

General Administration Risk Assessment

<u>Potential Hazards:</u>	<u>Risk Level</u>	<u>Implemented Control Measures:</u>
<p>Spread of a health pandemic to staff, councillors, volunteers and the community.</p> <p>Full lockdown of all Town Council services.</p> <p>Loss of life.</p>	<p>High</p>	<p>Measures in place to prevent further spread of a health pandemic and to safeguard staff, councillors, volunteers and the community:</p> <ul style="list-style-type: none"> • Hand sanitizer, soap, warm water and paper towels. • Anti-bacterial wipes for surfaces, keyboards, mouse and phone, to be used daily. • Handwashing remains the best defence against a virus alongside coughs and sneezes being caught in a tissue and then disposed of. Ensure people wash their hands on a regular basis and before and after eating to avoid the spread of germs. • All staff should maintain social distancing (approximately 2 metres/6 feet) with everybody. • Disposable cups available at the Guildhall and Library to avoid the spread of germs. <p>Review the Scheme of Delegation to ensure minimal disruption to the operation of the Town Council and its decision making.</p> <p>Review critical functions and services and how these can be maintained in staff absences.</p>

		<p>Virtual Town Council and Committee meetings to be made available if necessary.</p> <p>Virtual meetings and training if essential otherwise cancelled.</p> <p>Limited library service to ensure the safety of our staff and community. All events and activities to be cancelled until further notice. Library service to close if necessary.</p> <p>Town Council events and activities to be cancelled. This also applies to all Guildhall bookings. Guildhall to close if necessary.</p> <p>Divert switchboard to Town Clerk / Assistant Town Clerk work mobiles & setup of automated system.</p> <p>Signpost staff, councillors, volunteers and the community to the Town Council website, social media, noticeboards and phone the Guildhall for information sources.</p> <p>Government guidelines and updates from Public Health England to be made available on the Town Council website.</p> <p>Staff to work from home if lockdown instructed by the Mayor or the Government. Town Council to provide suitable materials for staff to operate from home.</p> <p>Identify staff that are required to shield / self-isolate for a period of time due to being in the 'high risk' bracket or symptomatic.</p>
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