

Shedfield Parish Council

Shedfield Parish Office Risk Assessment to include COVID-19 Guidance

Last reviewed 6 September 2020

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This Risk Assessment has been put together to assist the Council with managing the risks faced during the COVID-19 pandemic. Controls have been put in place following Government Guidance. This document will be reviewed regularly in line with changes to the Government Guidance.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Council officers and Councillors • Volunteers • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes into contact with you in relation to your council work 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel sanitisers in any area where washing facilities are not readily available 	<p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>	PC	Ongoing	Y
			<p>Provide paper towels and a bin in the toilet.</p>	PC	ASAP	Y
			<p>CSO, and any officers while out in the village – take hand sanitisers and use regularly. Where required wear gloves. PC to ensure an adequate supply available.</p>	PC/CSO	Ongoing	Y
			<p>Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ Tissues will be made available throughout the office.</p>	PC	Ongoing	Y
			<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Display posters.</p>	PC	Ongoing	Y
<p>Rigorous checks will be carried out by PC to ensure that the necessary procedures are being followed.</p>	PC	Ongoing	N/A			

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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods. Tea towels removed from kitchen.</p>	<p>Rhiannon has ongoing cleaning contract</p> <p>Council Officers must wipe down their desk and equipment at the end of their working day – anti-bac wipes and spray provided</p>	<p>PC</p> <p>ALL Officers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Y</p> <p>N/A</p>
		<p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ventilation in Pavilion</p>	<p>Council staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. PC to ensure this is adhered to.</p> <p>Only one member of staff in each office at one time. Visitors can wait by door or in the pavilion main room</p> <p>PC to manage staff work schedules to ensure this is followed. Working from home where required.</p> <p>Continue to follow Government and NALC advice for local councils to continue to meet remotely, without the need for face to face contact. To be reviewed in September.</p> <p>CSO NOT to enter resident's properties.</p> <p>Increase ventilation in pavilion. Open internal/external doors, windows as required</p>	<p>PC</p> <p>PC</p> <p>PC</p> <p>ALL</p> <p>CSO</p> <p>PC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N/A</p> <p>Y</p>

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		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature or loss of smell and taste in the office they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the management team of the council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>PC to maintain regular contact with council staff members during this time</p> <p>PC will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>PC</p> <p>PC</p>	<p>Ongoing</p> <p>PC</p>	<p>N/A</p> <p>PC</p>
		<p><u>Mental Health</u> Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>PC</p>	<p>Ongoing</p>	<p>N/A</p>

RISK ASSESSMENT FOR OFFICE WORKING IN CONJUNCTION WITH ADDITIONAL COVID 19 REQUIREMENTS ABOVE

OFFICE WORKING

1. The Clerk should make sure that the office has the following certificates:
 - a. Fire.
 - b. Electrical.
 - c. Electrical appliances.
2. The office must be properly secured each night.
3. Where possible, office equipment should be turned off at the end of the working day.
4. Should any damage be discovered, this should be reported to Parish Councillors and any necessary action taken to ensure the security of the building, informing the Police as necessary.
5. All staff should have a working knowledge of the operating procedures for all office equipment.
6. All staff should set their PCs to automatically sleep/lock after 5 minutes non-use.
7. When the office is open, all office shutters must be open and the door into the pavilion unlocked (to aid escape in the event of a fire).
8. All office staff should be aware of the electrical cut out switch.
9. All fire extinguishers should be in date/serviced regularly.
10. A First Aid Box is provided and located in the kitchen, together with an Accident Record Book. This book must be maintained for injuries to staff and public alike. The First Aid Box should be checked on a regular basis and replenished as necessary.
11. The mobile phone should be in the possession of the Clerk with the exception of when on holiday, when it should be left in the office for use by other office staff.