

## **Guildhall Covid-19 risk assessment – Phase 3 – Version 1.1**

Covid-19 is a new illness that is currently known to affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This **Risk Assessment** is designed for dealing with the current Covid-19 situation in the workplace (Saltash Town Council – Guildhall) and while carrying out 1:1 interviews on site it is not likely to cover all scenarios and employees attending should consider their own unique circumstances. To keep up to date with the latest guidance to workplaces and Covid-19 in this fast changing situation please visit the following links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

All staff to read and familiarise themselves with the risk assessment. Staff to contact their line manager with areas of concern.

**Company Name:** Saltash Town Council

**Assessment carried out by:** Assistant Town Clerk

**Date assessment was carried out:** 9<sup>th</sup> November 2020

**Review Date:** 9<sup>th</sup> December 2020

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls Required</u>	<u>What further action do you need to consider to control the risk?</u>	<u>Who needs to carry out the action</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Councillors Members of the public Contractors Delivery drivers	<p>Hands must be washed immediately on arrival for at least 20 seconds using the accessible toilet located in reception. Door to be left open for the duration of staff starting work to reduce contact and spread of the virus. The above must also be applied when returning from lunch.</p> <p>Temperature check and recording must be taken immediately on arrival</p> <p>Provide water, soap, paper towels / hand dryer  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Provide information on how to wash your hands properly and avoid touching your face. Display notices in the toilets and communal areas</p>	<p>Monitoring to make sure people are following the safety controls</p> <p>Employees 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 / hand dryer. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Display notices to remind people of the importance of washing their hands regularly</p> <p>Display notices to inform people about when and where they need to wash their hands and if they can't wash their hands provide information about how and when to use hand sanitizer</p>		

		<p>Provide hand sanitiser for the occasions when people can't wash their hands. Hand sanitizer does not replace hand washing <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Automatic hand sanitiser dispensers located around the building especially in areas where washing facilities are not readily available.</p>	<p>Replenishing hand washing/sanitising facilities on a daily basis</p> <p>Everyone to check their skin for dryness and cracking and to report if there is a problem <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p>		
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<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls</u>	<u>What further action do you need to consider to control the risk?</u>	<u>Who needs to carry out the action</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus in common use high traffic areas such as corridors, reception, kitchen, toilet facilities, entry/exit points to facilities, lifts, sharing of equipment and other communal areas	Employees Councillors Members of the public Contractors Delivery drivers	<p>Closure of the Guildhall to members of the public and councilors. Refer to online services wherever possible. Switchboard available 9am to 5pm for information sources</p> <p>Post to be opened and hands washed immediately</p> <p>No congregating in any area of the building</p> <p>Limited number of people in the kitchen to <b>one person</b> to allow for social distancing rules to be met Cleaning of the kitchen before and after use is the responsibility of the employee to ensure their own and their colleagues safety.</p> <p>Employees to provide their own crockery / cutlery and to take home of an evening to avoid the spread of the virus Disposable cups to be provided.</p>	<p>Display notices informing people congregating will not be tolerated</p> <p>Display notices to remind people to socially distance</p> <p>Display notices to remind people to wipe down shared surfaces / condiments</p> <p>Stagger start and finish times to avoid meeting at entrance/exit points</p> <p>Display notices informing people of the maximum number of people in certain areas and use of lift</p> <p>Display cleaning notice and products in the kitchen.</p> <p>Daily deep cleaning and fogging</p> <p>Monitor to make sure people are following the safety controls put in place</p>		

		<p>Water stations throughout the building</p> <p>Limited number of people in the toilet facilities to <b>two persons</b> to allow for social distancing rules to be met</p> <p>Limited number of people in the corridors to <b>two persons</b> to allow for social distancing rules to be met</p> <p>Limited number of people at entry and exit points to <b>one person</b> to allow for social distancing rules to be met</p> <p>Lift to be utilised for equipment transfer <b>only</b>, out of bounds as a <b>passenger lift</b> to reduce the spread of the virus</p> <p>No sharing of equipment or stationery to reduce spreading the virus and to allow for social distancing rules to be met Photocopiers to be shared and cleaning regime must be followed</p>	<p>Review the risk assessment monthly liaising with others to help identify where controls cannot be followed or people are not doing what they should</p> <p>Display notices informing people that face coverings do not allow close contact social distancing must be adhered to</p> <p>Partition screens must be used to create a physical barrier between employees.</p>		
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		<p>Reception hatch and doors to remain closed at all times to reduce contact</p> <p>Maximum people in the Guildhall long room to <b>five persons</b> to allow for social distancing rules to be met</p> <p>Maximum people in the Council Chamber to <b>four persons</b> to allow for social distancing rules to be met</p> <p>Increase the use of virtual meetings including people working in the same building to reduce the number of people moving around the building</p> <p>Doors to be left open (taking fire safety into consideration) to reduce the amount of contact with doors and to potentially improve workplace ventilation</p> <p>To prevent pockets of stagnant air in occupied spaces use floor standing/desk fans to provide good ventilation</p>			
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		<p>Face covering must be worn when entering / exiting the Guildhall and all communal areas unless medically exempt as a precautionary measure, social distancing must be applied in the first instance as per current government guidelines</p> <p>If advised that an employee has become unwell with a new continuous cough or a high temperature or loss of taste and smell in the workplace they will be sent home immediately and advised to follow the stay at home guidance. Line manager to maintain regular contact with employees during this time</p> <p>If advised that an employee has development covid-19 and were recently at the Guildhall, the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with that person and will take advice on any actions or precautions that should be taken <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> Guildhall to be deep cleaned with immediate effect</p>	<p>Line managers will offer support to staff who are affected by coronavirus or has a family member affected.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>		
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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Employees Contractors Delivery Drivers	<p>Daily deep cleaning and fogging to include frequently touched surfaces i.e. handrails, door handles, communal work surfaces</p> <p>Bleach to be used to clean all surfaces on a daily basis. Employees to be provided cleaning products for work stations</p> <p>No sharing of equipment or stationery to reduce getting or spreading coronavirus</p> <p>Employees to follow the cleaning regime in place to clean before and at the end of each day</p> <p>Utilise video communications, telephone and email to reduce the need for people to move around the building</p>	Rigorous checks will be carried out by employees to ensure that the necessary procedures are being followed.		



		<p>Encourage using electronic documents rather than paperwork</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Use bin liners and empty the bins on a regular basis</p> <p>Cover put in place should the cleaner develop symptoms of coronavirus in work</p>			
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Follow guidance on stress and mental health</p> <p>Management to promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>As required, video conference team meetings to discuss work whilst keeping in touch</p> <p>Line managers to provide staff support and make sure they know they can talk things through</p> <p>Employees to take regular breaks, exercise and set working hours to avoid long hours and fatigue</p>	Regular communication of mental health information and open door policy for those who need additional support.		

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Increased risk of infection and complications for vulnerable workers	Employees	<p>Line manager to identify who in your team falls into one of the following categories:</p> <ol style="list-style-type: none"> <li>1. Clinically extremely vulnerable</li> <li>2. People self-isolating</li> <li>3. People with symptoms of coronavirus</li> </ol> <p>Line manager to discuss with employee what their personal risks are and identify what you need to do in each case</p> <p>Line manager to identify how and where someone in one of these categories will work in line with current government guidance</p> <p>Line manager to identify how to protect the employee if coming into work through social distancing and hygiene procedures</p> <p>Follow current government guidelines for employers on the NHS Test and Trace service</p>	Inform employees of the process to notify their line manager when they fall into one of these categories		