

Coronavirus Risk Assessment

Location/Dept: Town Council		Date Assessed: 29 June 2020			Assessed by: Policy Officer, Town Clerk, Town Hall Manager		
Task/Activity: Town Hall Offices		Review Date: Every day after 2pm					
Activity/Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional Controls Required
Working in the Council buildings	Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>Town Hall office to be re-opened to the public from the 6th July 2020. COVID-19 secure poster to be displayed on front door. Emergency Action Plan to be made available to all employees who are returning to work at the Town Hall office.</p> <p>Doors to Town Hall have motion sensors, so contact not required. Hand sanitiser dispensers fitted at front desk and entry to main office. Perspex screen fitted on to reception desk.</p> <p>One person/family group to be allowed into the Town Hall reception area at any time to maintain social distancing. One way in and out established. Queue markers put down outside main door.</p> <p>Caretakers to be tasked with checking adequate amount of sanitiser in dispenser every day. High contact areas, including door handles and toilets to be cleaned daily by the caretaker. Daily cleaning checklist to be used.</p> <p>Signage outside Town Hall to inform public not to enter for Bucks Council enquiries and redirect provided. Signage to direct people to nearest public toilets. Town Hall toilets not to be used by the public.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

		<p>Thorough cleaning of Town Hall to be conducted before re-opening. Includes use of Sanique Qcide disinfectant spray.</p> <p>Number of staff in the main office to be kept to a maximum of 2, and in the Town Clerk's office to 1. Ventilation to be increased by opening the office windows. Purchase of air purifier to be investigated.</p> <p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
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			<p>Employees to complete a COVID-specific Return to Work form once they have completed self isolating or have recovered from COVID.</p> <p>Contractors are only allowed in to work if they are able to take adequate precautions and can maintain social distancing.</p>				
Working in the Council buildings	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Sharing of equipment kept to absolute minimum and all equipment is cleaned at the start of each shift. Equipment that may need to be cleaned includes Photocopier, cupboard doors and card</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at</p>

			machine. Cleaning materials to be available for any officer to use in the Town Hall office.				2pm when the latest government guidance is released.
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	5	1	5	
Working in the Council buildings	Contracting and spreading of infection		<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<ul style="list-style-type: none"> Social distancing being adhered to at break times <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				
Clinically vulnerable and extremely vulnerable people working at the Council	Contracting infection	Employees and householders of employees	At this time, clinically vulnerable employees, or those living with extremely vulnerable people are being asked to continue to work from home. An individual risk assessment for vulnerable individuals will be carried out before their possible return to work.	5	1	5	
Council and committee meetings	Contracting infection	Councillors, officers, members of the public	At the current time physical council and committee meetings are prohibited and all such meetings are carried out online using Teams.	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Y	Kathryn Graves	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Y	Kathryn Graves	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Y	Relevant building manager	
Identified and implemented the (new) recommended control measures	Y	Relevant building manager	