**BAWTRY TOWN COUNCIL – CORONAVIRUS RISK ASSESSMENT May 2020 (Environment)**

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| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| **Spread of Covid-19 Coronavirus**  (Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.) | * Environmental Staff (Handymen) | **Hand Washing**   * Hand washing facilities not readily available outside at the garage base but available at The New Hall. * Hand sanitisers in any area where washing facilities not readily available * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using appropriate cleaning products and methods.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  **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 them safely.  **PPE**  Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the Clerk will contact the Public Health Authority in accordance with any guidance to identify people who have been in contact with them and will take advice on any additional actions or precautions that should be taken.  **Driving**  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Deliveries**  Access to any Council premises to be limited where possible  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap when possible.  Hand sanitiser to be supplied due to lack of hand washing facilities around the town when working.  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.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Checks will be carried out by line managers to ensure that the necessary procedures are being followed.  Daily cleaning and cleaning products e.g. antibacterial wipes to be supplied to wipe over work equipment  Staff to be reminded of the importance of social distancing both in the workplace (garage) and outside of it around the public.  Staff work only 4 hours per day and start/end outside rush hour in terms of transport.  Unable to work from home but currently some staggering of work schedules.  Relatively easy to socially distance as working outside but staff to be reminded to socially distance at the garage base  Gloves are provided to staff due to nature of their work  Staff to be reminded that wearing of gloves is not a substitute for good hand hygiene  Not a health care setting so specific additional PPE not required. Staff can be encouraged to use cloth masks.  Social distancing and hand hygiene implemented.  Staff advised to stay at home if symptomatic and advise the Town Clerk immediately.  Additional cleaning to be arranged where positive cases reported from staff.  Staff advised not to car share. Staff don’t travel to work together normally and don’t have access to Council vehicles  Deliveries to be contactless where possible.  Clerk to take delivery of any goods for environmental staff where possible    Internal communication channels and cascading of messages through Clerk will be carried out regularly to reassure and support employees in a fast-changing situation.  Clerk will offer support to staff who are affected by Coronavirus or has a family member affected if required.  Regular communication of mental health information and open-door policy for those who need additional support. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk    Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk | 30th May  30th May  30th May  Ongoing  30th May  30th March  12th May  1st April  30th May  30th May  ongoing  ongoing  ongoing  ongoing | N/A    Yes  Yes  Yes  N/A  N/A |

Dated 12th May 2020 Undertaken: A Harrison, Town Clerk

Review: 12th November 2020 (or as required if sooner)

P. Vallow received 22nd May

L Carby received 22nd May