

Shedfield Parish Council

Shedfield Parish Office Risk Assessment to include COVID-19 Guidance

Last reviewed by P & P Sept 2023 adopted Full Council 9 Oct 23

THERE ARE NO COVID-19 RESTRICTIONS IN THE UK.
If you have COVID-19 you should try to stay at home.

Most people cannot get free COVID-19 tests. You can buy tests in shops but you cannot report the result to the NHS.

You can [get vaccinated against COVID-19 by the NHS](#).

You do not need to take a test or quarantine when you arrive in the UK. You should [check travel advice for any country you are travelling to](#).

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 and living with COVID-19. 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 |
|--|--|---|---|----------------|-----------------|----------|
| <p>Spread of Covid-19 Coronavirus</p> | <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 • Gel sanitisers in any area where washing facilities are not readily available <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Frequently cleaning 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. | <p>Cleaner employed for weekly thorough cleaning.</p> | <p>All</p> | <p>Ongoing</p> | <p>Y</p> |

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|-----------------------|---------------------|--|--|-----------------------------------|--|----------------------------------|
| | | <p><u>Council Meetings</u> Face to Face meetings have resumed but for informal meetings, Zoom or Conference calls may be used.</p> <p><u>Ventilation in Pavilion and Office</u></p> <p><u>Office Working</u> Staff to call Clerk or Chair of Council if showing signs or symptoms of covid or if had close contact with others with covid. Consideration to be given for other staff working in office.</p> | <p>Continue to follow Government and NALC advice for local councils</p> <p>Increase ventilation in pavilion. Open internal/external doors, windows as required</p> <p>Follow sickness policy. Work from home if agreed. PC to maintain regular contact with council staff members during this time</p> | <p>PC</p> <p>All</p> <p>Staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> |

RISK ASSESSMENT FOR OFFICE WORKING IN CONJUNCTION

OFFICE WORKING

1. The Clerk should make sure that the office has the following certificates:
 - a. Fire.
 - b. Electrical.
 - c. Electrical appliances.
 - d. Health and Safety Policy

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.