

# Health and Safety Bulletin

Date of first issue: 14<sup>th</sup> February 2020

**Latest update 19<sup>th</sup> August 2021**

## **Issue: Coronavirus COVID-19**

### **Background**

From 7<sup>th</sup> August Wales moved into alert level zero, meaning an end to a lot of the restrictions Wales has become accustomed to since March 2020. Further information can be found in a Communications email sent 6<sup>th</sup> August or in the full [Welsh Government announcement](#).

### **Staying safe in the workplace**

There are no legal limits on the number of people who can meet, including in private homes, public places or at events. All businesses and premises may open.

The latest guidance for employers, businesses and organisations maintains three legal requirements:

- Business/Organisations must undertake a Covid-19 risk assessment.
- Individuals must self-isolate in accordance with current guidelines <https://gov.wales/self-isolation>
- Adults and children over 12 must continue to wear a face-covering in indoor public places (hospitality exempt)

The latest [Alert level 0: guidance for employers, businesses and organisations](#) emphasises the need for employers to take **reasonable measures** to control the spread of Covid-19 and in particular improving ventilation (the HSE has updated their [guidance on ventilation](#)), providing information to help people behave as they should, physical distancing (2 metres unless the risk assessment can demonstrate effective control measures) and enabling workers to work from home wherever possible (Further information can be found in the '[Keep Wales safe at work](#)' guidance).

Additional [guidance is also available in relation to public transport](#)

### **Risk assessment**

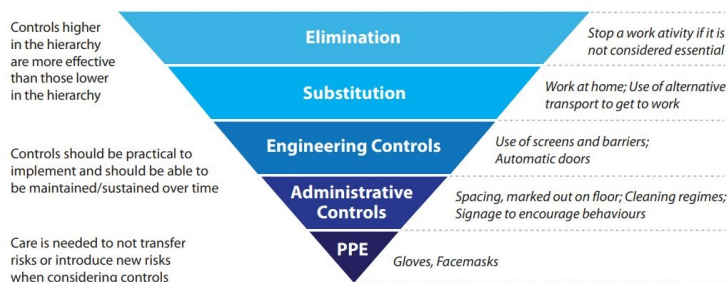
To assist Service Managers and those that manage CCBC premises a reviewed template risk assessment has been produced and is available from the [Covid-19 topic page of the health and safety portal](#) of the intranet. Covid-19 [support, advice and guidance](#) for CCBC staff also provides advice to improve mental and physical wellbeing, tips for working from home and Care First access.

Although Covid-19 risk assessments will require updating following the latest changes, the following workplace controls remain unchanged:

- Adequate ventilation
- Cleaning
- Good hand hygiene

There are five main ways to control risk known as the 'hierarchy of controls.' This provides a framework against which to assess risks and consider reasonable measures to take to minimise those risks. This is a widely accepted system promoted by numerous safety organisations as a way of determining how to implement feasible and effective solutions to reduce the risk of illness or injury.

### Hierarchy of controls



The use of multiple different independent controls can give defence in depth through different layers of protection

In addition to the above, the well-established guidance on infection risk control measures, particularly 2m social distancing, ventilation, limiting number of persons you come into close contact with, face coverings, cleaning, hand hygiene (washing supplemented with alcohol-based gel), recording personal details for track and trace purposes, one-way systems etc all still remain as well-established and proven effective risk control measures.

Further information on employers' responsibilities can be found on the [Welsh Government](#) website. The [HSE](#) website provides risk assessment guidance and the reasonable steps required to protect employees and others from Covid-19. The information provided in the previous health and safety bulletins should continue to be followed.

### Enforcement

[HSE have indicated they are continuing coronavirus spot checks and inspections](#) on all types of businesses in all areas to support employers and ensure they are working safely to reduce the risk of coronavirus transmission.

### Self-isolation

If you have any [coronavirus symptoms](#) (a high temperature, a new continuous cough or a loss or change of taste or smell), you must self-isolate at home for 10 days and should you experience any of these symptoms in the workplace you should go home and isolate in accordance with the latest Welsh Government's [self-isolation guidelines](#).

Please see link to latest announcement [Changes to self-isolation for fully-vaccinated adults](#).

### Vaccination

Staff are encouraged to get vaccinated if it safe for them to do so. Further information can be found : [Vaccine: coronavirus](#)

### Travel

What you must do depends on where you have travelled from.

The latest [Welsh Government announcement](#) indicated a replication of the changes to international travel being made in England, Scotland and Northern Ireland, to maintain the same traffic-light system as the rest of the UK.

However, as outlined in the latest [Rules for foreign travel to and from Wales](#) the law in Wales may differ to the law applicable in other parts of the UK and therefore these rules should be checked frequently for alterations or updates.

Should you travel internationally ensure you are familiar with the latest guidance applicable to that country as they may differ significantly from Wales'.

### **Social media**

All employees are reminded of their obligations under the Council's Social Media Policy regarding any social media posts. Particular care should be given to the spreading of mis-information and posts that may cause unnecessary increased anxiety to recipients.

### **Additional information**

CCBC have a dedicated Covid-19 coronavirus topic page providing information, advice and support for employees at all levels that will be kept under regular review – <http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/Covid-19.aspx>

The Covid-19 page provides information from previous health and safety bulletins as well as additional, guidance, support and further resources on topics such as:

- Building and room ventilation
- Cleaning products
- Face coverings
- Homeworking
- Legionella
- Sanitiser
- Signage
- Temperature checking
- Mental health support

Staff without access to the IT network to access the intranet may find the above information on a newly created page of the CCBC internet using their home PC or smartphone at: <https://www.caerphilly.gov.uk/Covid-19/Care-first-coping-with-Covid-19/Health-and-safety>

Further information and health and safety advice regarding the reopening of CCBC premises, returning to work, agile working and other work-related queries can be obtained from Health and Safety Officers of CCBC's Health and Safety Division – Tel. 01443 86 4072, or e-mail:- [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk)