

Guildhall Covid-19 risk assessment

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.

Any other persons visiting the Guildhall building should read the Risk Assessment and always adhere to the measures put in place to maintain safety and 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 always abide by the risk assessment, 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: Acting Town Clerk

Date assessment was carried out: 10th December 2021

Review Date: 10th March 2022

<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	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p> <p>Contractors</p> <p>Delivery drivers</p> <p>Any other persons entering the Guildhall building</p>	<p>Saltash Town Council encourages everyone to wash their hands immediately on arrival for at least 20 seconds using the accessible toilet located in reception or use the hand sanitiser located in reception.</p> <p>Door to the accessible toilet to be left open for the duration of staff starting work to reduce contact and spread of the virus</p> <p>The above should also be applied when leaving and returning to the Guildhall</p> <p>Face coverings to be worn unless medically exempt when entering / exiting the Guildhall and all communal areas, social distancing to be maintained</p> <p>Temperature check and recording may be taken upon arrival should the person wish to do so</p> <p>Signing in/out book to continue (fire safety regulations) by any persons entering the Guildhall building</p>	<p>Saltash Town Council encourages everyone to wash their hands on a regular basis for 20 seconds with water and soap or use hand sanitiser 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, this is particularly important before and after touching shared objects or surfaces that other people touch regularly</p> <p>Everyone to wear a face covering unless medically exempt and to maintain social distancing</p> <p>Display notices to remind people to either wash their hands or use hand sanitiser located around the building</p> <p>Persons to use their own pen to sign in and out of the Guildhall building to avoid the spread of the virus</p>	<p>Line Managers</p> <p>All Staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

		<p>Saltash Town Council encourages everyone to scan the QR Code located on the front door immediately on arrival 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>Provide information on how to wash your hands properly and avoid touching your face. Display notices in the toilets</p> <p>Provide hand sanitiser throughout the building but where possible wash your hands https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Replenishing hand washing / sanitising facilities daily</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 COVID-19: What is the situation in Northern Ireland? HSC Public Health Agency (hscni.net)</p>		
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		<p>Staff encouraged to protect their 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>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>Council staff to be encouraged to participate in the home lateral flow testing twice a week</p>	<p>Staff to be reminded that wearing of gloves is not substitute for good hand washing</p> <p>Staff to be reminded to share the results with their line manager and appropriate action taken should a positive result be recorded</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 Any other persons entering the Guildhall building	<p>The Guildhall will open to the public as of Monday 2nd August 2021 9am – 5pm, closed for lunch between 1pm – 2pm</p> <p>Guildhall toilets are not open to the public. Customers to be directed to the public toilets located at the Waterside, Alexandra Square and Belle Vue which is an accessible toilet</p> <p>Post to be opened and staff encouraged to wash hands immediately after</p> <p>Social distancing reducing the number of persons in any work area to be encouraged with the 2-meter (6.5 foot) gap 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 encouraging people to remain cautious and avoid congregating in small, enclosed areas</p> <p>Display notices encouraging the use of face coverings and to be mindful and respect others space</p> <p>Display notices to remind people to socially distance and promoting good hygiene</p> <p>To avoid customers accessing certain areas of the Guildhall building, barriers will be placed in front of the ground floor fully accessible toilet, users directed to the nearest public toilet</p> <p>Staff provided a council Employee Handbook to always adhere to staff attending the Guildhall to conform to the risk assessment and emergency lone working device</p>	<p>Line Managers</p> <p>All Staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

		<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 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>Limited number of people in the corridors to two people at anyone time to allow for social distancing to be maintained</p>	<p>Display notices to remind people to wipe down shared surfaces / condiments</p> <p>If required, 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 carried out by the Service Delivery Department</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>Desk screen dividers in place at employee workstations to create a physical barrier between others</p> <p>Encourage all those accessing the Guildhall to stay cautious, protect themselves and protect others</p>		
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		<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 and encourage, 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>If sharing of equipment or stationery takes place, please follow the cleaning regime to reduce spreading the virus</p> <p>Photocopiers to be shared and cleaning regime must be followed</p> <p>Reception hatch and doors to always remain locked to reduce contact and maintain security</p>	<p>Promote good hygiene – washing hands and sanitise regularly, respect each other’s space to reduce the risk of spreading the virus</p> <p>Frequent cleaning throughout the building</p> <p>Staff not to congregate behind reception to reduce the spread of the virus</p>		
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		<p>Guildhall long room to be utilised for Council meetings, appointments, and hire, social distancing to be maintained, adequate ventilation through doors, windows, and vents, if possible, by mechanical ventilation using fans and ducts or through a combination of both reducing the spread of the virus</p> <p>Council Chamber to be utilised for Council meetings, appointments, and hire, social distancing to be maintained, adequate ventilation through doors, windows, and vents, if possible, by mechanical ventilation using fans and ducts or through a combination of both reducing the spread of the virus</p> <p>Staff to make use of virtual meetings, phone calls, Team messaging service and email to reduce movement around the building</p>	<p>Promote good hygiene – washing hands and sanitise regularly, respect each other’s space to reduce the risk of spreading the virus</p> <p>Fresh air helps to dilute the virus in occupied spaces be mindful of good ventilation</p> <p>Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas</p> <p>Good ventilation and cleaning regime before and after use of rooms</p> <p>Perspex screens between councillors providing a barrier to reduce the risk of spreading the virus</p> <p>Staff 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 as possible and use floor standing/desk fans to provide good ventilation</p> <p>Face coverings and social distancing when entering / exiting the Guildhall and all communal areas unless medically exempt as per current government guidelines</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</p> <p>Everyone to wear a face covering unless medically exempt and to maintain social distancing</p> <p>Staying safe still matters</p>		
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		<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 PRS test reporting to their line manager</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Line manager to maintain regular contact with employees during this time</p> <p>If advised that an employee has developed covid-19 and were recently at the Guildhall, the Acting 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</p> <p>https://www.publichealth.hscni.net/</p>	<p>Line manager to follow the sickness absence process or where possible staff to work from home if well enough to do so</p> <p>Line manager to inform Acting Town Clerk</p> <p>Acting Town Clerk to inform Line Manager</p> <p>Guildhall building to be deep cleaned with immediate effect</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 by not cleaning surfaces, equipment, and workstations	<p>Employees</p> <p>Councillors</p> <p>Members of the public</p> <p>Contractors</p> <p>Delivery drivers</p> <p>Any other persons entering the Guildhall building</p>	<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 daily</p> <p>Employees to be provided cleaning products for workstations</p> <p>Employees be encouraged to follow the cleaning regime in place to clean their workstations before and at the end of each day</p> <p>Utilise Zoom, telephone, Teams messaging service and email to reduce the need for people moving around the building</p> <p>Encourage using electronic documents rather than paperwork</p>	<p>Rigorous checks will be carried out by employees to ensure that the necessary procedures are being followed</p> <p>Staff to ensure their workstation has been cleaned thoroughly</p> <p>Staff to inform their line manager of any areas of concern</p> <p>Cleaning products provided for staff to clean their workstations</p>	<p>Line Managers</p> <p>All Staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

		<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Use the bin for rubbish, all bins to be cleaned by following the cleaning regime</p> <p>Cover put in place should the cleaner develop symptoms of coronavirus in work</p>	<p>Staff to clear their desk at the end of each day</p> <p>Service Delivery Department to cover staff sickness following the same cleaning regime</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 Team 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	Line Managers	Immediately

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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>	<p>Inform employees of the process to notify their line manager when they fall into one of these categories</p> <p>Staff to be encouraged to receive the vaccine</p> <p>Council staff to be encouraged to participate in the home lateral flow testing twice a week</p> <p>If you develop covid-19 symptoms self-isolate immediately and get a PCR test even if your symptoms are mild. You should self-isolate at home while you wait for the PCR results.</p> <p>You must self-isolate if you test positive. You must self-isolate from the day your symptoms started and the next 10 full days, or from the day your test was taken if you do not have symptoms and the next 10 full days. This is the law, regardless of whether you have been vaccinated.</p>	<p>Line Managers</p> <p>All staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

Company Name: Saltash Town Council

Date assessment was carried out: 10th December 2021

Employee Name:

Assessment carried out by: Acting Town Clerk

Review Date: 10th March 2022

Employee Signature: