

EAST HAMPSIRE DISTRICT COUNCIL / HAVANT BOROUGH COUNCIL
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS
RISK ASSESSMENT: REOPENING OF HIGH STREETS: COVID 19 ECONOMIC RESPONSE ACTIVITY

1. What are the hazards?	2. Who might be harmed and how? <i>Initial Risk Rating</i>	3. Evaluate what are you already doing?	4. Do you need to do anything else to manage this risk? <i>Revised Rating</i>	5. Action by whom?	6. Action by when?	7. Done
Example						
Guidance. When completing a risk assessment, you should:	1. Identify the persons at risk and the significant hazards. Refer to HSE Risk Assessment guidance (INDG163(rev4)) 2. Assess an Initial IRR (Initial Risk Rating) for the activity consider both the likelihood (L) and severity (S) ratings and using the table of risk below insert the appropriate colour code indicating how employees/others may be harmed without controls. 3. Identify risk control measures that reduce the risks to an acceptable level, using HSE Guidance and Industry Codes of Practice. 4. Record your significant findings – Revise your Rating- RR – you should consider how much safer the task will be if the control measures are followed. Here, you should consider both the likelihood (L) and severity (S) ratings and using the table of risk below insert the appropriate colour code. 5. Who is Must action the controls or supervise the activity 6. Action by when (date) or is risk ongoing therefore controls must remain in place with REGULAR review 7. Actions completed (date) - controls sustained and in place					
EXAMPLE 1 Slips and trips	2 <i>Officers and visitors may be injured if they trip over objects or slip on spillages</i>	3 <i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Officers keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	4 <i>Monitor housekeeping in Officers kitchen, e.g on spills and remind Officers to tidy up</i>	5 <i>All Officers, supervisor to monitor</i>	6 <i>01/10/2010</i>	7 <i>01/10/2010</i>

To determine the level of risk, correlate the “**Likelihood of Occurrence**” with the “**Severity**”. E.g. a **remote** chance of a **serious personal injury** gives a “**medium**” risk rating

Table of Risk			SEVERITY	
med	high	high		Serious personal injury
low	med	high		Significant injury
low	low	med		Minor injury
Remote	Possible	Probable		
LIKELIHOOD				

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Summary: *what are you doing and why?*

As part of the COVID 19 re-opening of the high street safely (RHSS) funded by CLG under the European Regional Development Fund (ERDF), EHDC and HBC would like to carry out quarterly footfall surveys so that they can gain accurate and immediate data.

Officers from both Councils and volunteers from the local community will be carrying out the surveys, which will take place every quarter. As a minimum, the footfall surveys will be carried out by a team of two (2) surveyors.

The surveyors will be counting pedestrians and shoppers circulating in the town centres, as defined in the Grant Action Plan.

Other activities are to include lead officers taking part with the surveyors in trial runs in the town centres prior to the survey dates. This will help with understanding the lay-out of the town and confirming the survey schedule.

Equipment for the survey will be provided to the surveyors by EHDC and HBC, and will include clipboards, counter, stopwatch and reporting documentation.

Officers might also conduct some ad-hoc visits during the survey days to assist the surveyors.

All officers and volunteers engaged in this activity need to be aware of the risk to themselves, perception of risk to others - and to minimise the same.

1. What are the hazards?	2. Who might be harmed and how? <i>Initial Risk Rating</i>	3. Evaluate what you are already doing?	4. Do you need to do anything else to manage this risk? <i>Revised Rating</i>	5. Action by whom?	6. Action by when?	7. Completed
Covid-19 infection Biological Footfall survey	Officers, volunteers, public Contracting the virus	All Officers and volunteers aware of the need for social distancing and the wearing of personal safety equipment. The activity will involve: 1. Collecting the survey equipment and documentation from Officer at trial run – one Officer providing equipment at each survey and wearing personal safety equipment. in line with government guidance 2. Minimise the number of officers and volunteers meeting at any one point to	<ul style="list-style-type: none"> • Location visits will only be undertaken or conducted under the current lone working and driving to and from policies. • Location visit to be undertaken, but social distancing must be adhered to. • Officers and volunteers will wear personal safety equipment in the form of face covering when appropriate • Officers and volunteers will have antibacterial hand sanitising wipes, gel or clean if touching any surfaces during the inspection to be able to fully decontaminate after the inspection should it be necessary. 	Beatrice Hubert-Price and Danielle Friedman-Brown - to ensure all officers and volunteers are briefed and have approved the risk assessment	By the beginning of week commencing: 19/10/2020	

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		<p>fewer than 6 at each survey date and location, maintaining social distancing where possible and wearing personal safety equipment. in line with government guidance</p> <p>3. Officers and volunteers conducting footfall surveys will position themselves on pavement and/or street corners. Each officer or volunteer shall wear personal safety equipment. in line with government guidance, maintain social distancing from members of the public where possible, be aware of unease (if any) amongst the general public) and remove themselves from the situation as appropriate. No contact or conversation with members of the public or businesses are required – but professional and considerate demeanour to be maintained at all times.</p> <p>4. No Officer or volunteer shielding, presenting symptoms or living with anyone presenting symptoms will take part in this activity.</p>	<ul style="list-style-type: none"> • Officers and volunteers will avoid contact with people on site or the general public. • Officers and volunteers will wear an appropriate ID Badge • Maintain two metres social distancing always. • Request or provide phone or email details to communicate if approached • Will not enter internal premises. 			
Lone Working	No hazards associated with this job step.	<ul style="list-style-type: none"> • Review any appropriate records held and assess suitability of lone visit. • Plan the route 		All	By the beginning of week commencing: 19/10/2020	

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		<ul style="list-style-type: none"> • The officer and volunteer must ensure that a person is aware of the location of where they are to carry out the footfall survey (full address to be provided) and they must ensure that their vehicle registration is provided. Estimated time of return to be provided. Information of the site visit must be inputted into the officers' outlook diary 24 hours prior to the visit, this is to include the name of the authorising manager. • If the officer or volunteer is likely to be more than 30 mins late, they should contact their contact at the Council and advise of revised estimated time of arrival. If the officer or volunteer is 30 mins late and has not contacted the office, lead officer to ring officer or volunteer. If no response, Officers to ring the home of the officer or volunteer. If no response, Officers to report to Line Manager. • Officer or volunteer to have a charged mobile phone and charging device with them or in vehicle. Number of phone to be logged on emergency contact list. 			
Weather conditions	Sun-exposure / sun burn	<ul style="list-style-type: none"> • Officers or volunteers to provide their own sunscreen 		All	By the beginning of

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	Inclement weather	<p>to be used appropriately and a hat for sun protection. Where possible, meetings should take place in the shade. Officers and volunteers also to provide their own water only for their own consumption (not to be shared).</p> <ul style="list-style-type: none"> • In the event of rain, the footfall survey will be postponed. 			week commencing: 19/10/2020	
Travel to and from venue	Usual driving hazards, weather conditions, parking safely, parking facing an exit route.	<ul style="list-style-type: none"> • Officers and volunteers will generally be using their own vehicle. • Officers and volunteers are aware of the potential for normal driving accidents. • Cars should be properly maintained, fit for purpose (current MOT), taxed and insured with "business use". • Officers and volunteers must be fit to drive and prior to leaving their vehicle ensure all valuables and official documents are stored out of sight. 		All	By the beginning of week commencing: 19/10/2020	
Personal Safety on Footfall Survey activities	<p>Injury, fracture, puncture wound</p> <p>a) Attack by animals (e.g. dogs, geese, horse) b) Slips, trips, falls, sharp objects, falling objects.</p> <ul style="list-style-type: none"> • Unfriendly welcome and a potential for both 	<ul style="list-style-type: none"> • Only to be undertaken in public places. • Officers and volunteers are not to enter the site or private places. • Care should be taken to avoid trips and falls, particularly when surfaces are wet or uneven. Care 	<ul style="list-style-type: none"> • Reminder of personal safety when conducting activities 	All	By the beginning of week commencing: 19/10/2020	

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	<p>verbal abuse and physical abuse and/or violence</p> <ul style="list-style-type: none"> • Unanticipated intervention by aggressive third party • Encountering members of the public • Potential contact with infectious diseases. • Potential injury / infection from sharps • Risk of sexual assault or inappropriate behaviour • Allegation of theft or assault by claimant. 	<p>should also be taken to avoid sharp objects. Avoid any objects that have the potential to fall. Dynamic risk assessment</p> <ul style="list-style-type: none"> • Personal COVID-19 safety equipment to be kept on person and in vehicles and used appropriately. • Go in pairs, separate vehicles SD • Officers and volunteers must be alert when carrying out location visit. • If officers and volunteers have any concerns /doubts as to their own personal safety or safety generally, the visit is to be abandoned. All Officers and volunteers are to carry ID. • Personal safety equipment to be worn at all times. • Do not administer any first aid. Summon professional medical help. Any concerns seek medical advice. • Officers are trained to recognize and handle aggressive and violent members of the public. • All incidents, including inappropriate behaviour, must be reported to EHO (Health & Safety)/HPS to ensure risk is minimised during any future dealings. 				
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		<p>Where appropriate report to Police immediately.</p> <ul style="list-style-type: none"> • Any concerns leave. • Officers and volunteers are made aware of the level of conduct expected • Report allegations to line manger 			
Lone Working	Working in isolation	<ul style="list-style-type: none"> • Mobile phone must be carried and hold sufficient charge. • It is required that the footfall survey be carried out by two officers or volunteers. If this cannot be organised, then the officer or volunteer must appoint a buddy who will need to be available to be contacted by telephone and advised by the Officer when starting the footfall survey and when the survey has completed and the officers and volunteers have left. If officer or volunteer does not ring back within the agreed time scale, buddy to ring officer, after 30 mins. If no reply, the Line Manager and Police to be contacted. 		All	<p>By the beginning of week commencing:</p> <p>19/10/2020</p>
<p>Covid 19 virus</p> <p>Site Visits</p> <p>Biological</p>	<p>Officers, public</p> <p>Risk of Contracting the virus</p>	<p>All Officers and volunteers aware of the need for social distancing and the wearing of personal safety equipment.</p> <ul style="list-style-type: none"> • All officers should refer to Personal Safety section of 	<ul style="list-style-type: none"> • Prior to site visit: Can it be dealt with over the phone? You can arrange a visit for another time. • • Location visits will only be undertaken or conducted under the 	All	

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		<p>this risk assessment and adhere to the guidance on Site Visits</p> <ul style="list-style-type: none"> • All officers to wear ID at all times • No Officer shielding, presenting symptoms or living with anyone presenting symptoms will take part in this exercise. 	<p>current lone working and driving to and from policies.</p> <ul style="list-style-type: none"> • <ul style="list-style-type: none"> • If you have any concerns regarding a visit, speak to your line manager • If a location visit must be undertaken, social distancing must be adhered to. Maintain two metres social distancing always if able. • • Ensure you have a supply of hand gel/wipes, tissues, disposable gloves and a plastic bag in your car/work bag at all times. Officers and volunteers will wear personal safety equipment. in the form of gloves and face mask when appropriate. • • When arriving on site if any concerns become evident (e.g: the premises are closed or there are health concerns about the customers you are dealing with), leave and report this to your line manager • • Officers will avoid contact with people on site or the general public, including shaking hands. • • Officers must avoid touching their nose, eyes and mouth. • • Officers will wear EHDC or HBC ID Badge always 			
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			<ul style="list-style-type: none"> • • Request or provide phone or email details to communicate if approached. • • Officers must ensure that they have all attendees of site visit contact details on record. For example via email meeting invite for possible track and trace purposes. • Wash or wipe your hands after the visit, if using wipes, place them in a plastic bag ready for disposal in a bin. • Dispose of gloves and face masks, if used in the same plastic bag • If returning to the office / home wash hands with soap & water on arrival. You may need to clean/disinfect any objects or equipment that you used on site. • Dispose of any tissues/wipes etc into a bin if you have not been able to do so already. • Report any concerns with someone who is self-isolating or with someone who is unwell to your line manager. 			
Completed by:	Beatrice Hubert-Price		Team / Service:	Regeneration & Place-making Team		
Date of completion:	09/10/2020		Review date:			

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Dynamic Site Specific Concerns

Employee PPE Requirements for this operation

								
Safety Footwear	Safety Mask	Safety Gloves	Safety Clothing	Safety Hearing Protection	Safety Glasses	Safety Head Wear	Safety Face Protection	Highway Reflective Clothing
<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"/>

Tick the relevant box above to show Personal Protective Equipment requirements (PPE)

Specific PPE comments/ Standards based against HSE Guidance or Industry Codes of Practice

Note: PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort and should only be worn when there is reasonable justification for doing so.

Version	Document Date	Comments	Author	Agreed by Management	Date
1	09/10/2020	October 2020 Footfall survey in Petersfield	Beatrice Huber-Price		09/10/2020

All team members must have sight of the completed risk assessment and sign to say that they have read the risk assessment

Print Name	Signature	Date
Phil Shaw		

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John Lees		

Your risk assessments should be saved in the folder for your service located here:

EHDC - J:\EHDC\Corporate Data\Corporate Shared Folders\Risk Assessments

HBC - J:\HBC\Other\Shared\Shared\Risk Assessments and Safe Systems

Please remember to archive your old RA's within this folder