**BAWTRY TOWN COUNCIL – CORONAVIRUS RISK ASSESSMENT 2020 v4**

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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.) | * Staff * Visitors to the premises * Regular user groups * Cleaners * Contractors * Delivery/Drivers * Vulnerable groups –workers with existing underlying health conditions | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   * Drying of hands with disposable paper towels. * Staff encouraged to protect the skin by applying emollient cream regularly * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  **Ventilation**  Keeping the premises well ventilated to minimise transmission.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 1 metre plus gap recommended by the Public Health Agency  <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>  <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>  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.  Conference calls to be used instead of face to face meetings.  **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.  **Drivers**  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Deliveries/Contractors**  Number of contractors and access to the building 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 and the importance of proper drying with disposable towels/dryers.  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.   * Hand washing signs in washrooms New wall mounted hand sanitisers fitted * Tissues will be made available throughout the workplace.   To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -   * Posters, leaflets and other materials are available for display.   <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 available to users/groups to use whilst using the hall e.g. antibacterial wipes etc  User groups asked to keep doors and windows open where possible  Staff to be reminded of the importance of social distancing both in the workplace and outside of it.  Groups (other than those operating exempt activities) to meet in groups of up to 6 people  Social distancing at 2m or 1m+ with masks or other measures  All user groups asked to undertake a risk assessment for their customers and to limit user numbers/put in place control measures to ensure social distancing can be adhered to including outside at the entrance. (Alternative exit in main hall for “back to back” classes with users advised not to arrive early or late to avoid overlap)  Limit members of staff on the premises (cleaner/caretaker) outside users’ hours where possible. Bookings Clerk working from home. Town Clerk working from home  Signage in main hall/reception and conference room to illustrate social distancing  All users advised to conduct remote meetings where possible and not to use the hall for this purpose  Only applicable to cleaner/caretaker.  To be reminded that wearing of gloves is not a substitute for good hand washing.  Not a health care setting so specific additional PPE not required for users/staff. Social distancing and hand hygiene implemented.  Users/staff to use masks in community centres in accordance with government guidelines  <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>  Staff advised to stay at home if symptomatic and advise the Town Clerk immediately.  Users advised to contact Town Clerk immediately if members develop Covid-19 and recently on the premises.  Additional cleaning to be arranged where positive cases reported from staff/public  Staff and users advised not to car share if possible  Deliveries to be contactless where possible and delivered to the outside the building.    Any contractors to attend outside users’ hours and to be limited to one contractor on site at any one time 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  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk/  Caretaker  Clerk  Clerk | 20th June  20th May  6th July  20th June  Ongoing  20th June  6th July  20th May  14th September  6th July  6th July (or by each group commencement  12th May  6th July  6th July  20th June  6th July  24th September  20th May  6th July  Ongoing  6th July  ongoing  ongoing  ongoing | Yes  Yes  Yes  N/A  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  N/A  Yes  N/A  N/A  N/A |

Dated 12th May 2020/Updated 24th June/ Updated 13th July/Updated 4th August/Updated 14th September/23rd September Undertaken: A Harrison, Town Clerk

Review: As required