

RISK ASSESSMENT – Council Office

Working safely during COVID-19

What are the hazards?	Who might be harmed and How?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When was this done/implement?
Managing Risk & who should go to work					
Contact and spread of disease	Any persons working in the office or visiting	<ul style="list-style-type: none"> • Office door locked – no contact with members of the public allowed access to the office • Hand gel provided and sited in the office • Individual work stations, set apart • Anti-bacterial cleaners provided • Destination hand-cleaning • Introduced home-working • Office cleaner, weekly (lone working) • Councillors access to office restricted – only on agreement with the Town Clerk • No money handling/change given – all money transactions to be put in envelope through letter box 	<ul style="list-style-type: none"> • Increase frequency of handwashing • Regular cleaning of work stations and phones • Planning for controlled people in office - reduce the number of staff in the office – 1 upstairs, 2 downstairs • Continue to allow home-working 	All employees	On-going since 01/03/20. Updated 13/05/20

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Who should go to work	Office staff	<ul style="list-style-type: none"> • Staff should work from home if at all possible • Workers in roles critical for the business operational continuity to attend work, but adhere to the appropriate safe working guidance 	<ul style="list-style-type: none"> • ETC laptops provided to RFO & one officer • Computer security for own PCs/Laptop checked with IT company • Limited remote access (Clerk &RFO). Deputy Clerk access being reviewed • Online conference facilities set-up • PS video cameras provided where necessary &office) • Provide other necessary equipment – within reason - to support homeworking 	Town Clerk Employees	01/03/20 – ongoing/regularly reviewed
Protecting People					
Clinically vulnerable individuals	Employees	<ul style="list-style-type: none"> • Individuals with an 'at risk' health condition' or a member of their family, to work from home • home working while self-isolating • Provide wellbeing support – regular contact by telephone or video platform 	<ul style="list-style-type: none"> • Regular contact by telephone and review circumstances 	Town Clerk Employee(s)	01/03/20 ongoing
Employees in Office	Employees	<ul style="list-style-type: none"> • Provide appropriate personal hygiene cleaning – handwash, paper towels, hand sanitiser 	<ul style="list-style-type: none"> • Provided disposable facemask • Increased number of hand sanitiser/ant-bac gel in office • Manage staff levels 	Town Clerk Employee(s)	01/03/20 ongoing

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Social Distancing					
To maintain 2 metre social distancing wherever possible, including arriving at work and departing from work	Office staff, members of the public, councillors	<ul style="list-style-type: none"> • Restricted office access • No members of the public • Where social distancing may be difficult to consider if the activity is necessary • Limited personnel in office building (was only 1 now no more than 3) • Work place stations already satisfactory 	<ul style="list-style-type: none"> • Signage around office reminding of 2m distancing and hygiene • To increase employees using office, but on a controlled/agreed days and numbers in the office • To ensure social distancing can be maintained managing occupancy levels 	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20
Work stations	Office staff	<ul style="list-style-type: none"> • Allocated work stations • Allocated phone • Encourage regular cleaning – anti-bac spray and gel provided 	<ul style="list-style-type: none"> • Avoid hot desks • Increased supply of ant-bac gel 	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20
Meetings	Office staff, Councillors, Head Groundsman	<ul style="list-style-type: none"> • Use remote video platforms • Use of phones • No public meetings in person • No informal council councillor meetings person • 	<ul style="list-style-type: none"> • Online video platforms training 		23/03/20
Rickards Hall (public hire) - <i>closed</i>	Office staff, members of the public	<ul style="list-style-type: none"> • Restricted access • No public bookings 		Town Clerk Employees	23/03/20

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Visitors					
Manage contacts	Visitors and Office staff	<ul style="list-style-type: none"> • Encourage remote discussions/meetings • Where site visit is necessary to explain social distancing and hygiene – clear guidance • Limit visitors at any one time (no more than 2) • Where a visitor must enter the building – try to have separate rooms 	<ul style="list-style-type: none"> • Signage on social distancing and hygiene 	Town Clerk	01/03/20 ongoing
Cleaning the workplace					
Office cleaning	Cleaner and employees	<ul style="list-style-type: none"> • Open windows • Provided anti bac cleaner • Supply of cleaning cloths disposable cloths • Clear work spaces, frequent/daily wiping of work area • Cleaner – lone working (office locked, Town Clerk aware of day, rotate day of cleaning) 	<ul style="list-style-type: none"> • Signage – wash hands in kitchen and toilet • Desk signage to clean work station daily • 	Town Clerk	01/03/20 ongoing
Personal Protective Equipment					
		<ul style="list-style-type: none"> • Face masks • Hand sanitise provided 	<ul style="list-style-type: none"> • Face asks - disposable 	Town Clerk Employees to use	01/03/20 ongoing

Reference materials: [Working Safely during Covid-19 –offices and contact centres.gov.uk](https://www.gov.uk/guidance/working-safely-during-covid-19-offices-and-contact-centres)

Risk Assessment will be reviewed monthly to keep up to date with Government guidelines. Review date:

This Risk Assessment will be issued to all office staff and they will be required to sign a statement that they have read it and understood the Risk Assessment.