

APPENDIX 2

| 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>Neighbourhood Housing Offices – Lansbury Park &amp; Graig Y Rhacca Community Housing Office – Holly Road</p> | <p><b>Reasonable Measure</b><br/>Stopping an infectious person being in an environment 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>Proposed Approach:</b><br/><i>Under current operational guidance staff are fully aware of the need to report symptoms to line managers immediately and to book PCR tests; to self-isolate if they test positive, irrespective of whether or not they have symptoms, and to follow official guidance if they are a close contact of a confirmed case.</i></p> <p><i>Access by customers for a limited number of prearranged appointments per day.</i></p> | <p><b>Reasonable Measure</b><br/>Reducing the time that people come into face-to-face contact.</p> <p><b>Proposed Approach:</b><br/><i>Yes, prearranged appointments only in Covid secure meeting spaces so numbers can be managed to ensure potential risks are minimised, however due to office size and layout to do this would create lone working issues.</i></p> <p><b>Reasonable Measure</b><br/>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>Proposed Approach:</b><br/><i>Not possible – lone working issues.</i></p> | <p><b>Reasonable Measure</b><br/>Using anti-microbial surfaces.</p> <p><b>Proposed Approach:</b><br/><i>Not available. Cleaning and disinfecting to be carried between appointments</i></p> <p><b>Reasonable Measure</b><br/>Reduce shared surfaces, where this cannot be avoided altogether.</p> <p><b>Proposed Approach:</b><br/><i>Dedicated desk spaces for almost all staff. An office attendance based on rotas and appointments would cause lone working issues. Cleaning and disinfecting to be carried between appointments. All work stations are kept clear to assist cleaning. If shared all staff clean the workstation before use and after use. All workstations are kept clear to</i></p> | <p><b>Reasonable Measure</b><br/>Frequently cleaning surfaces that are touched a lot</p> <p><b>Proposed Approach:</b><br/><i>Cleaning and disinfecting to be carried between appointments.</i></p> <p><b>Reasonable Measure</b><br/>Increasing training on quality and effectiveness of cleaning</p> <p><b>Proposed Approach:</b><br/><i>Advice and materials given to staff who will clean surfaces prior to and after appointments in accordance with agreed process.</i></p> <p><b>Reasonable Measure</b><br/>Providing hand sanitiser</p> <p><b>Proposed Approach:</b><br/><i>Would be provided</i></p> <p><b>Reasonable Measure</b><br/>Avoiding sharing of equipment such as ‘hot-desking’</p> | <p><b>Reasonable Measure</b><br/>Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p><b>Proposed Approach:</b><br/><i>Appropriate PPE for the tasks undertaken is available to all staff in all offices.</i></p> | <p>No.</p> <p><b>Staff to continue to work from alternative offices at Ty Gilfach and Business and Technology Centre on rota basis. Operate appointments from Ty Gilfach and the BTC under stated elimination controls and by appointment, in line with systems already in place that have facilitated limited access throughout Covid period. Appointment</b></p> |

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|                 | <p><i>Covid questions and advice given to customers.</i></p> <p><b><u>Reasonable Measure</u></b><br/>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><br/><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><br/>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></p> | <p><b><u>Reasonable Measure</u></b><br/>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><br/><i>Not possible.</i></p> <p><b><u>Reasonable Measure</u></b><br/>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><br/><i>Yes, continue to provide majority of services remotely. Appointments only offered where alternative arrangements and venues have been considered and are not appropriate, and for those elements of the service that cannot be completed remotely</i></p> | <p><i>assist cleaning. If shared all staff clean the workstation before use and after use.</i></p> <p><i>Colleagues to leave an hour between scheduled use of shared desks. Minimise shared equipment – staff use own mouse and keyboard.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p><b><i>Proposed Approach:</i></b><br/><i>Hand sanitising stations would be made available in all office spaces and public areas</i></p> <p><b><u>Reasonable Measure</u></b><br/>Regular handwashing and sanitising, including providing facilities and signage to encourage</p> | <p><b><i>Proposed Approach:</i></b><br/><i>Not possible for appointments. Manageable if appointment only and office rotas in place.</i></p> <p><b><u>Reasonable Measure</u></b><br/>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><br/><i>Difficult to reduce staff numbers through introduction of appointments only and office rotas due to office layouts and lone working issues.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Staggering shifts</p> <p><b><i>Proposed Approach:</i></b><br/><i>Only limited flexible working hours available</i></p> |   | <p><b>s offered after reasoned consideration of alternative options, and for those elements of the service that cannot be completed remotely.</b></p> <p><b>Suggest:</b></p> <p><b>Lansbury Park and Graig y Rhacca Neighbourhood Housing Offices and Holly Road Community Office to remain closed to the public until April 2022 when a further review will be undertaken.</b></p> |

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|                            | <p><i>The Neighbourhood Housing Offices do not provide sufficient space for social distancing and access and movement controls to be in place</i></p> <p><b><u>Reasonable Measure</u></b><br/>Staff takes both vaccine doses as soon as recommended.</p> <p><b><i>Proposed Approach:</i></b><br/><i>Staff be encouraged to take up vaccination opportunities. Encourage lateral flow testing at home Covid-passport/Covid-certificate or PCR testing would require a new process and an associated HR policy would be required.</i></p> | <p><b><u>Reasonable Measure</u></b><br/>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><br/><i>Screens would need to be installed but Interview rooms are too small to operate with partitions/screens installed so no Covid secure meeting spaces available. In offices partitions and screens would need to be installed to facilitate safe working environment.</i></p> | <p>regular handwashing and sanitising</p> <p><b><i>Proposed Approach:</i></b><br/><i>Would be put in place.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><b><i>Proposed Approach:</i></b><br/><i>Windows to be kept open where possible and practical. Where limited, opportunities will be maximised. Time spacing in small appointment meeting room to allow for ventilation between appointments. Doors kept open where practicable. No windows in meeting rooms. Doors unable to be left open due to confidential nature of appointments.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Limiting or controlling movement of people, for example one way</p> | <p><i>with normal office opening hours; office rotas and appointments would create lone working issues.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Ensuring people are maintaining physical distance between them,</p> <p><b><i>Proposed Approach:</i></b><br/><i>Setting does not adequately allow for this.</i></p> <p><b><u>Reasonable Measure</u></b><br/>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><br/><i>Use of face coverings in public areas and requested when moving around the building. All staff have access to PPE which is utilised as and when necessary.</i></p> |  | <p><b>Suggest:</b><br/><b>In conjunction with Heads of other services consider the opportunities available to provide appointments for customers at Housing surgeries in alternative Covid compliant venues that open to the public e.g. libraries</b></p> |

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|                 |  |                                   | <p>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>Proposed Approach:</b><br/> <i>Setting does not fully allow for this.<br/>                     All staff attending the offices would be aware of the need to maintain an appropriate level of social distancing.<br/>                     Numbers of staff allowed in kitchen/WC areas at any one time limited and signage ensures staff are reminded of these requirements.</i></p> <p><b>Reasonable Measure</b><br/>                     Provide clear signage (e.g. signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> | <p><b>Reasonable Measure</b><br/>                     Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><b>Proposed Approach:</b><br/> <i>This would require a new process and an associated HR policy would be required</i></p> |   |                                    |

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|                 |  |                                   | <p><b><i>Proposed Approach:</i></b><br/> <i>Clear signage and one-way systems would be put in place.</i><br/> <i>Provide signage at entrances advising attendance is by appointment only.</i></p> <p><b><u>Reasonable Measure</u></b><br/>           Encourage vaccination take up of your workforce</p> <p><b><i>Proposed Approach:</i></b><br/> <i>Underway</i></p> <p><b><u>Reasonable Measure</u></b><br/>           Physical distancing of staff and customers / children</p> <p><b><i>Proposed Approach:</i></b><br/> <i>Appointments only.</i><br/> <i>Advise public to attend alone where possible.</i><br/> <i>No interview rooms</i><br/> <i>allow social distancing or have partitions installed.</i><br/> <i>Any visitors to buildings will be pre-planned and by appointment only so triage arrangements, social distancing and the</i></p> |  |   |                                    |

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|                 |  |                                   | <p><i>use of PPE as required can all be planned ahead.</i></p> <p><b><u>Reasonable Measure</u></b><br/>Limit time spent and/or numbers in rooms before ventilation</p> <p><b><i>Proposed Approach:</i></b><br/><i>Controlled by appointment diary.</i></p> <p><b><u>Reasonable Measure:</u></b><br/>Effective comms and feedback on safety improvements</p> <p><b><i>Proposed Approach:</i></b><br/><i>Strong, consistent signage together with offering Customers and staff opportunity to provide verbal feedback on experience. Managers and staff are fully aware of the requirements on them and these have been in place and have been kept under review since the start of the first lockdown.</i></p> |  |   |                                    |

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|                 |  |                                   | <p><b><u>Reasonable Measure:</u></b><br/>Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><b><i>Proposed Approach:</i></b><br/><i>Will remain subject to review. Operational guidance for staff is continually kept under review to take account of changing WG guidance</i></p> <p><b><u>Reasonable Measure:</u></b><br/>Workforce planning and teams to maintain operational capacity</p> <p><b><i>Proposed Approach:</i></b><br/><i>Appointments will only assist. Essential frontline service delivery has been successfully maintained throughout the entire pandemic from Ty Gilfach and the Business and technology Centre.</i></p> |  |   |                                    |

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**Assessment Summary**

**Venue** \_\_\_\_\_  
**Service(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Open Yes / No** \_\_\_\_\_  
**Control** \_\_\_\_\_

**Head of Service (Title):** Fiona Wilkins  
**Signed:** \_\_\_\_\_  
**Date:** 17/09/2021

**Director** Dave Street  
**Signed:** \_\_\_\_\_  
**Date:** 17/09/2021