

**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?
<b>Managing Risk &amp; who should go to work</b>					
Contact and spread of disease	Any persons working in the office or visiting	<ul style="list-style-type: none"> <li>• Office door locked – no contact with members of the public allowed access to the office</li> <li>• Hand gel provided and sited in the office</li> <li>• Individual work stations, set apart</li> <li>• Anti-bacterial cleaners provided</li> <li>• Destination hand-cleaning</li> <li>• Introduced home-working</li> <li>• Office cleaner, weekly (lone working)</li> <li>• Councillors access to office restricted – only on agreement with the Town Clerk</li> <li>• Cash transactions – have implemented a card payment system to minimise cash transactions.                             <ul style="list-style-type: none"> <li>- Where cash is taken, hand gel is at till and staff encouraged to wash hands. Disposable gloves are also available for staff to use( by the till)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Increase frequency of handwashing</li> <li>• Regular cleaning of work stations and phones</li> <li>• Planning for controlled people in office                             <ul style="list-style-type: none"> <li>- Staff to work at own work stations</li> <li>- members of the public not allowed in the office – kept at door</li> <li>-face masks worn if more than 3 in room</li> <li>- window / doors open for air flow</li> </ul> </li> <li>• <i>Continue to allow home-working (although employees encouraged to work in office)</i></li> <li>• If positive test – stay home. All staff to lateral flow test and get PCR tests.                             <ul style="list-style-type: none"> <li>- Anyone who come in contact to isolate</li> </ul> </li> </ul>	All employees	On-going since 01/03/20. Updated 13/05/20 Dec 2020 – tier 4 January 2021 Jan – lone working rota 06.04.21 – back to office – all. Flow tests 14.05.21

		<ul style="list-style-type: none"> <li>• Lateral flow test – twice weekly. Encourage to test at home before arriving to work. Test kits available in office if need</li> <li>• Regular visitors (councillors) asked to test at office</li> </ul> <p><b>Follow duty of care towards employees and councillors</b></p> <ul style="list-style-type: none"> <li>• As of 7 May council meeting resume face to face.</li> <li>• Social distancing in hall – provide clip boards instead of tables to allow more flexibility for space</li> <li>• Anti-bac gel provide and windows/doors open</li> <li>• Encourage lateral flow tests for councillors before attending meetings</li> <li>• Face masks to be worn</li> </ul> <p>Members of public attending:</p> <ul style="list-style-type: none"> <li>• To ask members to register to attend if possible</li> <li>• To ask if they would provide a lateral flow test result</li> <li>• To seat members of public at least 2 m from councillors, far end of room near open door and space chairs</li> <li>• If room cannot accommodate safely to postpone meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Office would have to close if necessary</li> </ul> <p>Operate a one way system</p>		
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Who should go to work	Office staff	<ul style="list-style-type: none"> <li>• Staff to work from office</li> <li>• Social distancing, PPE and Lateral flow tests</li> <li>• No members of public allowed in office</li> <li>• Staff can work from home if needed</li> <li>• Workers to adhere to the appropriate safe working guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Lateral Flow Tests available in the office. Information provided to order via .gov or collect from chemist.</li> <li>• ETC laptops provided to all staff</li> <li>• Online conference facilities set-up</li> <li>• PS video cameras provided where necessary &amp; office</li> <li>• Provide other necessary equipment – within reason - to support homeworking</li> </ul>	Town Clerk Employees	01/03/20 – ongoing/regularly reviewed
<b>Protecting People</b>					
Clinically vulnerable individuals	Employees	<ul style="list-style-type: none"> <li>• Individuals with an 'at risk' health condition' or a member of their family, to work from home</li> <li>• home working while self-isolating</li> <li>• Provide wellbeing support – regular contact by telephone or video platform</li> </ul>	<ul style="list-style-type: none"> <li>• Regular contact by telephone and review circumstances</li> </ul>	Town Clerk Employee(s)	01/03/20 ongoing
Employees in Office	Employees	<ul style="list-style-type: none"> <li>• Provide appropriate personal hygiene cleaning – handwash, paper towels,</li> <li>• Follow current .gov guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Provided disposable facemask</li> <li>• Increased number of hand sanitiser/ant-bac gel in office</li> </ul>	Town Clerk Employee(s)	01/03/20 ongoing

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

		<p>As of 7 May council meeting resume face to face.</p> <ul style="list-style-type: none"> <li>• Social distancing in hall – provide clip boards instead of tables to allow more flexibility for space</li> <li>• Anti-bac gel provide and windows/doors open</li> <li>• Encourage lateral flow tests for councillors before attending meetings</li> <li>• Face masks to be worn</li> </ul> <p>Members of public attending public meetings:</p> <ul style="list-style-type: none"> <li>• To ask members to register to attend if possible (added to agenda)</li> <li>• To ask if they would provide a lateral flow test result</li> <li>• To seat members of public at least 2 m from councillors and space chairs</li> <li>• If room cannot accommodate safely to postpone meeting</li> </ul>			
Rickards Hall (public hire)	Office staff, members of the public	<ul style="list-style-type: none"> <li>• Restricted access</li> <li>• Follow guidelines issued by .gov on meetings and event in halls. ACRE also provide advice</li> </ul>	<ul style="list-style-type: none"> <li>• Each hirer to provide a COVID-19 safety risk assessment</li> <li>• Hand gel provide in entrance area to hall</li> <li>• Wash facilities provided</li> </ul>	Town Clerk Employees	23/03/20

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