

Guildhall Covid-19 risk assessment – Phase 5 – 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 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 sign to confirm they will abide by the risk assessment at all times and return to their line manager. 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: 25th March 2021

Review Date: 21st June 2021

| <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> |
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| Getting or spreading coronavirus by not washing hands or not washing them adequately | Employees Councillors Members of the public Contractors Delivery drivers Polling Clerks | <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>QR Code scanned immediately on arrival</p> <p>See hand washing guide: How to wash your hands - NHS (www.nhs.uk)</p> <p>Provide water, soap, paper towels / hand dryer https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> | <p>Monitoring to make sure people are following the safety controls</p> <p>Everyone 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> | | |

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| | | <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>Provide hand sanitiser throughout the building for the occasions when people can't wash their hands. Hand sanitizer does not replace hand washing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</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 https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>COVID-19: What is the situation in Northern Ireland? HSC Public Health Agency (hscni.net)</p> | | |
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| | | <p>Wearing of gloves. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of safely</p> | <p>Staff to be reminded that wearing of gloves is not substitute for good hand washing</p> | | |
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| 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 Polling Clerks | <p>Closure of the Guildhall to members of the public and councilors apart from Cornwall Council Polling Officers. Refer to online services wherever possible. Switchboard available 9am to 5pm for information sources</p> <p>Guildhall staff to operate from home in line with government advice and the law. Lone workers attending the Guildhall for essential services must adhere to the councils lone working policy</p> <p>Post to be opened and hands washed immediately</p> <p>Social distancing reducing the number of persons in any work area to comply with the 2-meter (6.5 foot) gab recommended by the Public Health Agency (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p> | <p>Display notices informing people congregating will not be tolerated</p> <p>Display notices to remind people to socially distance</p> <p>Staff provided a council Employee Handbook to adhere to at all times. Town Clerk and Assistant Town Clerk to conform to the risk assessment and emergency lone working device.</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 if required</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> | | |

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| | | <p>No congregating in any area of the building</p> <p>Limited number of people in the kitchen to one person to allow for social distancing rules to be met</p> <p>Cleaning of the kitchen before and after use is the responsibility of the user to ensure their own and others safety</p> <p>Employees and Polling Officers to provide their own crockery / cutlery and to take home of an evening to avoid the spread of the virus</p> <p>Disposable cups to be provided</p> <p>Water stations throughout the building</p> <p>Limited number of people in the toilet facilities located on the first floor to two people at anyone time to allow for social distancing to be maintained</p> | <p>Daily deep cleaning and fogging</p> <p>Monitor to make sure people are following the safety controls put in place</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 at all times</p> <p>Partition screens must be used to create a physical barrier between employees.</p> | | |
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| | | <p>Fully accessible toilet located on the ground floor to be utilised by staff only apart from initial hand washing when entering the building.</p> <p>Limited number of people in the corridors to two people at anyone time to allow for social distancing to be maintained</p> <p>Limited number of people at entry and exit points of the Guildhall to two people at anyone time to allow for social distancing rules to be maintained at all times, staff to remain outside in an orderly fashion observing social distancing until it is safe to enter</p> <p>Lift to be utilised for equipment transfer, and for those that are unable to use the stairs, limited to one person at anyone time 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> | | | |
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| | | <p>Reception hatch and doors to remain closed at all times to reduce contact</p> <p>Maximum employees in the Guildhall long room to six people to allow for social distancing rules to be maintained at all times, reducing the spread of the virus</p> <p>Maximum employees in the Council Chamber to four people to allow for social distancing rules to be maintained at all times, reducing the spread of the virus</p> <p>Polling Officers to determine the covid secure number of people when hiring the Council Chamber for elections and ensure safety measures are adhered to at all times</p> <p>Increase the use of virtual meetings including people working in the same building to reduce movement around the building</p> | | | |
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| | | <p>Doors to be left open (taking fire safety into consideration) to reduce the amount of contact with doors handles and to potentially improve workplace ventilation</p> <p>To prevent pockets of stagnant air in occupied spaces open as many windows and use floor standing/desk fans to provide good ventilation</p> <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 and arrange for a Covid test</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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| | | <p>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 https://www.publichealth.hscni.net/ Guildhall to be deep cleaned with immediate effect</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, touchable areas</p> <p>Bleach to be used to clean all surfaces on a daily basis</p> <p>No sharing of equipment or stationery to reduce getting or spreading coronavirus</p> <p>Employees to be provided cleaning products for work stations</p> <p>Employees to follow the cleaning regime in place to clean their work stations 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 | | |

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| | | <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 https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</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"> 1.Clinically extremely vulnerable 2.People self-isolating 3.People with symptoms of coronavirus <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 | | |

Company Name: Saltash Town Council

Date assessment was carried out: 25th March 2021

Employee Name

Polling Clerk Name

Assessment carried out by: Assistant Town Clerk

Review Date: 21st June 2021

Employee Signature

Polling Clerk Signature