

South Willesborough and Newtown Community Council

Jan 2021 Risk Assessment for Getting or Spreading Covid 19.

Adopted Jan 2021 Minute 14/21 C

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus					
-by not washing hands or not washing them adequately	Staff Customers Contractors Visitors	Follow Government guidance on cleaning, hygiene and hand sanitiser Ensure all visitors to office use hand sanitiser, Adequate signage	Provide hand sanitiser Liaise with landlord and all tenants in building who are responsible for providing shared washing facilities etc.	Clerk	Immediate return to work
-in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Staff Customers Contractors Visitors	Wear masks when moving around the building on arrival and leaving. Always washing hands on arrival and leaving	Provide hand sanitiser Liaise with landlord and all tenants in building who are responsible for providing shared washing facilities etc.	Clerk	Immediate return to work.
-by not cleaning surfaces, equipment and workstation		Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often	Cleaning rota to confirm cleaning frequency common areas of touch are cleaned as identified in clerk report 31.12.2020 Shared equipment is cleaned	Clerk	Immediate return to work

		<p>common areas), eg handrails, door handles, handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning</p> <p>identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc -</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>clean reusable boxes</p>	<p>Hands are cleaned at least on arrival exit and before food or drink.</p> <p>Cleaning equipment is provided</p> <p>Regular cleaning of hands, regular cleaning of screens, keyboards, mouse, phone, drawers, light switches, and any shared equipment. E.g. kettle photocopier etc.</p>		
-by not social distancing	The office cannot provide 2m social distancing	therefore we will mitigate risk in the following ways:	<p>a) A Perspex screen over the desk forward facing to offer protection from visitors as a step to prevent transmission.</p> <p>b) Face coverings are not mandatory in offices and as we work as a fixed team, we will however</p>	Clerk CEO Anyone with access to office	

			<p>wear masks when visitors arrive, moving around the building and on leaving or entering</p> <p>d) Use zoom and other online options where possible to reduce meeting with other Cllrs and parties who would otherwise use the office for more than 15 minutes.</p> <p>e) When working together Clerks will sit not directly facing each other and sit diagonally or in a T shape to reduce transmission.</p> <p>f) <b>Ventilate</b> the office by keeping the door open and allowing air flow</p> <p>g)if we have any symptoms however mild we will avoid close contact.</p> <p>h) ensure we have a constant awareness of risk when making work activity decisions</p> <p>Coordinating and working collaboratively with the landlords and other tenants on site, for example, shared bathroom and kitchen.</p>		
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			<p>i) As per gov recommendations we are a fixed team/ partnership therefore we are containing any risk between ourselves by following tier guidelines in daily life, regular communication, only meeting when necessary,</p> <p>ii) Any family members who attend schools and may be a source of transmission are being regularly tested</p>		
From visitors to the office	Workers Staff		<p><b><u>All visitors will clearly be guided to use hand sanitiser and masks (unless exempt)</u></b></p> <p>Aim to have as few visitors as possible</p> <p>Ask visitors to use track and trace app</p> <p>Keep a log of visitors in the diary with email and phone number.</p> <p>If a visitor arrives with clear symptoms we will ask them to leave and come back when they are well.</p>	Clerks	Constant practice
By not wearing masks or face covering			<p><b>Personal protective equipment (PPE) and face coverings</b></p> <p>Face coverings are not mandatory in offices and as we work as a fixed</p>		

			<p>team, we will however wear masks when visitors arrive, moving around the building and on leaving or entering</p> <p>Will be worn as required by government guidelines  If a visitor comes in  Moving around the building  To mitigate any other risk where required.</p>		
Lack of Ventilation	Workers		<b>Ventilate</b> the office by keeping the door open and allowing air flow as much as possible	Clerks Office users	Constant practice
Not considering risks to Vulnerable workers	Vulnerable workers as defined by Gov guidelines		Review the risk of activities involving contact with general public constantly and to defer to online virtual or phone where possible, if still necessary and if to be more than 15 minutes the clerks will weigh if any activities will impact on any vulnerabilities/ underlying health risk and divide tasks in the safest way accordingly.		
Not considering who should go to work			<b>Who should go to work?</b> Follow all government guidance for appropriate Tier work from home where possible and meet as colleagues only when we feel it is necessary		

			If a member of staff has symptoms they will need to self-isolate and book a test if appropriate. ensure we have a constant awareness of risk when making work activity decisions		
Not completing risk assessment or not demonstrating that it is in place	Workers Volunteers		Complete assessment and publish on website as required by Gov guidelines Display Covid 19 Secure Posters on website and in office	Clerks	Immediate return to office
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers Volunteers		Promote Government Website listing support for managing mental health in covid times Clerks have access to mental health support and through SLCC Encourage open communication amongst workers if concerned about COVID and discuss measures in place regularly. Have a supportive attitude.	All members of SWANCC	Constant Practice