

RISK ASSESSMENT – Council Office

Working safely during COVID-19 and following the Government changes from February 2022

This RA shows measure that have been implemented in the past to show the awareness and readiness to implement if Government guidance changes or if there was an outbreak at work

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/barrier to restrict public access –members of the public allowed access to the office • Hand gel provided and sited in the office • window / doors open for air flow • Individual workstations, set apart • Anti-bacterial cleaners provided • Destination hand-cleaning • home-working were an employee may have a vulnerability • Office cleaner, weekly (prior to office opening) • Councillors access to office restricted - try to hold meetings in Rickards Hall rather than Office • Cash transactions – have implemented a card payment system to minimise cash transactions. 	<p>These are continued and amended to reflect changing situation to control the risk:</p> <ul style="list-style-type: none"> - <i>Continue to allow home-working (although employees encouraged to work in office)</i> • If positive test – stay home. All staff to lateral flow test and get PCR tests. - Anyone who come in contact to isolate – whilst government guidelines have lifted the isolation rules, the Office will consider on case-by-case - Office would have to close if necessary - Staff are encouraged to consider colleagues and if attending a social event to book leave or change 	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 Updated January 2022 June 2022 – <i>noted that covid restrictions have been lifted but stiff mindful of the measures implement (line through old actions,</i></p>

		<ul style="list-style-type: none"> - 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) • Lateral flow test— twice weekly. Encourage to test at home before arriving to work. Test kits available in office if need. Due to restricted access to Flow Tests the Council may have to consider purchasing these. • Staff and councillors now double vaccinated, and boosters <p>Follow duty of care towards employees and councillors</p> <ul style="list-style-type: none"> • As of 7 May Council meeting resume face to face. • Anti-bac gel provided and windows/doors open – encourage air flow • Encourage lateral flow tests for councillors before attending meetings • Face masks to be encouraged to be worn <p><i>It is noted that Government has lifted the requirement for facemask, but councillors, staff and members of the public are asked to be considerate to others whilst inside buildings</i></p>	<p>workdays to allow few days gap</p>		<p><i>but all still mindful of)</i></p>
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		<p>Members of public attending:</p> <ul style="list-style-type: none"> • To ask members to register to attend if possible • To ask if they would take a lateral flow test before attending public meetings • To seat members of public at least 2m from councillors, far end of room near open door and space chairs • If room cannot accommodate safely to postpone meeting 			
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Who should go to work	Office staff	<ul style="list-style-type: none"> • Staff to work from office • Social distancing, PPE and Lateral flow tests • Limit members of public allowed in office • Staff can work from home if needed • Workers to adhere to the appropriate safe working guidance 	<ul style="list-style-type: none"> • Lateral Flow Tests available in the office. Information provided to order via .gov or collect from chemist. • Council may have to consider purchasing a supply of test with new charges coming in • ETC laptops provided to all staff • Online conference facilities set-up • PS video cameras provided where necessary & office 	Town Clerk Employees	<p>01/03/20 – ongoing/regularly reviewed 16/08/21 Ongoing – January and February 2022</p> <p>23 June 2022 – Office back to normal although members of public still served at door entrance. Doors/windows open for air.</p>

			<ul style="list-style-type: none"> Provide other necessary equipment – within reason - to support homeworking 		
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"> ongoing contact by telephone and review circumstances 	Town Clerk Employee(s)	01/03/20 ongoing; 16/08/21 February 2022 June 2022
Employees in Office	Employees	<ul style="list-style-type: none"> Provide appropriate personal hygiene cleaning – handwash, paper towels, Follow current .gov guidelines 	<ul style="list-style-type: none"> Provided disposable facemask Increased number of hand sanitiser/ant-bac gel in office 	Town Clerk Employee(s)	01/03/20 ongoing; 16/08/21 February 2022 June 2022
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Social Distancing					
To maintain 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 Limited members of the public Workplace stations already satisfactory 	<ul style="list-style-type: none"> To encourage social distancing can be maintained managing occupancy levels 	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20; 16/08/21 February 2022
Work stations	Office staff	<ul style="list-style-type: none"> Allocated workstations Allocated phone Encourage regular cleaning – anti-bac spray and gel provided 	<ul style="list-style-type: none"> Avoid hot desks Desk cleaning when used/shared by others 	Town Clerk Employees	01/03/20 ongoing Signage 15/05/20; 16/08/21 June 2022

Meetings	Office staff, Councillors, Head Groundsman	<ul style="list-style-type: none"> • Use remote video platforms where possible • Use of phones • public meetings in person to keep to minimum and follow meeting safety guidelines (as below) • informal council councillor meetings person to keep to minimum. Use Rickards Hall if necessary and follow guidelines (as below) <p>As of 7 May council meetings resumed face to face.</p> <ul style="list-style-type: none"> • Anti-bac gel provided and windows/doors open • Encourage lateral flow tests for councillors before attending meetings • Face masks to be worn <p>Members of public attending public meetings:</p> <ul style="list-style-type: none"> • To ask members to register to attend if possible (added to agenda) • To ask if they would provide a lateral flow test result • To seat members of public at least 2 m from councillors and space chairs • If room cannot accommodate safely to postpone meeting 			<p>23/03/20 ongoing; 16/08/21</p> <p>23 June 2022</p>
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Rickards Hall (public hire)	Office staff, members of the public	<ul style="list-style-type: none"> Improved signage in the Hall – reminder of Covid-19 guidelines Hand gel provide in entrance area to hall Wash facilities provided 		Town Clerk Employees	23/03/20; 16/08/21 Ongoing; February 2022
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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 outside where possible 		Town Clerk	01/03/20 ongoing; 25/08/21 February 2022
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 workspaces, frequent/daily wiping of work area Cleaner – lone working (office locked, Town Clerk aware of day) 		Town Clerk	01/03/20 ongoing; 16/08/21 Ongoing. February 2022 June 2022
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; June 2022

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; 23 June 2022...

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.