

## **Guildhall Covid-19 risk assessment**

Covid-19 is a new illness that is currently known to affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

This **Risk Assessment** is designed for dealing with the current Covid-19 situation in the workplace (Saltash Town Council – Guildhall).

Any other persons visiting the Guildhall building should read the Risk Assessment and always adhere to the measures put in place to maintain safety and consider their own unique circumstances.

To keep up to date with the latest guidance to workplaces and Covid-19 in this fast-changing situation please visit the following links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/coronavirus>

All staff to read and familiarise themselves with the risk assessment, sign to confirm they will always abide by the risk assessment, and return to their line manager. Staff to contact their line manager with areas of concern.

**Company Name:** Saltash Town Council

**Assessment carried out by:** Acting Town Clerk

**Date assessment was carried out:** 17<sup>th</sup> March 2022

**Review Date:** 30<sup>th</sup> June 2022

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls Required</u>	<u>What further action do you need to consider to control the risk?</u>	<u>Who needs to carry out the action</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Councillors Members of the public Contractors Delivery drivers Any other persons entering the Guildhall building	<p>Saltash Town Council <b>encourages</b> everyone to wash their hands immediately on arrival for at least 20 seconds using the accessible toilet located in reception or use the hand sanitiser located in reception</p> <p>The above to be followed when leaving and returning to the Guildhall</p> <p>Saltash Town Council <b>encourages</b> everyone to wear a face covering unless medically exempt when entering / exiting the Guildhall and all communal areas, social distancing to be maintained</p> <p>Signing in/out book to continue (fire safety regulations) by any persons entering the Guildhall building</p>	<p>Saltash Town Council <b>encourages</b> everyone to wash their hands on a regular basis for 20 seconds with water and soap or use hand sanitiser and the importance of proper drying with disposable towels / hand dryer. Also reminded to catch coughs and sneezes in tissues – <b>Follow Catch it, Bin it, Kill it</b> and to avoid touching face, eyes, nose or mouth with <b>unclean hands</b></p> <p>Display notices to remind people of the importance of washing their hands regularly, this is particularly important before and after touching shared objects or surfaces that other people touch regularly</p> <p>Everyone is <b>encouraged</b> to wear a face covering unless medically exempt and to maintain social distancing where possible</p> <p>Display notices to remind people to either <b>wash their hands</b> or use hand sanitiser located around the building</p> <p>Replenishing hand washing / sanitising facilities daily</p>	<p>Line Managers</p> <p>All Staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

		<p>See hand washing guide:  <a href="http://www.nhs.uk">How to wash your hands - NHS (www.nhs.uk)</a></p> <p>Provide water, soap, paper towels / hand dryer  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Provide information on how to wash your hands properly and avoid touching your face. Display notices in the toilets</p> <p>Provide hand sanitiser throughout the building but where possible wash your hands  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Staff encouraged to protect their skin by applying emollient cream regularly  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p>	<p>Everyone to check their skin for dryness and cracking and to report if there is a problem  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p><b>Encourage</b> Council staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hscni.net/COVID-19-What-is-the-situation-in-Northern-Ireland/">COVID-19: What is the situation in Northern Ireland?   HSC Public Health Agency (hscni.net)</a></p>		
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		<p>Automatic hand sanitiser dispensers located around the building especially in areas where washing facilities are not readily available</p> <p>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 safely</p> <p>Council staff are to continue to self-isolate following a positive covid-19 test for at least five days</p> <p>Staff are to take a LFT after day five and continue to follow the guidance until they have received two negative test results on consecutive days</p> <p>Staff who are in contact with people who test positive are to be mindful of others, if they experience symptoms take a LFT and continue to follow the above guidance</p>	<p><b>Staff to be reminded that wearing of gloves is not substitute for good hand washing</b></p> <p>Staff to <b>provide the results of a LFT</b> with their line manager and appropriate action taken should a positive result be recorded</p> <p>Saltash Town Council to provide LFT for all employees from 1<sup>st</sup> April 2022</p> <p>Line managers to manage the distribution of LFT within their department and request to reorder via the Finance Department</p>		
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<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls</u>	<u>What further action do you need to consider to control the risk?</u>	<u>Who needs to carry out the action</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus in common use high traffic areas such as corridors, reception, kitchen, toilet facilities, entry/exit points to facilities, lifts, sharing of equipment and other communal areas	Employees Councillors Members of the public Contractors Delivery drivers Any other persons entering the Guildhall building	<p>The Guildhall will open to the public as of Monday 2<sup>nd</sup> August 2021 9am – 5pm, closed for lunch between 1pm – 2pm</p> <p>Post to be opened - staff <b>encouraged</b> to wash hands immediately after</p> <p>Social distancing reducing the number of persons in any work area to be encouraged <b>with the 2-meter (6.5 foot) gap</b> recommended by the Public Health Agency <a href="https://www.gov.uk/coronavirus-restrictions">(<a href="https://www.gov.uk/coronavirus-restrictions">COVID-19</a>) <a href="https://www.gov.uk/coronavirus-restrictions">Coronavirus restrictions: what you can and cannot do - GOV.UK</a></a> <a href="https://www.gov.uk">(<a href="https://www.gov.uk">www.gov.uk</a>)</a></p> <p>Limited number of people in the kitchen to <b>one person</b> to allow for social distancing rules to be met</p>	<p>Display notices <b>encouraging</b> people to remain cautious and avoid congregating in small, enclosed areas</p> <p>Display notices <b>encouraging</b> the use of face coverings and to be mindful and respect others space</p> <p>Display notices to <b>encourage</b> people to socially distance and promoting good hygiene</p> <p>Staff provided a council Employee Handbook to always adhere to staff attending the Guildhall to conform to the risk assessment and emergency lone working device</p> <p>Display notices to <b>remind</b> people to wipe down shared surfaces / condiments</p> <p>Display notices informing people of the maximum number of people in certain areas and use of lift</p> <p>Display cleaning notice and products in the kitchen</p>	<p>Line Managers</p> <p>All Staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

		<p>Cleaning of the kitchen before and after use is the <b>responsibility of the user</b> to ensure their own and others safety</p> <p><b>Water stations</b> throughout the building to avoid congregation in the kitchen</p> <p>Limited number of people in the toilet facilities located on the first floor to <b>two people</b> at anyone time to allow for social distancing to be maintained</p> <p>Limited number of people in the corridors to <b>two people</b> at anyone time to allow for social distancing to be maintained</p> <p>Lift to be utilised for equipment transfer, and for those that are unable to use the stairs, limited to <b>one person</b> at anyone time to reduce the spread of the virus</p> <p>If sharing of equipment or stationery takes place, please follow the cleaning regime to reduce spreading the virus</p>	<p>Daily deep cleaning and fogging carried out by the Service Delivery Department</p> <p>Monitor to make ensure people are following the safety controls put in place</p> <p>Review the risk assessment regularly liaising with others to help identify where controls cannot be followed, or people are not doing what they should</p> <p>Desk screen dividers in place at employee workstations to create a physical barrier between others</p> <p><b>Encourage</b> all those accessing the Guildhall to stay cautious, protect themselves and protect others</p> <p>Promote good hygiene – washing hands and sanitise regularly, respect each other’s space to reduce the risk of spreading the virus</p> <p>Frequent cleaning throughout the building</p> <p>Staff not to congregate behind reception to reduce the spread of the virus</p>		
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		<p>Doors to be left open (taking fire safety into consideration) to reduce the amount of contact with door handles and to potentially improve workplace ventilation</p> <p>To prevent pockets of stagnant air in occupied spaces open as many windows as possible and use floor standing/desk fans to provide good ventilation</p> <p>Everyone is <b>encouraged</b> to wear a face covering unless medically exempt and maintain social distancing when entering / exiting the Guildhall and all communal areas as per current government guidelines</p>	<p>Everyone is <b>encouraged</b> to wear a face covering unless medically exempt and to maintain social distancing where possible</p> <p>Staying safe still matters</p> <p>Line manager to follow the sickness absence process or where possible staff to work from home if well enough to do so</p> <p>Line manager to inform Acting Town Clerk</p> <p>Acting Town Clerk to inform Council as required</p> <p>Guildhall building to be closed for deep cleaning and fogged with immediate effect</p>		
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<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>Controls</u>	<u>What further action do you need to consider to control the risk?</u>	<u>Who needs to carry out the action</u>	<u>When is the action needed by?</u>
Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations	Employees Councillors Members of the public Contractors Delivery drivers Any other persons entering the Guildhall building	Daily deep cleaning and fogging to include frequently touched surfaces i.e., handrails, door handles, communal work surfaces, touchable areas  Bleach to be used to clean all surfaces daily and to be cleaned dry  Employees to be provided cleaning products for workstations  Employees be <b>encouraged</b> to follow the cleaning regime in place to clean their workstations before and at the end of each day  Utilise Zoom, telephone, Teams messaging service and email to reduce the need for people moving around the building  Encourage using electronic documents rather than paperwork	Rigorous checks will be carried out by employees to ensure that the necessary procedures are being followed  Staff to ensure their workstation has been cleaned thoroughly  Staff to inform their line manager of any areas of concern  Cleaning products provided for staff to clean their workstations  Staff to clear their desk at the end of each day  Service Delivery Department to cover staff sickness following the same cleaning regime	Line Managers  All Staff  Any persons entering the Guildhall have a responsibility to conform	Immediately

		<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Use the bin for rubbish, all bins to be cleaned by following the cleaning regime</p> <p>Cover put in place should the cleaner develop symptoms of coronavirus at work</p>			
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Follow guidance on stress and mental health</p> <p>Management Team to promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help  <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>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Line managers to keep in touch with their departments, staff to look out for their colleagues</p> <p>Line managers to provide staff support and make sure they know they can talk things through</p> <p>Employees to take regular breaks, exercise and set working hours to avoid long hours and fatigue</p>	Regular communication of mental health information and open-door policy for those who need additional support	<p>Line Managers</p> <p>Staff</p>	Immediately

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Increased risk of infection and complications for vulnerable workers	Employees	<p>Line manager to discuss with employee what their personal risks are and identify what you need to do in each case</p> <p>Line manager to identify how and where someone in one of these categories will work safe</p> <p>Council staff are to continue to self-isolate following a positive covid-19 test for at least five days</p> <p>Staff are to take a LFT after day five and continue to follow the guidance until they have received two negative test results on consecutive days</p> <p>Staff who are in contact with people who test positive are to be mindful of others, if they experience symptoms take a LFT and continue to follow the above guidance</p>	<p>Employees <b>encouraged</b> to notify their line manager when they fall into one of these categories:</p> <ol style="list-style-type: none"> <li>1. Clinically extremely vulnerable</li> <li>2. People self-isolating</li> <li>3. People with symptoms of coronavirus</li> </ol> <p>Staff to be <b>encouraged</b> to receive the vaccine</p>	<p>Line Managers</p> <p>All staff</p> <p>Any persons entering the Guildhall have a responsibility to conform</p>	Immediately

**Company Name:** Saltash Town Council

**Date assessment was carried out:** 17<sup>th</sup> March 2022

**Employee Name:**

**Assessment carried out by:** Acting Town Clerk

**Review Date:** 30<sup>th</sup> June 2022

**Employee Signature:**