /

**Open Yes / No** Yes

**Control** Elimination

**Director** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:**  / /