

## Guildhall Risk Assessment Phase 1 – Covid-19

<u>Potential Hazards:</u>	<u>Risk Level</u>	<u>Implemented Control Measures:</u>
<p>Working in contact with colleagues, public and with physical materials.</p> <p>Inadequate provision of rest, hygiene, and welfare facilities</p> <p>Setup / Shared work stations for staff use.</p>	<p style="text-align: center;">High</p>	<p>Measures in place to prevent further spread of COVID-19 and to safeguard staff, councillors and the community:</p> <p>Hand sanitizer, soap, warm water and paper towels. 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. Social distancing in place in staff/kitchen room. Disposable cups or own cup to be used to avoid the spread of the virus and water stations to be provided.</p> <p>All staff must maintain social distancing (approximately 2 metres/6 feet) with everybody. Government guidance provided. Clear signage about social distancing and hand washing and floor markings in place.</p> <p>Partition screens, and retractable ribbon barrier to ensure a safe working environment. Reception service only. If practicable and feasible no sharing of computer equipment, phones and stationery, if not, workstation and equipment to be wiped down after use.</p>

<p>Safe access and egress to a workplace.</p> <p>Handling of customer documents e.g. evidence for Assessments/Housing</p> <p>Proximity to customers</p> <p>Stress/Anxiety as dealing with unknown visitors/issues</p> <p>Other Council services including use of meeting rooms (bookings) and committee meetings.</p> <p>Safe use and disposal of PPE.</p>		<p>Functions to be maintained in phase 1: Phone and reception open to members of the public Monday to Friday 9:30am to 4:30pm. Closed for lunch from 1pm to 2pm.</p> <p>Handling of customer documents limited to vulnerable customers who have no other means of providing evidence (e.g. no smartphone, no access to photocopier, no friends and family support) Box provided for customer to drop documents, staff to action when safe to do so, using PPE and good hand hygiene.</p> <p>Refer to online services wherever possible. Town Council website, social media, noticeboards and phone the Guildhall for information sources.</p> <p>Supervision sessions to ensure staff and customers following guidelines and can discuss concerns or issues. Employees have access to means of communication e.g. landline, mobile and email. Access to information, documents, internal communications and contact directories.</p> <p>To be reviewed in phase 2. Regular bookers informed. Bookings for July informed. To be reviewed monthly.</p> <p>Hygiene posters on display, procedure for use, gloves are to be worn to complete a task, removed and disposed of safely. Good hand hygiene and screens should preclude the need for facemasks. Staff may wear their own facemasks/visor if they wish.</p>
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<p>Policies.</p> <p>Phone system.</p> <p>Communication / Transparency.</p> <p>Working arrangements.</p> <p>Funerals.</p>		<p>Review critical functions and services and how these can be maintained in staff absences.</p> <p>Switchboard diverted to home stations. Managed in the normal manner.</p> <p>Government guidelines, Public Health England to be made available on the Town Council website.</p> <p>In the event of a second wave and lockdown instructed by the Government staff to work from home. 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> <p>Cemeteries: Interments and Memorial administration to continue from the Guildhall and or home location dependent on current situation.</p> <p>Admin staff to liaise with the Grave Digger in managing interments to ensure the safety of those attending the funeral and to ensure the interment is buried in the correct plot if STC staff are not be available. Subject to Government guidelines and availability of the Grave Digger and Funeral Directors.</p> <p>Rota staff and where required summon agency staff to cover staff absences.</p>
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Further guidance can be found at the following links:

[Corona Virus – COVID-19](#)

[Working Safely in Offices during COVID19](#)