

**RISK ASSESSMENT – Council Office**

**Working safely during COVID-19 and following the Government changes from 16 August 2021**

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/barrier to restrict public access –members of the public allowed access to the office</li> <li>• Hand gel provided and sited in the office window / doors open for air flow</li> <li>• Individual work stations, set apart</li> <li>• Anti-bacterial cleaners provided</li> <li>• Destination hand-cleaning</li> <li>• home-working were an employee may have a vulnerability</li> <li>• Office cleaner, weekly (prior to office opening)</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</li> </ul> </li> </ul>	<p>These are continued and amended to reflect changing situation to control the risk:</p> <ul style="list-style-type: none"> <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> <li>- Office would have to close if necessary</li> <li>- Staff are encouraged to consider colleagues and if attending a social event to book leave or change work days to allow few days gap</li> </ul> </li> <li>- Designate survivor whereby one member of staff works from home on</li> </ul>	All employees	<p>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 Update 16.08.21</p>

		<p>wash hands. Disposable gloves are also available for staff to use( by the till)</p> <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>• Staff and councillors now double vaccinated</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>• 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 encouraged 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 2m from councillors, far end of room near open door and space chairs</li> <li>• If room cannot accommodate</li> </ul>	<p>a weekly rota basis in the event that there is a Covid contact case in the office, thus allowing the office to remain open while other staff isolate</p> <p>Operate a one way system</p>		
--	--	---	---	--	--

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?
Who should go to work	Office staff	<p>safely to postpone meeting</p> <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 16/08/21
<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>• ongoing contact by telephone and review circumstances</li> </ul>	Town Clerk Employee(s)	01/03/20 ongoing; 16/08/21
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; 16/08/21

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>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>• To ensure social distancing can be maintained managing occupancy levels</li> </ul>	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20; 16/08/21
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> </ul>	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20; 16/08/21
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>			23/03/20 ongoing; 16/08/21

		<p>As of 7 May council meetings resumed face to face.</p> <ul style="list-style-type: none"> <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>• Follow guidelines issued by .gov on meetings and event in halls. ACRE also provide advice</li> <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; 16/08/21
<b>What are the hazards?</b>	<b>Who might be</b>	<b>What are you already doing to</b>	<b>What further action do you need</b>	<b>Who needs to</b>	<b>When was this</b>

	harmed and How?	control the risks?	to take to control the risks?	carry out the action?	done/implement?
<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 be outside where possible</li> <li>•</li> </ul>		Town Clerk	01/03/20 ongoing; 25/08/21
<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>		Town Clerk	01/03/20 ongoing; 16/08/21
<b>Personal Protective Equipment</b>					
		<ul style="list-style-type: none"> <li>• Face masks</li> <li>• Hand sanitise provided</li> </ul>	• 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. Last Review date: ...16 and 25 August 21.....

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.