



Risk Assessment for dealing with the current Covid-19 situation in the Parish Office

Please note the office will be closed if so instructed by a relevant authority in the event of local lock-down conditions being imposed, or if the Parish Council decides circumstances make it necessary. The Risk Assessment will be reviewed monthly at the Parish Council meeting until the situation deems it unnecessary.

What are the hazards?	Spread of Covid-19 (Coronavirus)	Who might be harmed	<ul style="list-style-type: none"> • Staff • Councillors • Visitors • Anyone else who physically comes in contact in relation to the Council
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Controls required	Additional controls	Action by whom?	Action by when?
Outer Office <ul style="list-style-type: none"> • Restricted opening hours to limit access • Outer door to be kept open to ensure circulation of fresh air 	10am-1pm Mondays, Wednesdays, Fridays	All	Continues
<ul style="list-style-type: none"> • Abusive or aggressive behaviour towards staff or others will not be tolerated. 	Such visitors will be asked to leave, the office will be closed if necessary. Sign.	All	Continues
<ul style="list-style-type: none"> • Members and Public encouraged to continue to phone or email unless visit is essential. • A <u>brief</u> visit is permitted but where a face-to-face meeting or more time is essential must request an appointment in advance • Visitors must not enter if they have or think they have any symptoms • One visitor in the office at a time. 	Public health posters – no entry with symptoms, wear mask, etc If a meeting is underway the door will be closed and visitors are asked to wait outside.	All	Continues
<ul style="list-style-type: none"> • Visitors to use hand sanitiser and wear masks 	Hand sanitiser provided at entrance with sign. “Catch it, Bin it ...” poster and tissues available		
<ul style="list-style-type: none"> • Visitors contact details to be logged by staff member 	Details will be kept for 21 days and will only be provided to contact-tracing authorities. The daily sheet will be shredded after 21 days.	Staff	Continues



Controls required	Additional controls	Action by whom?	Action by when?
<ul style="list-style-type: none"> Surfaces to be cleaned after each visitor No access to staff area/facilities for any reason 		Staff	Continues
<p>Materials brought to the office</p> <ul style="list-style-type: none"> Groups are encouraged to send documents by e-mail for staff to print Materials for notice boards/copying will be dealt with on the following working day to avoid transmission 	<p>For local groups: up to 3 copies for notice boards will be printed of free of charge if sent by e-mail</p> <p>Items left on Monday will be dealt with on Wednesday, etc</p>	All	Continues
<ul style="list-style-type: none"> Abusive or aggressive behaviour towards staff or others will not be tolerated. 	Such visitors will be asked to leave, the office will be closed if necessary.	All	Continues
<p>Staff</p> <p>Symptoms of Covid-19</p> <p>Staff should not attend the office if they feel unwell or think they may be infected.</p> <p>Anyone who develops symptoms will be sent home and instructed to follow the current guidance.</p> <p>If a staff member is positively tested or receives a contact trace call, the Clerk or Chairman should be informed immediately.</p>	Councillors and Clerk will maintain regular contact with staff members during an absence and offer support who are affected by Coronavirus or has a family member affected.	Clerk, Chairman, Members	
<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended .</p>	Office layout sufficient. Staff should ensure they are aware of the other's movement to avoid overlapping in the kitchen etc		
<p>Staff Areas</p> <ul style="list-style-type: none"> Only staff are permitted in the inner office, kitchen, toilet and store Adequate ventilation to be maintained in office area 		Staff	Continues



Controls required	Additional controls	Action by whom?	Action by when?
Hygiene <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand washing taking place on a regular basis and certainly when returning to the office from outside and dealing with materials received from visitors, post etc. • Hand washing to follow government guidance. 	(Clerk to pursue landlord regarding hot water units) See https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/	Clerk Staff	All: Continues
<ul style="list-style-type: none"> • Drying of hands using individual towels 	Identifiable towels on separate hooks		
<ul style="list-style-type: none"> • Disposable gloves are available for staff use if preferred/needed • Disposable masks are available for staff use if preferred/needed • Hand sanitiser, wipes and tissues provided 	Clerk to ensure adequate supply available	Clerk	Continues
<ul style="list-style-type: none"> • Toilet surfaces to be sprayed with disinfectant after each use 			
Cleaning <ul style="list-style-type: none"> • 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 • Desks, keyboards, phones to be cleaned at closing time. • Wipes and other disposable hygiene/ cleaning items to be bagged daily. 	The office is supplied with an array of cleaning supplies, wipes etc. Clerk to ensure adequate stock maintained.	Staff	Continues
Office Equipment <ul style="list-style-type: none"> • Phones and other equipment not to be shared. • Collect own printing, wipe buttons after use 		Staff	Continues
Meetings <ul style="list-style-type: none"> • Parish Council and PC Committee meetings to be held on Zoom 	In line with NALC guidance	Clerk	Continues
<ul style="list-style-type: none"> • Where possible, other discussions should take place by phone, Zoom or similar. If a meeting is essential, Councillors may use the outer office by arrangement with the Clerk who will ensure seating arranged for social distancing. The office will be closed to the public during this time. 	Meeting organiser to ensure hygiene/cleaning procedures are followed, including cleaning after the meeting if Clerk is not present. No access to the staff office and facilities. No refreshments.	Members, Clerk	Continues

Note: "Staff" includes the Chairman (or other Parish Councillor) who attends the office for monitoring purposes (only)