<table>
<thead>
<tr>
<th>DATE:</th>
<th>25/09/2020</th>
<th>DATE LAST ASSESSED:</th>
<th>25/09/2020</th>
<th>PERSONS AT RISK</th>
<th>INITIAL RISK RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE:</td>
<td>Economy and Environment, Planning Policy and Environment Team, Local Plans, (Planning Inspectorate – Local Plan Examination in Public)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JOB OR SITUATION:</td>
<td>COVID-19 Secure – Civic Office Risk Assessment – further guidance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITE OR LOCATION:</td>
<td>Civic Chamber, Civic Office, Doncaster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TASKS OR ACTIVITIES</td>
<td>HAZARDS &amp; RISKS IDENTIFIED</td>
<td>No.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Highlighted below is a link to the Governments 5 steps to working safely. The guidance provides practical actions for businesses to take based on 5 main steps. Make sure you read all the guides relevant to your workplace. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely
**RISK ASSESSMENT FORM (RA1)**

1. **Thinking about risk**
   COVID-19; no risk assessment in place
   
2. **Who should go to work**
   COVID-19; not considering that everyone should work from home, unless they cannot work from home.
   
   COVID-19 risk to people, consider
   2.1 Protecting people who are at higher risk
   2.2 People who need to self-isolate
   2.3 Equality in the workplace

3. **Social distancing at work**
   COVID-19 transmission risk from
   3.1 Arriving at work and leaving work
   3.2 Moving around building
   3.3 Workplaces and workstations
   3.4 Meetings
   3.5 Common areas
   3.5 Accidents, security and other incidents

4. **Managing customers, visitors and contractors**
   COVID-19 transmission risk from unnecessary visits to offices
   4.1 Manage contacts
   4.2 Providing and explaining available guidance
   4.3 Track and Trace

5. **Cleaning and maintaining the workplace**
   COVID-19 transmission risk from any site or location that has been closed or partially operated, which is not clean, when ready to restart
   5.1 Before reopening
   5.2 Keeping the workplace clean
   5.3 Hygiene: handwashing, sanitation facilities and toilets
5.4 Changing rooms and showers  
5.5 Handling goods, merchandise and other materials

<table>
<thead>
<tr>
<th>6. Personal Protective Equipment (PPE) and face coverings</th>
<th>COVID-19 transmission from the incorrect choice and use of PPE and face coverings.</th>
<th>6</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Face coverings</td>
<td></td>
<td>6</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Workforce management</th>
<th>COVID-19 transmission when the way work is organised to create distinct groups and the reduction in the number of contacts each employee has, has not been considered.</th>
<th>7</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Shift patterns and working groups</td>
<td></td>
<td>7</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7.3 Communications and training</td>
<td></td>
<td>7</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Inbound and outbound goods</th>
<th>COVID-19 transmission arising when social distancing is not maintained; and surface transmission is not avoided when goods enter and leave the site.</th>
<th>8</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
</table>
# RISK ASSESSMENT FORM (RA1)

## HAZARD NO.

### 1. No Covid-19 RA in place:

RA completed to reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

- Working from home is the first option.
- Building users reminded to increase frequency of handwashing
- Increased surface cleaning.
- Ensure measures in place to achieve Government Guidelines for social distancing of 2m.
- Service managers to give particular regard to whether people doing the work are especially vulnerable to COVID-19.
- The Staying Covid-19 Secure in 2020 notice is displayed.

### FURTHER CONTROLS

Continue to follow national and local guidance and review as required.

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, service/people managers to give consideration whether that activity needs to continue and, if so, all the mitigating actions possible will be taken to reduce the risk of transmission between staff.

Results of the risk assessment shared with the workforce and published on the Council website.

<table>
<thead>
<tr>
<th>FINAL RISK RATING</th>
<th>LOW</th>
<th>MEDIUM</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Who should work from the Civic Chamber, Civic Offic

- Staff and participants by invite only.
- Each Participant should be directed to INSP10 (Appendix A) which provides guidance to those participating at the Hearing sessions.
- Other participants should work from home and connect via Microsoft Teams via e-mail invite only. Those not participating can stay connected via YouTube.
- Turn people with coronavirus symptoms away. If a participant

- Clear signage is in position to indicate Social distancing measures.
- Further information will be communicated to participants to be based at the Civic Office following any changes in the current instruction to work.
- The Inspector and Programme
### RISK ASSESSMENT FORM (RA1)

**2** (or someone in their household) has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating.

Individuals should not work at the office if they are advised to stay at home under existing government guidance. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the Government’s test and trace program.


<table>
<thead>
<tr>
<th>Social Distancing</th>
<th>Inspector / Programme Officer</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1 Access and Egress</strong></td>
<td>ALL</td>
<td>FM</td>
</tr>
<tr>
<td>- Each participant must attend on their own. See INSP10 for care and support if required.</td>
<td>Programme Officer / DMBC Staff</td>
<td></td>
</tr>
<tr>
<td>- Participants should only access the building by the Emergency door to the right hand side of the main entrance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Queuing should be made into the Civic Square, everyone maintaining two meter social distance from each other.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Unless exempt, everyone should wear a face covering before entering the building and at all times other than when seated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Everyone will be asked to have a temperature test and complete a health declaration form (include track and trace details).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Additional cleaning of door handles throughout the day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Participants will be escorted to their dedicated seat in the Civic Chamber by a member of DMBC staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Participants will be escorted from the building via the stairwell.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.2 Front Building Lift:
- Signage will be provided.
- To be accessed via the Emergency Doors at the side of the building.
- Only to be used for upwards travel.
- One person at a time to use lift.
- Occupants advised not to touch the car sides or handrails if possible.
- Additional cleaning of lift buttons throughout the day.

### 3.3 Stairwell:
- The stairwell at the side of the “front building lift” (front stairwell) is a designated “Fire exit”. In these circumstances, these stairs are to be used for downwards travel only.
- Additional cleaning of handrails throughout the day.
- Users to maintain 2 metre distance from other stair users.
- Signage is in place to show the one way system and to remind building users to maintain 2 metre distance.

### 3.4 Council Camber:
- The EiP will be conducted via Microsoft Teams to minimise Participants in the building. Only confirmed and invited participants will be able to attend.
- The maximum occupancy of the room is 25 (Seats have been removed and designated seats are marked on Appendix B).
- This occupancy shall not be exceeded.
- Arrival to the Chamber will be made via the ‘front lift’ lobby area.
- Contactless hand sanitiser station outside the entrance to the Chamber.
- Participants will be escorted to their dedicated seat in the Civic Chamber by a member of DMBC staff.
- Participants should not rotate between desks to minimise the risk of cross-contamination.
- Reduce movement around the Chamber as much as possible.

---

**The Inspector and Programme Officer**

Additional screening may be required to shield staff at workstations next to “pinch-points”

---

**ALL**
Participants to remain observant and retain social distancing.
Each designated seat/desk area has its own microphone. Cleaning of these between sessions will be made available.
Avoid transmission during the meeting. No sharing of pens, documents etc.
No paper documents will be available or circulated before, during or after.
No refreshments will be provided. Water should only be consumed in the Chamber.
Desk wipes are provided so participants can sanitise their own work area before starting work.
Sanitising will be arranged in between breaks/sessions.
Participants are encouraged to bring their own personal sanitisrer.
One way system has been introduced with signage indicating the direction of travel.
The Viewing Gallery may only be used by DMBC staff where necessary (this is additional capacity to the 25 persons on the Chamber ‘floor’).
Avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.
From 14/9/2020 there are limits for social meetings and you must not meet in a group of more than 6, indoors and outdoors. There are exceptions for work purposes and weddings (up to 30 people.)

3.5 Break Out / Comfort Breaks:
No refreshments will be provided.
No kitchen facilities will be provided for participants.
Comfort breaks will be given (20/30 minutes during each session) as well as a longer break for lunch (up to 60 minutes).
No food to be consumed in the Civic Chamber.
Only water to be consumed in the Civic Chamber.
3.6 Cycle Stands
- If required cycle stands can be accommodated within the Staff area. Please contact Programme Officer.
- Stagger arrival/departure times to reduce crowding in the cycle stand area.
- Participants should be aware of social distancing whilst waiting to store their bicycles.

3.7 Fire Strategy:
- The fire risk assessment has been reviewed to take into consideration reduced occupancy and social distancing.
- If the fire alarm sounds a sweep will be made of Floor 2 including the Civic Chamber to ensure these are clear.
- Exit shall be made where Participants entered the building (front stairwell).
- While social distancing is important if the fire alarm sounds the first priority is to leave the building safely and go to the Assembly Point.
- When Participants are safely out of the building they should maintain social distancing.
- Changes to be communicated to all staff based at Civic Office.
- Any staff currently using the building who are not usually based there to contact ICT to be added to the Civic Office email distribution group to ensure they receive all updates.

3.8 First Aid:
- In an emergency e.g. an accident, people do not have to stay 2m apart if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.
- The First aid needs assessment to be reviewed taking into considering reduced number of first aiders on site.
### Managing customers, visitors and contractors

**Visitors:**
- Meetings should be conducted via Microsoft Teams wherever possible.
- Attendance will only be accepted by invite to Participants only.
- Maximum occupancy is displayed outside each meeting room. This should not be exceeded.
- No refreshments service will be operating for meetings.
- For exit of the Chamber, the front stair well should be used at all times and exit outside via from One Stop Shop side fire exit door.
- Visitors accessing site through the rear staff entrance will be instructed to provide details for NHS Track and Trace, further information below.
- **Turn people with coronavirus symptoms away.** If a staff member (or someone in their household) or a visitor has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating.

### NHS Track and Trace
- From 18/9/2020 keeping a record of all staff, customers and contractors will be enforceable by law.
- Staff, visitors and contractors entering the building via the Fire Exit doors will be instructed to leave contact details in case the Civic Office is identified as the location of a potential COVID-19 outbreak.
- Details will be retained for 21 days, this reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, this information should be securely disposed of.
- **NHS Test and Trace QR Code (see Appendix C)**
- Staff, customers and contractors are also able to use the NHS COVID-19 app to scan the QR code from 24 September 2020.
- Posters of the QR code will be displayed around the entrance and within the Chamber (Appendix C).
<table>
<thead>
<tr>
<th>Cleaning/maintaining the workplace</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Civic Office has been partially open during lock-down.</td>
<td>ALL</td>
</tr>
<tr>
<td>All areas have been deep-cleaned in advance of staff returning to work.</td>
<td>ALL</td>
</tr>
<tr>
<td>All statutory maintenance has been completed during the period of reduced occupancy, including ventilation systems.</td>
<td>ALL</td>
</tr>
<tr>
<td>Additional flushing of all outlets has been undertaken weekly due to reduced usage.</td>
<td>ALL</td>
</tr>
<tr>
<td>Hand sanitiser has been provided on entry points to the building. Participants are also encouraged to bring their own sanitiser.</td>
<td>ALL</td>
</tr>
<tr>
<td>There is increased cleaning throughout the day of frequently touched areas such as door handles and hand-rails.</td>
<td>ALL</td>
</tr>
<tr>
<td>Wipes have been provided to enable building users to clean their own workstation prior to and after use.</td>
<td>ALL</td>
</tr>
<tr>
<td>Signs and posters have been provided to build awareness of good handwashing technique and the need to increase handwashing frequency.</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Toilets/Washrooms</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Washroom occupancy reduced to one person by fitting additional handles on outer door.</td>
<td>FM</td>
</tr>
<tr>
<td>The Chamber has its own designation of toilets (x3) in the corridor outside the Chamber (see Appendix B).</td>
<td>FM</td>
</tr>
<tr>
<td>Contactless hand sanitiser station is sited on each floor outside the toilets. Participants are encouraged to bring their own sanitiser.</td>
<td>FM</td>
</tr>
<tr>
<td>Persons waiting to use the toilet facilities should adhere to social distancing.</td>
<td>FM</td>
</tr>
<tr>
<td>Contactless taps are provided</td>
<td>FM</td>
</tr>
</tbody>
</table>
**RISK ASSESSMENT FORM (RA1)**

- Additional cleaning of washrooms throughout the day will be in place.
- Ensure soap is refilled regularly.

### Shower Room:
- All shower facilities and changing rooms will be closed (Male shower room is currently closed due to essential maintenance works)

---

**ASSESSED BY:** Janine Porter (Facilities Management) Jonathan Clarke & Teresa Hubery (Local Plan Team)

**APPROVED BY:** Roy Sykes (Head of Planning)

**REVIEW DATE:** Following changes in Government/Public Health or Council Policies
Appendix A: Inspector's Guidance Note 10: Participating at Hearing Sessions

This guidance can be found on the Council's Examination Website via the following link and in the ‘Inspector/ Programme Officer Documents’ section:

https://www.doncaster.gov.uk/services/planning/local-plan-examination
RISK ASSESSMENT FORM (RA1)

Appendix C
Doncaster Council Chamber: socially distanced seats (green), lift, stairs, and toilet blocks