

Coronavirus Risk Assessment

Location/Dept: Town Council		Date Assessed: 8 July 2020			Assessed by: Policy Officer, Town Clerk, Town Hall Manager		
Task/Activity: Room Hire at Town Hall from August 2020		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
Presence of public in the Town Hall at room hires	Contact with persons suffering from coronavirus	Employees Contractors Visitors Public	<p>Emergency Action Plan to be made available to all employees who are working at the Town Hall office.</p> <p>Doors to front of 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. Officers advised to wear mask and gloves if needing to deal with member of public and unable to maintain social distancing.</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 dispensers 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 to minimise people coming in. Signage to direct hirers straight to them rooms and</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/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings and https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

		<p>discourage loitering. Signage to direct people to nearest public toilets. Town Hall toilets to be used by hirers and staff only. Staff to use separate, designated toilet to hirers. Signage strongly advises members of the public to wear face coverings when in the Town Hall.</p> <p>Thorough cleaning of Town Hall conducted before re-opening. Included use of Sanique Qcide disinfectant spray in all rooms. Spraying of hired rooms will be conducted regularly.</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</p>				
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			household detergents, according to current recommended workplace legislation and practice.				
Presence of public in the Town Hall at room hires	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Public	<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>People 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>People who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</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/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 items handled by persons who may have been exposed to coronavirus		<p>Sharing of equipment kept to absolute minimum between officers and between hirers. Tables to be cleaned between hires. Seats in hired rooms to be steam-cleaned after use.</p> <p>Use of Town Hall crockery and utensils is forbidden at this time. People requested to bring in their own, or bring in disposable items. Hirers will need to bring in their own tea towels if they wish to use them. If kitchen items, such as kettles, are used by hirers, contact points will need to be cleaned between hires.</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 2pm when the latest government guidance is released.</p>
	Disposal of waste that may be		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	5	1	5	

	contaminated by a coronavirus sufferer		<p>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> <p>In general, when caretakers empty the bins, they should wear gloves and only handle the bin bags, not the waste itself.</p> <p>Hirers to be encouraged to take their waste away with them.</p>				
Presence of public in the Town Hall at room hires	Contracting and spreading of infection	Employees Contractors Public Visitors	<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 or take your waste home with you • 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	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 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>Posters are on display in the Town Hall reminding people to wash their hands more frequently and for longer.</p>				
Presence of public in the Town Hall at room hires	Contracting & Spreading infection	Employees Contractors Public Visitors	<p>Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.</p> <p>Hirers are required to provide a satisfactory COVID-19 risk assessment to the Administration Manager to ensure they have taken all steps possible to make their hires COVID-19 secure, which will include the following:</p> <ul style="list-style-type: none"> ventilation maximum numbers and how social distancing will be monitored how exit & entrance will be managed to reduce contact Test & Trace Waste Availability of sanitiser for attendees Cleaning of any equipment used how queuing will be managed if applicable Whether PPE is required and if so, whether guidelines for correct use have been issued use of toilets 	5	1	5	

			<ul style="list-style-type: none"> checking whether people have returned from non-exempt countries in the last 14 days and need to self-isolate. <p>Town Hall management reserves the right to refuse bookings if hirers are unable to adequately minimise risk, or if the nature of the booking is likely to lead to substantial gatherings of people.</p> <p>Admin Manager to inform hirers of the advice to wear face coverings when in the Town Hall.</p> <p>Indoor performances, including drama, comedy and music, are not allowed to take place in front of a live audience.</p>				
Presence of public in the Town Hall at room hires	Contracting & Spreading infection	Employees Contractors Public Visitors	<p>If using theatre-style lay outs, maximum capacity of rooms to maintain social distancing are: Reception area - 1 Community Hall – 20 Chamber – 20 or 24 if using dais Lowndes Room – 15</p> <p>However, maximum capacities may be altered if using a different layout, or if additional mitigation factors can be put in place. Each hirer will have to provide details of their maximum capacity and the layout of their room – avoiding face to face layouts wherever possible, or providing mitigation factors if distancing is lower than 2 m.</p> <p>Ventilation to be maximised wherever possible by keeping windows open.</p>	5	2	10	

<p>Presence of public in the Town Hall at room hires</p>	<p>Pinch points where social distancing is not possible</p>	<p>Employees Contractors Public Visitors</p>	<p>Pinchpoints identified as:</p> <ul style="list-style-type: none"> - Reception area - Downstairs corridor - Stairs - Lift <p>Admin Manager will work with hirers to stagger entry and exits to rooms to minimise crowding in corridors. Public and employees are to be encouraged to wear facemasks in these areas where social distancing is not possible.</p> <p>Caretakers to clean door handles, push plates, lift buttons and banister handles daily.</p>	<p>5</p>	<p>2</p>	<p>10</p>	
<p>Use of toilets at the Town Hall by the public</p>	<p>Contracting & Spreading infection</p>	<p>Employees Contractors Public Visitors</p>	<p>Town Hall staff to have allocated toilet that is not used by the general public.</p> <p>Provision of paper towels rather than hand driers to reduce dispersal of aerosol droplets.</p> <p>Toilets checked daily for adequate quantities of toilet roll, soap and towels. High contact areas to be cleaned more regularly by caretakers, including toilet seats, handles, door handles and taps.</p> <p>Toilets will be locked off if contaminated until a full clean can be carried out.</p> <p>Windows to be opened for ventilation.</p>	<p>5</p>	<p>2</p>	<p>10</p>	

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	Admin Manager	
Identified and implemented the (new) recommended control measures	Y	Admin Manager	

Date of Update: 6/08/2020