



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Return to Workplaces Process Following COVID-19 lockdown

Version	Date	Action
Version 1	June 2020	New Policy
Version 2	August 2020	Revised
Version 3	5 th January 2021	Revised – Clinically Extremely Vulnerable

1. Introduction

As the Council manages the staged return to the workplace our guiding principle is how we take care of our employees and safeguard their health and well-being. Many employees will be concerned and anxious about being in workplaces or travelling to workplaces. They will want to know that the Council will continue to provide support for their physical and mental health and provide assurances around current practices on flexible and remote working. This should be at the heart of any decisions and plans that we as a Council make.

This process document will provide a framework within which services can commence their planning in relation to how they return to the workplace and to delivering services in a sustainable way. It has been developed in line with the Welsh Government's [Keep Wales Safe - at Work](#) – Guidance for Employers and Employees and it has been updated to take account of the further guidance [‘Taking all reasonable measures to minimise the risk of exposure to coronavirus in workplaces and premises open to the public’](#).

2. Issues for Consideration

Heads of Service and Service Managers should consider the three questions below when considering re-instating their services back to the workplace:-

Is it required? The Welsh Government position remains that if employees are able to work from home they must continue to do so for the foreseeable future. The Council supports this view as many of our employees have continued to deliver services from home throughout the COVID-19 pandemic. Employees should not be required or placed under pressure to return to a workplace setting if there is not a clearly demonstrated business need for them to do so.

However, certain jobs require people to travel to, from and for their work – for instance to provide front line services. Requirements came into force on 7 April which mean that all businesses, and persons responsible for work which is being carried out on premises, must take all reasonable measures to ensure that a 2 metre distance is kept between all people on those premises (except members of the same household e.g. where a tradesperson is carrying out repairs in

someone's home). This includes work being carried out both indoors and outdoors.

Is it sufficiently safe? Employers have a duty of care to identify and manage risks to ensure that the workplace is sufficiently safe to return to. Employers should take their time with gradual returns to work to test health and safety measures in practice and ensure they can work with larger numbers before encouraging more of their workforce back.

Is it mutually agreed? It's vital that there is a clear dialogue between managers, employees and the trade unions in order that concerns, such as commuting by public transport, childcare and other caring responsibilities, changes to working times and working practices can be taken into account. In addition to this, employees concerns and worries about returning to the workplace should also be considered. Guidance is provided throughout this document.

The National Joint Council for Local Government Services support this approach, stating:-

Authorities should provide whatever reasonable support they can to employees to enable them to continue to provide services but, to minimise the risk of infection and absence, employees have a responsibility to:

- work from home if possible in line with the organisation's requirements. If their role means that they are unable to work from home, they should attend work if they are well enough to do so.
- be flexible in assisting in the delivery of the authority's service.

3. The Process for returning employees back to the workplace

It is the responsibility of the Corporate Director in conjunction with their Cabinet Member to identify which service is to return to normal duties, a plan of return must be prepared. This should be done in a prioritised order based on service needs.

- 3.1 A **Workplace Risk Assessment** must be completed taking into account current information from Welsh Government, Public Health Wales and NJC Guidance. Early consultation with the trade unions

in relation to the risk assessment is key to ensure a smooth transition back to work. This must include:-

- Model of operation including social distancing measures getting into work, at work and leaving work
- Methodology for contact with people while at work social distancing / PPE
- Management of Welfare provision e.g. breaks, lunch and toilet both in Council buildings while at work and also when working away from building environment e.g. grass cutting, site visits etc
- Lone working arrangements confirmed
- Knock on effect to other COVID-19 services covered by these staff who will be returning to work e.g. the food distribution centre, contact and tracing service etc
- Consideration of teams returning on a rota basis to minimise numbers

The corporate risk assessment procedure can be found [here](#).

Civic Centres

If the service is operating from a Council Building, service managers should refer to the Civic Centre Workplace risk assessment developed for the Quays, Neath Civic Centre and Port Talbot Civic Centre (**see Appendix 1**) developed jointly with the Trade Unions.

All other Council buildings

This Civic Centre workplace risk assessment will form the basis for risk assessments of all other Council buildings. Managers should liaise with the Responsible Person for the building to check if there are any building-specific issues that need to be considered, such as the maximum capacity in each building. A blank workplace risk assessment form is attached as **Appendix 2** for completion in relation to the non-civic buildings.

If you are the Responsible Person for the building and you need any specific advice and guidance please contact Facilities Management and/or your designated Health and Safety Officer.

- 3.2 Once 3.1 has been completed, the Head of Service /Accountable Manager should either arrange to meet with the Trade Unions or send them the risk assessment to consider.

Any queries should be dealt with and if necessary, further advice obtained from the relevant Health and Safety Officer and Facilities Management representative. Once the risk assessment is agreed, then the Head of Service / Accountable Manager can start making arrangements for employees to return to the workplace.

Attached as **Appendix 3** is a checklist for Heads of Service /Accountable Managers to complete to confirm that the necessary consultation arrangements have taken place with the trade unions and the risk assessments are complete and communication with employees has been undertaken.

Employee Risk Assessment

- 3.3 The employee [risk assessment tool](#) developed by the Welsh Government for NHS and Social Care employees who are vulnerable or at risk of contracting the Coronavirus, including Black and Ethnic Minority employees in particular, has now been recommended by Welsh Government as best practice for all workplaces.

Where an employee is classed as Clinically Extremely Vulnerable (previous shielding employees), with effect from 23rd December 2020, the Welsh Government's advice has changed and these employees should no longer attend work outside the home. For employees who fall within this group and have previously received letters from the Chief Medical Officer for Wales, the Welsh Government will be sending a letter out to these employees to confirm this advice. Further information is available [here](#).

Employees who consider themselves **Clinically Vulnerable**, may make a request to their manager for an employee [risk assessment](#) to be completed. The employee's returning to work plan should be documented.

For both Clinically Extremely Vulnerable employees and Clinically Vulnerable employees (where the outcome of the risk assessment is that returning to their post/workplace is not possible), the manager should discuss with the employee concerned the possibility that they may be required to be redeployed to a post where home working is possible (in line with the Council's agreed Redeployment Policy). The manager should contact their designated HR Officer and inform them that the employee is available for redeployment (home working only) so that suitable redeployment can be identified for them.

3.4 **Guidance on Face Coverings** (with effect from 14th September 2020)

The Welsh Government advice in relation to face coverings is that they should be worn in all indoor public places, for both customers and staff working in those indoor public areas. This also includes any public areas within buildings that are otherwise closed to the public, for example a reception area of an office building.

The exception to this is if the individual has a reasonable excuse not to wear a face covering if (for example):

- they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a disability or impairment;
- they are accompanying somebody who relies on lip reading where they need to communicate; or
- they are escaping from a threat or danger and don't have a face covering.

Employees working in areas where there is a perspex screen shielding the employee from the public are not required to wear a face covering.

Face coverings must be worn by employees in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area.

Face coverings should also be worn in indoor workplaces where social distancing cannot be maintained, unless there are strong reasons not to.

Face coverings will be available to employees if they turn up at a building which is open to the public without a face covering. They will be available at the reception area.

Further information on face coverings is available [here](#).

4. **Guidance for managers on returning employees to the workplace**

It is important that employees have as much notice as possible in relation to returning to the workplace in order that they can make the necessary arrangements and also get themselves ready for the change in routine etc.

Communications:

Before the return to any workplace it is important that managers keep employees informed about the likely return date, and any measures that will be put in place to ensure the safety of our workforce and the public.

Managers should tell employees what they can expect when they return, including any changes to working arrangements, working practices, or physical changes they might encounter in the building or workplace.

Employees should be told where they can see a copy of the risk assessment, agreed with the trade unions, and any other information it would be helpful for them to see prior to returning e.g. virtual tour of The Quays video will help employees understand what safety measures are being put in place across all workplaces.

Individual circumstances:

Managers should ensure that they give their employees an opportunity to speak to them confidentially about any particular individual circumstances that they want their manager to be aware of, and so that they have an opportunity to address these PRIOR to the return to the workplace.

Provided below is guidance on some of the circumstances that employees may find themselves in and what the Council's approach is in relation to these.

4.1 Employees defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) – previously known as ‘shielding’ and employees who are Clinically Vulnerable

Where an employee is classed as Clinically Extremely Vulnerable (previous shielding employees), with effect from 23rd December 2020, the Welsh Government's advice has changed and these employees should no longer attend work outside the home. For employees who

fall within this Group and have previously received letters from the Chief Medical Officer for Wales the Welsh Government will be sending a letter out to these employees to confirm this advice. Further information is available [here](#).

For these employees, the expectation is that they continue to work from home if they are able to. If this is not possible, the manager should discuss with them the possibility that they may be required to be redeployed to a post where home working is possible (in line with the Council's agreed Redeployment Policy). The manager should contact their designated HR Officer and inform them that the employee is available for redeployment (home working only) so that suitable redeployment can be identified for them.

Where an employee who is clinically vulnerable is returning to the workplace, a [risk assessment](#) and the employee [risk assessment tool](#) must be completed.

4.2 Employees who are self isolating

Employees who are self isolating will have notified their manager and the sick line that they are self isolating and for how long. This should be taken into account by managers when arranging a return to work. When the self-isolation period has ended, the employee should inform their manager of their current position and the manager should follow the relevant guidance, depending on the circumstances of each case.

4.4 Dealing with employees who are reluctant to return to the workplace

It is in the best interests of all parties to have an agreed plan in relation to employees returning to the workplace. In the event of an employee being reluctant to return to the workplace for no apparent medical reason, managers should deal with this sensitively. [Guidance](#) is provided by the Local Government Association as follows:-

It is anticipated that employees will, as far as possible within the constraints of caring responsibilities and complying with Government advice on self-isolating and social distancing, continue

to perform their duties and be flexible to ensure that services continue to be provided. Personal protective equipment advice should be followed both in relation to Covid-19 and any other risks applying to the roles that employees are asked to perform. If difficulties arise with a refusal to attend work or a refusal to carry out certain duties, managers should ascertain what the concerns are, consider what, if anything, can be reasonably done to address those concerns and take action accordingly, to encourage the individual to work.

The manager should carry out a stress risk assessment with the employee, where relevant, in addition to completing an individual [risk assessment](#) and the employee [risk assessment tool](#).

The corporate stress risk procedure can be found [here](#) and the stress risk assessment form [here](#).

If this has been done, but the individual still refuses to attend or perform the task then this may constitute unauthorised absence or partial performance (ie where they are only prepared to carry out certain tasks rather than their full range of duties). This may be a disciplinary issue, which may justify withdrawal of pay. The manager should explain the individual's contractual obligations and the consequences of refusing to work. If there is still no change in the individual's position, immediate advice should be sought from HR to ensure an appropriate and consistent approach can be taken.

5. Testing of Employees or Householder Member with Symptoms

Please refer to Welsh Government guidance to find out about testing arrangements: <https://gov.wales/apply-coronavirus-covid-19-test>

6. Wellbeing of Employees returning to the workplace

Our employees' health, safety and well-being during this pandemic is of paramount importance. This is a very fast-moving issue. Please try to keep up to date daily with the situation as it develops:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

<https://111.nhs.uk/covid-19>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading/>

Government information is being updated daily

Covid-19 means that we are all living and working in a very different way as well as coping with the unknown. It's important that you take care of your own and your employees' health and well-being, both physically and mentally as they are asked to return to work. Included in this is ensuring that all employees take their **annual leave** whether they are at home, working from home and when they return to the workplace.

There are lots of wellbeing guides and tools available on the HR Intranet which you can access by clicking [here](#).

Some things for managers to consider are:-

- Employees may need a re-induction into the workplace to help them feel connected and engaged (this could cover any health and safety changes in line with the risk assessment process covered in section 3 and changes in working practices as a result of COVID-19).
- Managers should be aware of the potential mental health implications of COVID-19 and their specific roles and responsibilities in relation to supporting staff.
- It is important to communicate regularly on wellbeing and mental health support, wherever possible supported by activities that encourage physical, mental, financial and social wellbeing. This could include:-

- Check in regularly with employees – ideally face to face and at least weekly

- Look for possible signs and symptoms of poor mental health
- Tackle unhealthy working habits
- Raise concerns about poor mental health with the employee
- Proactively review workloads
- Signpost to support services
- Promote wellbeing opportunities
- Undertake wellbeing action plans
- Review your own management style
- Keep in regular contact and review support where it is provided

Support for employees may include:-

- Phased return to work / the workplace
- Temporary or permanent flexible working arrangements, for example reduced hours or remote working (even after we return to 'normal')
- Changes to duties – temporary or permanent
- Time off for medical treatment
- Buddying, coaching or mentoring
- More regular rest periods
- Additional management support
- Change to start and finish time



Corporate Risk Assessment

Activity being assessed: Partial return to office working		Risk assessment reference number: Offices 1 Risk assessment created on: June 2020 Review date due: October 2020		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
Exposure to Covid-19	General <ul style="list-style-type: none"> This risk assessment has been developed in line with the Welsh Government's Keep Wales Safe - at Work – Guidance for Employers and Employees. Employees should only work or enter Authority buildings if the work they are doing cannot be done from home. Staff must have received authorisation from their Manager to work or enter the building. 	2	3	6

	<ul style="list-style-type: none"> • The employee risk assessment tool developed by the Welsh Government for NHS and Social Care employees who are vulnerable or at risk of contracting the Coronavirus, including Black and Ethnic Minority employees in particular, has now been recommended by Welsh Government as best practice for all workplaces. • Where an employee is classed as Clinically Extremely Vulnerable (previous shielding employees), with effect from 23rd December 2020, the Welsh Government’s advice has changed and these employees should no longer attend work outside the home. For employees who fall within this ground and have previously received letters from the Chief Medical Officer for Wales, the Welsh Government will be sending a letter out to these employees to confirm this advice. Further information is available here. • Employees who consider themselves Clinically Vulnerable, may also make a request to their manager for an employee risk assessment to be completed. As above, the employee’s returning to work plan should be documented. • <u>Guidance on Face Coverings</u> (with effect from 14th September 2020) The Welsh Government advice in relation to face coverings is that they should be worn in all indoor public places, for both customers and staff working in those indoor public areas. This also includes any public areas within buildings that are otherwise closed to the public, for example a reception area of an office building. 			
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	<p>The exception to this is if the individual has a reasonable excuse not to wear a face covering if (for example):</p> <ul style="list-style-type: none">• they are not able to put on or to wear a face covering because of a physical or mental illness, or because of a disability or impairment;• they are accompanying somebody who relies on lip reading where they need to communicate; or• they are escaping from a threat or danger and don't have a face covering. <p>Employees working in areas where there is a perspex screen shielding the employee from the public are not required to wear a face covering.</p> <p>Face coverings must be worn by employees in any area of the building where the public visit, for example when they enter/exit a building which is open to the public via the reception area.</p> <p>Face coverings should also be worn in indoor workplaces where social distancing cannot be maintained, unless there are strong reasons not to.</p> <p>Face coverings will be available to employees if they turn up at a building which is open to the public without a face covering.</p>			
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	<p>Further information on face coverings is available here.</p> <ul style="list-style-type: none"> • Any employee requiring a Personal Emergency Evacuation Plan (PEEP) will not be able to return to work at present. • Members of the public are only permitted to enter Civic Buildings by appointment only and during restricted times, as determined for each building. Only authorised employees and maintenance contractors to be allowed to enter buildings. Any other visitors will only to be allowed entry with prior authorisation from the Head of Service. • Main corridor doors are held open with magnetic devices which have been fitted to reduce the need to touch door handles (These devices will automatically close in the event of a fire alarm). • First Aid kits are located on each floor. <p><u>Operational Times and entry to building</u></p> <ul style="list-style-type: none"> • The office opening hours are 7.30am to 5pm. This will enable cleaning staff to carry out their main cleaning duties and maintain social distancing from 5pm. • Individuals to enter and leave the building by the main entrance where they must be signed in and out by the Concierge at the reception desk. 			
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	<ul style="list-style-type: none"> • A display board with key information for individuals in relation to the control of Covid-19 and a sanitation point is located inside the main entrance. • A completed 'Covid-19 Secure in 2020' poster is displayed on entry demonstrating compliance with Government guidance. • All exit points will be maintained in case of an emergency. <p><u>Hygiene – handwashing, sanitation facilities and toilets</u></p> <ul style="list-style-type: none"> • All individuals must use the hand sanitiser provided upon entering and leaving the building and wash/sanitise their hands regularly for the duration of the time they spend in the building eg. When leaving/returning to your workstation, before/after use of communal facilities/printer etc. • Hand washing facilities are readily available with liquid soap and water in place and disposable paper towels for drying hands. Hand sanitiser dispensers are also located on each floor. • All individuals are to be meticulous with their hand washing; washing thoroughly for at least 20 seconds on a regular basis. • Signs and posters are displayed to build awareness of good handwashing technique, and the need to increase handwashing frequency. 			
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	<ul style="list-style-type: none"> • Cover your cough or sneeze with a flexed elbow or tissue; immediately dispose of the tissue safely and wash/sanitise your hands. • Individuals to refrain from touching their eyes, nose, and mouth whilst at work. • Only 2 employees are permitted to enter the communal toilets at a time in order that a 2 metre distance can be maintained. If there are already 2 people in the communal toilets when you enter you must leave the area and wait outside. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • The cleaning and disinfecting of offices by cleaning staff has been increased with particular attention being paid to ‘high touch’ areas. • In addition, general cleaning wipes are available for employees who are encouraged to frequently clean their workstations and equipment. • Employees must clear personal workspaces and remove waste and belongings from the work area at the end of a shift. • A ‘clear desk’ policy must be followed which will assist with the cleaning and disinfecting of workstations. 			
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	<ul style="list-style-type: none"> • Accountable Managers to liaise with staff where desks need to be cleared and can contact the Facilities section who can provide boxes for storing items and/or provide assistance if required. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Social Distancing - Reducing the number of persons in any work area to comply with the required 2 metre social distancing rule. • Social distancing must be maintained at all times where it is possible, including when entering and leaving the building, in the car park and during lunchtimes, in order to avoid being coughed or sneezed upon and therefore reducing the risk of the spread of the Covid-19 virus. • Information signs including 2 metre distancing signage, room/lift capacity limits, floor markings of areas to help employees ensure they keep 2 metres apart have been placed around the building. • Protective screens have been positioned on reception desks and in the One Stop Shop. • Plans have been done for Port Talbot Civic Centre, Neath Civic Centre and The Quays to show how employees are able to be seated at least 2 metres apart. • The use of a rota system may be required in some sections to vary the times employees are in the office. 			
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	<ul style="list-style-type: none">• The use of 'hot desking' is discouraged. Employees should use their own designated workstations where possible.• If the Service dictates that hot desking is required, this should be kept to small Teams and additional cleaning and disinfecting measures will need to be carried out.• Due to the size of some corridors within the building, it will sometimes be difficult to keep a distance of 2 metres when passing another employee. In order to help reduce this problem and to limit the amount of time employees are in contact with each other, employees should not congregate or have discussions in corridors.• Employees to keep to the left hand side in the direction they are walking when moving around the building.• One way systems may need to be introduced in buildings where a 2 metre distance cannot be achieved in most areas.• Use of the stairs is encouraged rather than using the lift if possible.• Only one person at a time is permitted when using the lift. Hands should be washed/sanitised prior to entering and upon leaving the lift.• In order to avoid the use of shared fridges and taps in communal kitchen areas, employees are encouraged to bring in their own food and drinks. These could be brought			
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	<p>in cool bags to keep food fresh for the duration of the time the employee is in work. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.</p> <ul style="list-style-type: none"> • Communal kitchen areas should only be used by one employee at a time. • Avoid preparing drinks or other refreshments for colleagues. Any cups, mugs, crockery, cutlery used should be immediately washed up and put away after use. Do not leave any crockery or cutlery in the sink or on the draining board/worktop. • No sweets/snacks to be brought into work for sharing within teams. • Personal items should not be kept in communal areas eg. Coats, ppe etc. • The coffee shop will be closed until further notice. One microwave will be available for employees to use within this area and seating provided (one person per table). General cleaning wipes are available to allow employees to wipe down the surfaces, microwave door handle, tables and other touch points. • Use of kettles/toasters within individual offices is not permitted. 			
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	<ul style="list-style-type: none"> • Smoking only to be carried out outside, at least 10 metres away from the building maintaining a 2 metre social distance from others. • Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area. Wipes are available for employees to wipe down touch points on this equipment. • Sharing of equipment such as staplers, stationery etc. must be avoided. • Limit as far as possible shared use of items such as keys, petty cash box, etc. If multiple employees must use these then ensure they wash their hands before and after handling these items. • The ventilation system at The Quays has been turned off temporarily as a control measure against Covid-19. Instead windows can be opened and fans, provided and tested by the Authority, used in warmer weather. • Regular inspections and monitoring will take place to ensure rules are being adhered to (by Management and H&S section). • Employees must follow any instructions and information related to controlling the virus. • Any concerns in relation to control measures should be raised with your Manager. 			
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	<ul style="list-style-type: none"> • A separate risk assessment will need to be carried out for any activities carried out by individual sections where there are additional hazards and control measures required relating to those activities. <p><u>Meetings</u></p> <ul style="list-style-type: none"> • Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether a 2 metre distance can be maintained. • Avoid travel around the building eg. If you need to speak with someone in another part of the office or building, use the telephone, skype, 'teams' etc. to communicate with them rather than travelling to someone's desk. • All meeting rooms will be kept locked and if needed to be used must be booked via the Facilities section. This way arrangements can be made to ensure that the room is cleaned following its use. • If meetings are necessary, limited numbers are permitted to enter meeting rooms in order to maintain social distancing requirements and if the room has windows these should be opened to improve ventilation. Everyone must keep a 2 metre distance apart throughout the meeting. • Greet people without physical contact eg. avoid handshakes. 			
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	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If an employees or members of their household are displaying any symptoms of Covid-19 they must not come into work and follow Public Health Guidance. • If an employee develops/displays symptoms related to Covid-19 whilst in the workplace this should be reported and the employee should be sent home to self-isolate and must follow Public Health Guidance. The Manager must report this to the Facilities section (686253/facilities@npt.gov.uk) ideally by telephone so they can take appropriate action as soon as possible. This will include arranging for additional cleaning of the areas that have been used by the employee. • If any employees or a member of their household are displaying any symptoms of Covid-19 then they can be tested by contacting the relevant Officer as detailed in Appendix 3 of the 'Return to Workplaces Process' document available on the HR page of the Intranet. Contact and tracing will also be arranged. <p><u>Mental Health and Wellbeing</u></p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCBC intranet, which provides a wide variety of useful tools such as contact 			
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	information for support services, online stress control classes, working from home guidance etc.			
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Personal Protective Equipment

											Other
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
 All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting	<input type="checkbox"/>	
One to one	<input type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Other (please specify):	<input type="checkbox"/>	Risk Assessment published on Intranet

Emergency Procedures

Contact name:	_____
Contact number:	_____
Contact number (out of hours):	_____

Hospital:	Neath Port Talbot Hospital
Emergency Services:	999

Name:	Position:	Date:
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key								
Review date : Catherine Bevan	Likelihood 1. Very Unlikely - This will probably never happen/occur 2. Unlikely - Do not expect it to happen/recur but it is possible it may do so 3. Likely - Might happen or recur occasionally 4. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance 5. Certainty - Will undoubtedly happen/recur, possibly frequently	Severity 1. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. 2. Minor - Injuries or illness requiring on site first aid. Temporary impairment. 3. Medical Treatment - Injuries or illness requiring hospital treatment. 4. Major - Injury or illness resulting in permanent impairment. 5. Fatal - Fatality.	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: 7/1/21				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk

APPENDIX 2














Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Corporate Risk Assessment (to be used for non-civic buildings)

Activity being assessed:	Risk assessment reference number:			
	Risk assessment created on:			
	Review date due:			
Persons undertaking or affected by the activity				
<input type="checkbox"/> Employees <input type="checkbox"/> Contractor <input type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>

Personal Protective Equipment

											Other
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
 All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting	<input type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input type="checkbox"/>
Other (please specify: _____)	<input type="checkbox"/>

Emergency Procedures

Contact name: _____
 Contact number: _____
 Contact number (out of hours): _____

Name: _____	Position: _____	Date: _____
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

Reviews	Key								
Review date :	<p>Likelihood</p> <p>6. Very Unlikely - This will probably never happen/occur</p> <p>7. Unlikely - Do not expect it to happen/recur but it is possible it may do so</p> <p>8. Likely - Might happen or recur occasionally</p> <p>9. Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance</p> <p>10. Certainty - Will undoubtedly happen/recur, possibly frequently</p>	<p>Severity</p> <p>6. Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects.</p> <p>7. Minor - Injuries or illness requiring on site first aid. Temporary impairment.</p> <p>8. Medical Treatment - Injuries or illness requiring hospital treatment.</p> <p>9. Major - Injury or illness resulting in permanent impairment.</p> <p>10. Fatal - Fatality.</p>	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk

Checklist for returning back to the workplace

		YES	NO
1.	Has building risk assessment been completed?		
2.	Has risk assessment of tasks/activity of job been completed?		
3.	Have the trade unions been consulted on risk assessments?		
4.	Have trade unions agreed risk assessments?		
5.	Have employees been informed of the date of the return to work and the arrangements that are in place?		
6.	Have employees who are unable to return and unable to work from home been informed that redeployment may be an option?		
7.	If answer to 7 is yes, has HR been informed?		