

Waterside Office Covid-19 Risk Assessment – Version 2

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) and while carrying out 1:1 interviews on site it is not likely to cover all scenarios and employees attending should 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. Staff to contact their line manager with areas of concern.

Company Name: Saltash Town Council

Assessment carried out by: Service Delivery Manager

Date assessment was carried out: 20th November 2021

Review Date: 20th March 2022

<u>Potential 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 Councilors Members of the public Contractors Delivery Drivers	<p>Hands must be washed immediately on arrival for at least 20 seconds using the accessible toilet. Door to remain open for the duration of persons entering the building to reduce contact and spread of the virus.</p> <p>The above must also be applied every time when entering the building.</p> <p>Temperature check and recording must be taken immediately on arrival.</p> <p>Provide water, soap, paper towels / hand dryer.</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Provide information on how to wash your hands properly and avoid touching your face. Display notices in the toilet, the kitchen and the communal area.</p>	<p>Monitoring to make sure people are following the safety controls.</p> <p>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 / hand dryer. 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>Display notices to remind people of the importance of washing their hands regularly.</p> <p>Display notices to inform people about when and where they need to wash their hands and if they can't wash their hands provide information about how and when to use hand sanitiser.</p> <p>Replenishing hand washing/sanitising facilities on a daily basis.</p> <p>Everyone to check their skin for dryness and cracking and to report if there is a problem.</p>		

<p>Getting or spreading coronavirus in common use high traffic areas such as stairs, signing in station, toilet facilities, entry/exit points to facilities, sharing of equipment and other communal areas</p>	<p>Employees Councilors Members of the public Contractors Delivery Drivers</p>	<p>Provide hand sanitiser for the occasions when people can't wash their hands. Hand sanitizer does not replace hand washing.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Hand sanitiser dispensers located around the building especially in areas where washing facilities are not readily available.</p> <p>Closure of the Depot to members of the public and councillors. Refer to online services wherever possible. Switchboard available 9am to 5pm for information sources.</p> <p>Post to be opened and hands washed immediately No congregating in any area of the building</p>	<p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Display notices informing people congregating will not be tolerated.</p> <p>Display notices to remind people to socially distance.</p> <p>Display notices to remind people to wipe down shared surfaces / condiments.</p> <p>Stagger start and finish times to avoid meeting at entrance/exit points.</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. Daily deep cleaning and fogging. Monitor to make sure people are following the safety controls put in place</p> <p>Review the risk assessment monthly liaising with others to help identify where controls cannot be followed or people are not doing what they should.</p>		
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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Employees Contractors Delivery Drivers</p>	<p>Maximum people in the office to one person to allow for social distancing rules to be met.</p> <p>Maximum people in the Drying Room to two persons to allow for social distancing rules to be met.</p> <p>Maximum people in the mess room to two persons to allow for social distancing rules to be met.</p> <p>Employees using a works vehicle must open windows for ventilation and wear a face mask (unless medically exempt).</p> <p>Increase the use of virtual meetings including people working in the same building to reduce the number of people moving around the building.</p> <p>Doors to be left open (taking fire safety into consideration) to reduce the amount of contact with doors and to potentially improve workplace ventilation.</p>			
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<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Employees</p>	<p>Face covering must be worn when entering / exiting the premises and in all communal areas unless medically exempt as a precautionary measure, social distancing must be applied in the first instance as per current government guidelines.</p> <p>If advised that an employee has become unwell with a new continuous cough or a high temperature or loss of taste and smell in the workplace they will be sent home immediately and advised to follow the stay at home guidance. Line manager to maintain regular contact with employees during this time.</p> <p>If advised that an employee has development covid-19 and were recently at the Guildhall, the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with that person and will take advice on any actions or precautions that should be taken https://www.publichealth.hscni.net/ The premises to be deep cleaned with immediate effect.</p> <p>Daily deep cleaning and fogging to include frequently touched surfaces i.e.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Inform employees of the process to notify their line manager when they fall into one of these categories</p>		
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<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Employees</p>	<p>handrails, door handles, communal work surfaces. Bleach to be used to clean all surfaces on a daily basis. Employees to be provided cleaning products for work stations.</p> <p>Limited sharing of equipment or stationery to reduce getting or spreading coronavirus.</p> <p>Employees to follow the cleaning regime in place to clean before and at the end of each day.</p> <p>Utilise video communications, telephone and email to reduce the need for people to move around the building.</p> <p>Encourage using electronic documents rather than paperwork.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Use bin liners and empty the bins on a regular basis.</p> <p>Cover put in place should the cleaner develop symptoms of coronavirus in work.</p>			
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		<p>Follow guidance on stress and mental health.</p> <p>Management to promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help.</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p> <p>As required, video conference team meetings to discuss work whilst keeping in touch</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> <p>Line manager to identify who in your team falls into one of the following categories:</p> <ol style="list-style-type: none"> 1.Clinically extremely vulnerable 2.People self-isolating 3.People with symptoms of coronavirus 			
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Lone Working	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 in line with current government guidance.</p> <p>Line manager to identify how to protect the employee if coming into work through social distancing and hygiene procedures.</p> <p>Follow current government guidelines for employers on the NHS Test and Trace service</p> <p>ALL team members of the Service Delivery Department have been issued with and trained on the PeopleSafe Lone Workers Device which is linked to the mobile phones issued to them.</p> <p>Telephone calls to be made to Line Manager when arriving and departing premises.</p>	Ensure that the People Safe Devices are being used at all times.		
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