

LEEDS CITY COUNCIL				ALL SERVICES			
CORE COVID-19 RISK ASSESSMENT: West Leeds Activity Centre							
Responsible Manager: Vicky Fuggles		Signature	Date	Richard Baker – Caretaker (RB)			
Assessment by: Chris Ingham, Head of Health, Safety and Wellbeing Neil E Bowden – Project Manager Vince Foster (VF)		Signature	Date	Review Date:	Trade Union Representatives Consulted: Sally Ryan Shaun Watson Dick Banks	Health and Safety Advisers Involved: Paul Collin Chi Nghi Manford	
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?		What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)
<p>Exposure to, or spread of, Covid-19 Virus.</p> <p>Transmission of the virus is usually by:</p>	<p>WHO: All employees, service users, learners, contractors, internal room bookings.</p> <p>People with certain, identified key risk factors are known to have worst outcomes if they contract COVID-19 e.g. certain underlying health conditions, BAME, age, older males, pregnant employees.</p> <p>HOW: People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> ➤ virus moves from person-to-person in droplets from the nose or mouth, which are spread when a person with the virus coughs, sneezes or exhales; ➤ the virus can survive for up to 72 hours out of the body on hard surfaces which people have coughed on, etc; ➤ people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth. <p>People who have the virus may experience: no symptoms; a mild illness; or serious complications</p>	<p>1. Avoiding Exposure:</p> <p>LCC is supporting employees to work from home wherever possible.</p> <p>2. Protecting Those at Higher Risk:</p> <p>LCC has developed a process, agreed with Trade Unions, to protect employees either who have been told to shield at home by a health professional or who have a relevant, underlying health condition – specified in Public Health England Guidance. This also covers employees who live with someone who falls into these categories.</p> <p>LCC has also developed an Individual Risk Assessment process for employees who may have one or more key risk factors, including BAME and Men over 60.</p> <p>Occupational Health professionals assist this process when requested to do so by a manager or employee. Trade Unions are also a good source of support for staff.</p> <p>3. Prevention of Spread</p> <p>LCC has, and continues to, provide guidance to all employees as to when they must not attend work, in line with prevailing PHE guidance. This includes those who are symptomatic and have to self-isolate, those who live with someone who has symptoms, or those who have been advised to self-isolate as a result of the ‘test and trace’ programme (whereby relevant contacts of confirmed cases will be advised to self-isolate. This could be a group of employees working in the same ‘bubble’ as the case).</p>	<p>1.Avoiding Exposure:</p> <p>Closure of services to non-essential contractors.</p> <p>All staff and visitors are advised to not use public transport, if they do they are to use appropriate IIR Face Masks and get changed when they arrive.</p> <p>A reduced offer of activities to LCC partners- activities where social distancing and other COVID measures cannot be maintained appropriate PPE is used and enhanced hygiene procedures in place as appropriate.</p> <p>2.Protecting those at Higher Risk:</p> <p>Establish which staff have one or more key risk factors and an undertake Individual Risk Assessment. Task specific COVID RA to be sent to Occupational Health prior to any staff consultation. OH recommendations are sent to the manager whether the workplace is safe to return and/or whether further reasonable adjustments are required</p>	<p>VF</p> <p>VF</p>	<p>Immediately unless stated otherwise</p> <p>September</p> <p>September</p>	<p>Y</p> <p>Y</p>	

	<p>requiring hospitalisation and sometimes leading to fatalities. Outcomes are worse for people with key risk factors.</p>	<p>N.B symptoms include: high temperature; a new, continuous cough; and/or a loss of, or change to, your sense of smell or taste.</p> <p>Guidance has also been issued as to the action to be taken if someone becomes symptomatic at work.</p> <ul style="list-style-type: none"> Isolate in a separate room with a closed door. (interview room 1) Where supervision is required with 1 member of staff (maintain 2 metre distance if possible). If maintaining 2 meter distance is not possible then staff member should wear PPE (disposable gloves, apron and mask). Eye protection should be risk assessed. i.e. risk of bodily fluids are expelled- (coughing, vomiting) etc. If eye protection is reusable, it must be sufficiently cleaned and disinfected. Ventilate the room with an open window if possible. Display notice on door of room to inform staff the room will be closed and not reopen until it has been thoroughly cleaned (if possible room should be left for 72 hours before cleaning) <p>Ensure symptomatic person uses a separate bathroom from others if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <p>Services will also seek to find out in advance whether customers are self-isolating or shielding before services are offered (wherever possible).</p> <p>All sessions to have a full briefing before the session commences to remind all staff regarding COVID guidance – SPACE, FACE, HANDS.</p> <p>All Staff will be reminded of the following :</p> <ul style="list-style-type: none"> Wash your hands regularly and for 20 seconds Keep a safe distance wherever you can Cover your face in enclosed spaces Stick to the new national “rule of six” and try to limit contact wherever possible Isolate when you need to/are advised to e.g. after a holiday abroad, contact with someone with the virus, contacted by test and trace, in a bubble in education with a positive case – and draw on community support where needed 	<p>3. Prevention of Spread</p> <p>A record of persons who may have come into contact with an individual suspected to be COVID-19 positive to be kept for 21 days to assist track and trace.</p> <p>WLAC admin team email to group leaders the week before their groups visit asking if members of their group have Covid Symptoms and are self-isolating or shielding. If they are they are told not to visit.</p> <p>PTT have their own risk assessment in place. This is to include what will happen should one of their team report feeling unwell from home.</p> <p>The Area inclusion partnership team have their own risk assessment in place. This is to include what will happen should one of their team report feeling unwell from home.</p> <p>Growing Better Together have their own risk assessment in place. This is to include what will happen should one of their team report feeling unwell from home.</p> <p>Plate to plate have their own risk assessment in place. This is to include what will happen should one of their team report feeling unwell from home.</p> <p>Independent groups such as the football team have their own risk assessments in place. This is to include what will happen should one of their team report feeling unwell from home.</p> <p>All of the above are in their own bubbles and we never have cause to meet.</p>	<p>VF</p> <p>VF/WW</p> <p>VF & Host member of staff</p> <p>VF</p>	<p>September</p> <p>September</p> <p>When required immediate action taken</p> <p>September</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<ul style="list-style-type: none"> - Only get a test if you have one or more coronavirus symptoms - high temperature; a new, continuous cough; a loss or change to your sense of smell or taste. Book a test online or call 119 for a test - Get the App when it is available next week - Be aware of the penalties for breaking the rules and that additional enforcement activity is taking place <p>3a. Prevention of Spread when in contact with young people</p> <p>Staff to maintain a distance of 2 metres (where possible) away from co-workers and young people.</p> <p>Staff to have a maximum of three young people per room at WLAC to minimise the contact between staff and young people.</p> <p>Staff and young people NOT to enter other people's rooms for any reason to reduce cross contamination.</p> <p>Staff to minimise any physical contact with young people or co-workers during session.</p> <p>Staff coughing – staff must aim to cough into their tissue or elbow area and report symptoms to management if cough becomes persistent with a temperature.</p> <p>Young person with a persistent cough – Staff to maintain a 2 metre distance and provide strong guidance that the young people use a tissue and return home immediately.</p> <p>Work with young people with additional needs</p> <p>Young people to be reminded at the start of every session and during the session about COVID and social distancing and other COVID measures. Young people with additional needs friendly resources to be used to remind young people about social distancing and other COVID measures</p> <p>Staff to be reminded at the briefing session to remind young people about social distancing and other COVID measures.</p> <p>If young people are persistently not following social distancing and other COVID measures, manager to speak to parents to ask them to work with their son/daughter prior to coming to provision the following week.</p>	<p>Upon arrival a further verbal COVID symptom 'check in' will be applied by the host member of staff, to ensure no visitors with symptoms enters the site. Any symptomatic visitors at entry point, will be asked to leave site.</p> <p>Individuals who become symptomatic whilst on site should be asked to leave as soon as possible. Groups who visit the site, will be aware of this and have protocol in place to accommodate this if required (available driver or system in place, if individuals in the group need to leave site)</p> <ol style="list-style-type: none"> 1) If this is not immediately possible then the following procedure should be implemented: Isolate in a separate room with a closed door (Neil Bowden's office). Where supervision is required with 1 member of staff (maintain 2 metre distance if possible). 2) If maintaining 2 meter distance is not possible then staff member should wear PPE (disposable gloves, apron and mask). Eye protection should be risk assessed. i.e. risk of bodily fluids are expelled- (coughing, vomiting) etc. If eye protection is reusable, it must be sufficiently cleaned and disinfected. 3) Ventilate the room with an open window if possible. 4) Display notice on door of room to inform staff the room will be closed and not reopen until it has been thoroughly cleaned (if possible room should be left for 72 hours before cleaning). 5) Ensure symptomatic person uses a separate bathroom from others if 	VF	September	Y
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			<p>them to communicate with the main office.</p> <p>Lead person to be identified to be present in the main office to respond quickly to any issues which arise.</p> <p>If social distance of 2m cannot be maintained by staff than PPE must be worn including a face mask, gloves and apron.</p> <p>Three young people and 2 staff per room; check to confirm the room space is sufficient for social distancing and other COVID measures and covid building risk assessment has been completed confirming the number of persons allowed in the room. Rooms to have physical markings to denote social distance measures.</p>			
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)
		<p>4. Basic Infection Control</p> <p>Guidance has, and continues to be issued to all employees reminding them of the need for good hand hygiene and respiratory hygiene.</p> <p>Hand gels and sanitisers are available to staff within buildings. This is ordered via the PPE Hub.</p> <p>Staff and young people Hygiene – Wash hands when leaving home, arrival at site and returning home with hot water and soap.</p> <p>Staff and young people to wash hands during the session if necessary</p> <p>Activities to take place predominantly outdoors unless weather is inclement.</p> <p>So the important advice continues to be:</p> <ul style="list-style-type: none"> - Wash your hands regularly and for 20 seconds - Keep a safe distance wherever you can 	<p>4. Basic Infection Control</p> <p>Hand hygiene measures/hand sanitiser available</p> <p>Staff and service users advised to follow enhanced Hand hygiene procedures including washing hands regularly for 20secs, especially after sneezing, before eating and drinking and during donning and doffing of PPE etc.</p> <p>Sanitiser stations has been set up at building entrances/exits and within meeting rooms at site.</p> <p>Team Manager regularly (minimum weekly) checks and monitors the stock level of PPE including hand sanitiser to ensure there is sufficient supplies available for staff. PPE to be reordered before stock runs low.</p>	VF/RB	September	Y

		<ul style="list-style-type: none"> - Cover your face in enclosed spaces - Stick to the new national “rule of six” and try to limit contact wherever possible(18/09/2020) - Isolate when you need to/are advised to e.g. after a holiday abroad, contact with someone with the virus, contacted by test and trace, in a bubble in education with a positive case – and draw on community support where needed <p>In addition everyone should:</p> <ul style="list-style-type: none"> - Only get a test if you have one or more coronavirus symptoms - high temperature; a new, continuous cough; a loss or change to your sense of smell or taste. Book a test online or call 119 for a test - Get the App when it is available next week - Be aware of the penalties for breaking the rules and that additional enforcement activity is taking place <p>5. Cleaning</p> <p>Cleaning of buildings and equipment has been enhanced. There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches, reception areas.</p> <p>Teams and people responsible for cleaning have been provided with guidance on cleaning methods and materials. They are also aware of the process for the enhanced deep cleaning if a symptomatic person has been in the workplace or a vehicle and it cannot be left for 72 hours then the specialised cleaning service will clean the area.</p> <p>6. Safe Use of Buildings, Rooms, Offices and outdoor spaces.</p>	<p>Building’s soap and sanitiser stocks are monitored and restocked by building manager/CPM/cleaners to ensure there is sufficient supply available at all times. PPE to be reordered before stock runs low</p> <p>5. Cleaning</p> <p>Review COVID-19: cleaning of non-healthcare settings guidance (link to Government Guidance)</p> <p>Cleaning of Activity equipment</p> <p>Clean down equipment used for activities with disinfectant wipes before and after the activity.</p> <p>Manager to ensure that disinfectant wipes available to all staff adjacent to all activity areas. Disinfectant Wipes to be carried to all activities.</p> <p>Wipes to also be utilised on handheld radios and anything else which is likely to be regularly handled by adults or young people such as activity equipment and mobile phones.</p> <p>6. Safe Use of Buildings, Rooms and Offices</p>	VF/RB	September	Y
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		<p>Buildings, offices and outdoor spaces used by staff and/or service users will be subject to a risk assessment to ensure it is Covid-secure. Once secure a certificate will be displayed. The assessment will involve Trade Unions, Health and Safety Team and sometimes Facilities Management (depending on building).</p> <p><i>* COVID secure certificate are not relevant to the activities being delivered outside.</i></p> <p>Assessments take account of social distancing and other COVID measures, maximum occupancy rates, cleaning schedules, availability of cleaning materials if equipment is shared, entry and exit points, breaks and toilets, management of visitors, emergency provisions (fire, first aid, PEEPS), equality impact assessments. These will be updated in line with advice issued by LCC to reflect changes to PHE advice.</p>	<p>Staff only Work in office if essential.</p> <p>Staff to ensure enhanced cleaning of high touch/hand contact areas at start of the work day, regularly during the work day and on completion of the work day.</p> <p>This includes disinfecting and cleaning of hand contact areas in particular keyboards, mouse and desk areas and other furniture. Disinfectant wipes will be provided on site throughout the centre in every room.</p> <p>Managers/building Manager must ensure there are antibacterial wipes are available to clean surfaces and equipment especially in printer areas, meeting area, reception and office area and furniture etc. If PPE stocks are low manager must be informed to enable re-ordering with immediate effect.</p> <p>User groups to book a specific area. Grass pitch only - no changing room access. Multiple Use Games Area -MUGA, Main Hall. All three areas can be used at the same time as they can be stand alone facilities with no crossover of the groups as managed by the booking process.</p> <p>Toilets for groups using the Grass Pitch and MUGA. Groups using the main hall will use the toilets in the back corridor. No use of changing facilities at this time.</p> <p>These are cleaned first thing daily and then contact points are cleaned at minimum four times a day thereafter.</p> <p>Session register to be supplied to the Centre.</p>	VF/ RB	September	Y
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			<p>Activity to be reviewed upon booking as to suitability and if can be done safely. Activity RA to be completed.</p> <ul style="list-style-type: none"> Activities will be scheduled with a minimum of 30 minutes between them (activity dependant) to allow for participants to leave and cleaning to take place, before the next participants arrive. <p>Staff members and participants will be required to bring their own drink in a plastic bottle other drinking vessels not available. Drinks should not be shared.</p> <ul style="list-style-type: none"> Where the activity allows for a lunch break, staff members and participants will provide their own lunch, to be stored in a recognised packed lunch container. A suitable area, social distancing and other COVID measures compliant, will be allocated for storing refreshments, and eating lunches. Area identified as the main kitchen to be accessed by one member of staff only who will store and collect food after washing and sterilising hands. Food items should not be shared. <p>Outdoor sporting activities have been permitted to reopen if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines.</p> <p>Before an activity, each group/activity provider must provide the Centre with their own activity risk assessment/ management plan for the session.</p> <p>Where team participation is anticipated e.g. football on Grass Pitch this should be based on an activity based risk that has been developed in accordance with the</p>	VF/RB	September	Y
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			<p>sports regulatory body e.g. Football Association. All recreational clubs must develop a written COVID-19 plan and risk assessment prior to activity. Preparation must include those in charge of the session taking part in specific training, as necessary, and participants being asked to consider if their underlying health, may caution against participation. Sporting activities being able to be undertaken on the MUGA will be subject to such procedures.</p> <ul style="list-style-type: none"> • Sessions will be withdrawn if Central Government or LCC guidance dictates. Risk Assessments will be reviewed and updated in line with guidance revision. Staff with responsibility for activity delivery will be made aware of updates. • All activities will follow the latest specific National Governing Body guidelines. Risk Assessments will be reviewed and updated in line with guidance revision. Staff with responsibility for activity delivery will be made aware of updates. <p>Ratios to be followed as per guidelines from Council COVID team. Groups to follow social distancing and other COVID measures including one way, give way systems within the buildings. Users to bring ALL food and water for the day and to take all away any container that they brought with them.</p> <p>Area to be sanitized after the group have left.</p> <ul style="list-style-type: none"> • Where spaces are used for other activities e.g. A minimum of 2m distancing will be observed at all times during activity participation the activity dynamics dictate. 	VF/RB	September	Y
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		<p>6a. Safe Catering in the building</p> <p>Single staff member to be in the kitchen at all times.</p> <p>Single person to be in charge of handling food who would follow all appropriate guidelines.</p> <p>Food to be delivered to rooms at lunchtime and at other times. Young people to stay in their rooms to eat at lunchtime or teatime.</p> <p>Use disposable cutlery, plates and cups at all times.</p>	<p>2m squares will be marked out prior to the start of the activity with the use of cones, tape or non-slip floor markings.</p> <ul style="list-style-type: none"> • Staff will challenge social distancing and other COVID measures and Personal Hygiene guidance is being followed. <p>Regular Use of rooms for internal groups</p> <p>Internal groups only to use conference room facility. Weekly users or regular bookings to supply their own Covid risk assessment.</p> <p>This must cover track and trace, symptomatic persons, cleaning and self-isolating.</p> <p>Administration team to ensure a standard email is sent to all regular room bookings detailing the information above.</p> <p>Internal groups to take full notice of the room capacity with regards to Covid.</p> <p>Activities to take place predominantly outdoors unless weather is inclement.</p> <p>Catering</p> <p>Cook wears IIR Face Masks whilst preparing & cooking food. No other staff permitted in kitchen during food prep.</p> <p>Customers do not access main kitchen. Pre-booked groups and access only. Pre agreed meals covered & placed out in dining room in advance of group accessing the area.</p>			
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		<p>Serve food on to disposable dishes where possible.</p> <p>Water machines to be turned off to reduce risk of cross contamination. Use ordinary tap water.</p> <p>Young people to bring their own water bottles.</p> <p>All sessions to have a full briefing before the session commences to remind all staff regarding COVID guidance – SPACE, FACE, HANDS. guidance – SPACE, FACE, HANDS.</p>	<p>Disposable crockery/cutlery used where possible; overseen by cook.</p> <p>Cooking pots, pans, washing up also put through dishwasher.</p> <p>Dining area Covid secure practice applied. Enhanced cleaning prior to use.</p> <p>Briefing ensures group only accesses permitted outside and building areas that facilitate social distancing and other COVID measures and are COVID secure.</p>			
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)
		<p>7. Safe Operation of Services</p> <p>LCC has agreed a process for the resumption or expansion of services. Services must not resume unless this process has been followed and approval given. There must be timely consultation with Trade Unions and support from the Health and Safety Team.</p> <p>A risk assessment (use the same template as this document) must be in place prior to resuming and that should be agreed with Trade Union colleagues. This should not remove anything from the document but may add to it in the light of local circumstance or suggest ways control measures may work in practice. All staff should be familiar with the contents of the risk assessments and any safe working practices. This may require training and Tool Box Talks.</p> <p>All sessions to have a full briefing before the session commences to remind all staff regarding COVID guidance – SPACE, FACE, HANDS..</p> <p>8. Personal Protective Equipment</p> <p>Service risk assessments will indicate what PPE is required for the service to operate safely – whether this be routine or Covid-specific.</p> <p>At all times PPE will be prioritised to essential services such as health and care and, if there is a shortfall, less</p>	<p>7. Safe Operation of Services</p> <p><u>State Current activities offered and to whom</u></p> <p>Follow the activity risk assessment – taking into consideration social distancing and other COVID measures procedures and possible proximity to young people.</p> <p>Service to consult guidance on PPE requirements relevant to the role and seek advice from Health and Safety as well as specialist technical advisers.</p> <p>8. Personal Protective Equipment</p> <p>Waste PPE should be doubled bagged and can be disposed of as general waste after 72 hours at a designated base.</p>	<p>VF</p> <p>VF/ RB</p>	<p>September</p> <p>September</p>	<p>Y</p> <p>Y</p>

		<p>essential services may need to pause activity. To date LCC has always maintained sufficient supplies of PPE.</p> <p>All PPE orders have to be placed through the central hub and will be evaluated by the Health and Safety Team. Email healthandsafetyenquiries@leeds.gov.uk or phone 0113 535 0760</p> <p>In LCC, most cases of Covid-specific PPE is required in care and care related services. Specific agreed PPE risk assessments are in place and reflect (and sometimes go higher than) the national PHE guidance. PPE usually specified for a higher risk Covid hazard can include disposable gloves, various types of face masks, eye protection, face visors and disposable aprons.</p> <p>Although essential in care, PPE remains a last resort and does not diminish the importance of other measures e.g. infection control, social distancing and other COVID measures, alternative methods of work etc.</p> <p>The disposal of PPE will follow PHE guidelines and will be outlined on service specific risk assessments.</p>	<p>Training in donning, doffing and safe disposal of PPE via LCC 'Standard Precautions and use of PPE' Training PowerPoint Presentation available for all staff. Management to ensure all staff complete training presentation and address any questions or concerns raised by staff.</p>			
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)
		<p>9. Shared Use of Vehicles</p> <p>Wherever appropriate, LCC will ensure there is only one person in a vehicle. Where this is not appropriate, no more than 2 people will be allowed to share – sitting as far apart as possible, with windows open. They will also be provided with IIR Face Masks and kept in the same 'teams' wherever possible. Internal screens to prevent spread of droplets may also be fitted – provided no additional hazards are introduced.</p> <p>Hand sanitiser has been fitted in LCC vehicles, where required (service risk assessment to determine).</p> <p>In certain circumstances it will be necessary to ensure that an employee, who has shared a vehicle with a symptomatic colleague, is not reassigned to a different team.</p> <p>Enhanced cleaning of all touch points will take place in all vehicles details of which will be in service specific risk assessments</p>	<p>9. Shared Use of Vehicles</p> <p>NFA -Currently no shared vehicle usage</p>	VF	September	Y

		<p>Where possible, a vehicle will not be used for 72 hours following a person being symptomatic in the vehicle, followed by a thorough clean. CEL Cleaning have a specialist team if required.</p> <p>10. Face Masks</p> <p>It is now compulsory to use of Face Masks on public transport. It is also recommended for people to use them in enclosed spaces, including vehicles. Although this is not PPE, LCC will make these available to staff whilst supplies are available. Although they will always be provided for staff who have to use public transport in the course of their work or where 1m+ conditions apply.</p> <p>11. Employee Wellbeing</p> <p>LCC recognise that the wellbeing of colleagues is more important than ever during this pandemic. Pulse Wellbeing Surveys have been undertaken and LCC is acting on the findings. HR is offering individual wellbeing calls for employees who request these and</p> <p>Occupational Health are hosting Skype drop-in sessions for staff.</p> <p>The HELP Employee Assistance Programme continues to be promoted. TUs will continue to offer support to members and pass on concerns if staff do not want to be identified.</p>		VF	September	Y
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