

Coronavirus Risk Assessment

Location/Dept: Town Council		Date Assessed: 30 June 2020		Assessed by: Policy Officer, Town Clerk, Town Hall Manager, Pool Manager, Elgiva Manager			
Task/Activity: P&P work (coronavirus)		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>Gym & Swim is closed to the public, with majority of staff working from home or furloughed. Building is accessed by the minimum number of staff possible where work cannot be done from home and social distancing maintained at all times.</p> <p>The Local Produce Market has re-opened as of 27th June and is operating following COVID-Secure guidelines [see separate risk assessment].</p> <p>The Town Hall offices will re-open on the 6th July [see separate risk assessment].</p> <p>Play Areas will re-open on the 4th July [see separate risk assessment].</p> <p>The Elgiva is currently closed and is developing its separate risk assessment for re-opening.</p> <p>The Council has an Emergency Action Plan in place should someone with COVID symptoms be present in the workplace.</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>	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>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. 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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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.</p>	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	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>	5	1	5	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.				
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. • 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</i></p>	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>

			<i>and a decision will be made on when they can return to work.</i>				
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PLEASE SEE DAILY MONITORING CHECKLIST ON PAGE 7

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

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

5. Almost certain / imminent

1-5	Low	Whenever viable to do so
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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	