

## RISK ASSESSMENT: COVID-19 ST IVES TOWN COUNCIL

The Town Council as an Employer and provider of public services has a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. It must also ensure that members of the public are able to engage in any Council activities and services in a similar manner.

In the context of COVID-19 the Government has defined those people at moderate risk from the infection to be those over 70, pregnant and with underlying health issues. The majority of staff and Councillors either fall into one of these 'at risk' categories or have household members who do.

For the health, safety and well-being of our community as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020 the Town Hall has been closed to members of the public. All Town Council office staff have been working from home, Council meetings were held remotely until 5 May 2021 and most tenants have also not been in the building.

Following the announcement that most businesses can resume opening from 15 June 2020 assuming relevant controls are in place to maintain social distancing the Town Hall will re-open. However the Government advice as follows will be followed as closely as possible, including but not limited to:-

- Increasing the frequency of handwashing and surface cleaning.
- Making every reasonable effort to enable working from home as a first option.
- Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff and members of the public

Additional cleaning and sanitation has been implemented with a long lasting disinfectant that is active for up to 10 days. Bacoban will be used through out the building for hard surfaces including but not limited to all high contact areas such as door handles, grab rails and stair rails. Details on the effectiveness of Bacoban can be found here:- <https://www.ccm-liquid-glass.com/en/products/cleaning-disinfection/bacoban-disinfection/about-bacoban/>

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls

<b>Service:</b>	Town Council – Town Hall	<b>Activity</b>	Operating public services from Town Hall	<b>H&amp;S Adviser:</b>	Ellis Whittam	<b>Date of Assessment:</b>	June 2020
<b>Town Clerk</b>	Alison Benfield	<b>Activity Manager:</b>	Alison Benfield	<b>Risk Assessor:</b>	Alison Benfield	<b>Due date for review:</b>	May 2021 or sooner if anything changes

	Equipment/ Location (as applicable)	Description of Activity	Frequency	Duration	People at risk	Significant Hazards	Adverse Effects	Existing Control Measures	Severity	Likelihood	Risk Factor	Immediate Action	Long Term Action
1.	Town Hall & Council Office	Normal working	Monday - Friday	09.00 – 17.00	Staff	Contact with person suffering from coronavirus	Being infected with virus	<ul style="list-style-type: none"> <li>Working from home continues for all office staff for most of the working week.</li> <li>Rota implemented to allow the opening of the office for customer service to be in place to allow social distancing to be maintained.</li> <li>Each office to act as 'self-contained' unit as far as practicable and when this is not possible physical contact at less than 2m to not take place for longer than 15minutes.</li> <li>Floor marking to be used to annotate 'personal desk space'.</li> <li>Refreshments to be prepared for personal use only.</li> <li>Where possible refreshments to be brought into office pre-prepared.</li> <li>PPE (masks/gloves/hand sanitiser/disinfectant spray &amp; wipes located in each office area) for use by staff as required.</li> </ul>	5	2	10	None	None
2.					Staff Cllrs Visitors Tenants			<ul style="list-style-type: none"> <li>Perspex screen installed at hatch to create barrier for airborne virus</li> <li>Hand sanitiser and Bacoban spray &amp; wipes available for use if required</li> <li>Social distancing measures in place – floor marking/signage etc both inside reception space and outside of building.</li> <li>If matter for discussion is considered confidential a request will be made for this to be arranged via virtual meeting or telephone call – tablet and wifi unit available to borrow if required for virtual meeting</li> <li>If neither of above possible meetings can take place in the Council chamber – but only in extreme circumstances and with the prior agreement of the Town Clerk, before social distancing rules are relaxed to below 2m.</li> <li>No Town Council visitors or Cllrs will be allowed access through into the main building without the prior approval of the Town Clerk before the social distancing rules are relaxed to below 2m</li> </ul>	5	2	10		

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls

3.					Tenants		<ul style="list-style-type: none"> <li>Requested to consider if they do need to access their offices or if continuing to work from home is possible.</li> <li>If working from office within Town Hall that the number of people given access to the main building is restricted to normal office staff as much as possible</li> <li>Meetings with clients or other business visitors are necessary they take place off the premises if at all practicable.</li> </ul>	5	2	10			
4.					Staff Cllrs Visitors Tenants	Member of staff or tenant diagnosed with virus	Being infected with virus	<ul style="list-style-type: none"> <li>All areas used by the person contaminated should be cleaned with Bacoban using disposable cloths.</li> <li>Particular attention to be paid to high contact areas such as door handles, grab rails and stair rails</li> <li>PPE including disposable gloves and aprons must be used during cleaning and these should be double bagged and stored for 72hrs before disposal with normal waste, along with cleaning cloths.</li> <li>if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>					
5.		Kitchen Facilities					<ul style="list-style-type: none"> <li>Kitchen use protocol to be put in place for all kitchen facilities</li> <li>Personal crockery to be kept within personal working areas and not left unattended in kitchens whether clean or dirty.</li> <li>Any food or drink left in the fridge should not be shared.</li> <li>Personal names to be written on any items left in the kitchen areas</li> <li>All food and drink should be brought into work pre-prepared whenever possible to avoid the need to use the kitchen facilities.</li> <li>Enhanced cleaning regime to be put in place with Bacoban spray and wipes available for use. Anyone using the kitchen is asked to 'wipe down' handles and surfaces prior to exiting the area</li> <li>Only one person allowed in each area at a time due to the physical size of the area and the inability to social distance.</li> </ul>	5	2	10			

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls

6.		Toilet Facilities						<ul style="list-style-type: none"> <li>Shared toilet facilities to be re-assigned for staff and tenants.</li> <li>Alcohol based hand sanitiser units located inside and outside each facility</li> <li>Signage in place highlighting hand cleaning and sanitising requirements</li> <li>Each facility to be cleaned on exit with Bacoban disinfectant spray and paper towels (these must not be disposed of in the toilet but placed in normal waste bin.</li> </ul>	5	2	10		
7.		Lift						<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser units located adjacent to lift door on each floor.</li> <li>Use of lift limited to one person at a time if at all possible</li> <li>Use of lift to be discouraged</li> </ul>	5	2	10		
8.		Other communal Areas						<ul style="list-style-type: none"> <li>Alcohol based hand sanitiser units located adjacent to doors where it is not possible to 'push open' without the use of hands.</li> <li>Alcohol based hand sanitiser unit located adjacent to door entry key pad for use before/after operation</li> <li>Additional cleaning regime to be implemented with special attention given to door handles, stair rails and key entry pads</li> <li>Floor marking implemented to designate walkways where appropriate</li> </ul>	5	2	10		
9.		Council Chamber						<ul style="list-style-type: none"> <li>All council and committee meetings to continue to take place virtually until social distancing rules relaxed to less than 2m</li> <li>Chamber to be used only when strictly necessary for groups of less than 5 people with windows open and for no more than 30minutes at a time.</li> <li>No refreshments to be provided. If needed those attending are requested to come prepared.</li> </ul>	5	2	10		

Risk Assessment Calculation Guide	Severity	Likelihood
1	Trivial/minor injury	Improbable Occurrence
2	Major injury (to individual)	Possible Occurrence
3	Major injury (to several)	Occasional Occurrence
4	Death (1 person)	Frequent Occurrence
5	Death (multiple)	Common Occurrence

Risk Factor	Risk Category	Action Guidelines
1 – 5	Low	Maintain control measures
6 - 14	Medium	Review control measures
15 - 25	High	Stop activity and improve controls