

Risk Assessment for Parish Office regarding COVID 19, June 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Volunteers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	<u>Hand Washing</u> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place for Clerk within parish office.</li> <li>Stringent hand washing taking place</li> <li>See hand washing guidance. <a href="https://www.nhs.uk/livewell/healthy-body/best-wayto-wash-your-hands/">https://www.nhs.uk/livewell/healthy-body/best-wayto-wash-your-hands/</a></li> <li>Clerk to dry hands with towel provided by Clerk</li> <li>Council staff encouraged to protect the skin by applying emollient cream regularly</li> </ul>	<p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p> <p>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>Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>	Staffing Committee		
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Volunteers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	[Blank box]	<p>Posters, leaflets and other materials are available for display.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	Clerk		
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Volunteers</li> <li>Visitors</li> <li>Cleaners</li> </ul>	<u>Cleaning of public areas</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use within the office such as door	Village Hall Management are responsible for cleaning the public areas of the building.	[Blank box]	[Blank box]	[Blank box]

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	<ul style="list-style-type: none"> <li>Contractors</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	handles, light switches using appropriate cleaning products and methods.				
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Councillors</li> <li>Visitors</li> </ul>	<u>Cleaning inside the parish office</u> Door handles and light switches inside the office to be regularly cleaned by the Clerk. Surfaces inside the office to be wiped done with appropriate product at the end of each work day.	Council to ensure appropriate materials are available.			
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Volunteers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	<u>Social Distancing (1)</u> 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  Conference calls to be used instead of face to face meetings.	Council staff to be reminded frequently of the importance of social distancing both in the workplace and outside of it.	Staffing Committee		
Spread of Covid-19 Coronavirus	As above	Social Distancing (2)	Posters and social media to be used to remind everyone to social distance in line with Government guidance	Clerk		
Spread of Covid-19 Coronavirus	Parish Clerk	<u>Welfare facilities</u> Toilet facilities are a shared facility in the public area.  Kitchen facilities are a shared facility in a public area.	Village Hall Management are responsible for cleaning the public areas of the building. Council to ascertain the cleaning regimen and whether paper towels and sufficient hand soap is available in the toilets. Village Hall Management are responsible for cleaning the public areas of the building. Council to ascertain the	Staffing Committee		

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			cleaning regimen. Council to ascertain whether other user groups are able to share facilities or whether the Council should provide exclusive facilities within the office.			
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	<p><u>Visitors to the Office</u></p> <p>Only pre-arranged meetings will be permitted and only when there is no other alternative.</p> <p>The office door will remain open to allow circulation of air.</p> <p>The seating will be arranged to allow social distancing.</p> <p>A written record of all visitors will be maintained in case it is required for contact tracing.</p>	<p>Social distancing will be strictly observed e.g. no handshakes.</p> <p>Hard surfaces will be wiped down after the meeting.</p> <p>Hand sanitiser to be made available for any one visiting the office for use on arrival and departure.</p> <p>Personal information to be retained as required by contact tracing and recommendations of the Information Commissioners Office.</p>	Clerk & Council		
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Parish Clerk</li> <li>Volunteers</li> <li>Visitors</li> <li>Cleaners</li> <li>Contractors</li> <li>Anyone else who physically comes in contact with you in relation to the council</li> </ul>	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on our premises (including where a member of the council has visited other premises), the Chairman or other councillor will contact the Public Health Authority to discuss the case, identify people who</p>	<p><i>Council to consider how it will manage functions in the absence of the Clerk</i></p> <p>If the Clerk has suspected COVID 19 or confirmed COVID 19, the Council will arrange for the parish office to be 'deep cleaned'.</p> <p>Council to obtain a copy of the Village Hall Management's plans to dealing with potential COVID 19 infection.</p> <p>The clerk is only to come into the office if well and no members of the household are self-isolating.</p>	Staffing Committee		

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		have been in contact with them and will take advice on any actions or precautions that should be taken.				
Spread of Covid-19 Coronavirus	Parish Clerk Councillors	<u>Mental Health</u> Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - <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>	Regular communication of mental health information and open door policy for those who need additional support.	Staffing Committee		
Building safety	Parish Clerk Anyone visiting the building	<u>Water (legionella risk)</u> Where a building has been unused for an extended period, there are risks from stagnant water in the pipes.  <u>Fire safety</u> As the Site Manager has been furloughed and this will have impacted on regular duties, regular fire safety checks/certification may have lapsed.	Village Hall Management are responsible to the building safety. Council to gain confirmation that appropriate steps have been taken and safety certification is up to date and that first aid equipment is in-date.	Council		
Spread of Covid-19 Coronavirus	Parish Clerk	<u>Cash handling</u> Payment of fees by cash is to be discouraged by offering online banking details. Cheque payments to be put through the letter box rather than handed over	Hand washing protocols to be followed after handling cash (see above)	Clerk		