

Coronavirus Risk Assessment for St Ives Town Council – Post 19 July 2021

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 was closed to members of the public. All Town Council office staff worked from home, Council meetings were held remotely until 5th May 2021 and most tenants have also not been in the building.

Following the announcement that most businesses could resume opening from 15 June 2020 relevant controls were put in place to re-open the Town Hall will re-open. The Town Council continues to monitor the latest Government advice to prevent the spread of coronavirus and as such this document will become a living document and the risks will be assessed on an ongoing basis. For the latest version of the Risk Assessment please contact the Town Council on 01480 388898 or emailing clerk@stivestowncouncil.gov.uk.

The requires actions being followed include but are 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/>

Location/Dept: St Ives Town Council

Date Assessed: 22.12.2021

Assessed by: Nicci Sewell (Locum Clerk)

Task/Activity: Town Council / employees working in the community during the coronavirus (COVID-19) pandemic – post 19 July 2021

Reference Number: SITC Covid RA 12/21

			Risk rating before implementing control measures						Risk rating after implementing control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required
Working in the Town Council	Contact with persons suffering from coronavirus	Employees Contractors Visitors Councillors Volunteers	5	5	25	<p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>The council Members and officers are encouraged to take lateral flow tests before attending the Town Hall or attending Town Council meetings and Committee meetings. Members and officers will be expected to inform the Town Council of their results. If the test results reveal that the individual has contracted COVID-19, the staff will be told to stay at home and self-isolate as per the requirements of the Government Guidelines at the time.</p> <p>Employees will be given time away from the workplace to receive a COVID vaccine when they have been invited to attend. Where eligible, employees are strongly recommended to take part in the government's vaccination programme for COVID-19 to prevent the spread of the virus and help to protect everyone within the workplace.</p> <p>Employees that have been vaccinated must continue to practice social distancing measures, including the wearing of face coverings where required, until further notice from the government is provided.</p> <p>Steps have been taken to avoid people needing to unduly raise their voices to each other.</p> <p>All employees who can work from home will be asked to do so. Steps are being taken to avoid the number of staff on site at any one time.</p> <p>The council will display a QR code at the entrance. Visitors will be encouraged to provide their name and contact details or scan into the premise using the NHS Test and Trace app.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated on a regular basis.</p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM).</p>		

						<p>WorkNest's Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received when it is made available.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice.</p>				
Working in the Town Council	Contact with persons who may have been exposed to coronavirus-foreign travel	Employees Contractors Visitors Councillors Volunteers	5	5	25	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Employees instructed to follow government guidance on foreign travel.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on a regular basis.</p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM)</p>
Working in the Town Council	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	5	5	25	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on a regular basis.</p>

									Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM)	
Working in the Town Council	Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.	Employees Contractors Visitors Councillors Volunteers	5	5	25	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	1	5	10	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible. Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM)
Working in the Town Council	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	5	5	25	Basic infection controls should be followed as recommended by Public Health England/Wales: <ul style="list-style-type: none"> All visitors, including contractors and members of the public, will be encouraged to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Regular communication/updates on hygiene practices with all employees (including 	2	5	10	Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible. Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of

						<p>signage) and employee(s) to follow government guidance on social distancing and current situation.</p> <ul style="list-style-type: none"> • Try to avoid close contact with people who are unwell by maintaining the maximum two-metre guidance. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Follow advice NALC/LGA regarding services that can/are to be suspended. • Administrative employee(s) are to work from home (where possible). Separate offices act as self-contained units. • Suspend non-essential meetings (core meetings only) until further notice • Public Health England (PHE) recommended PPE available and to be worn. • Where possible windows and doors should be left open to allow the circulation of fresh air • A carbon dioxide monitor is to be used during Public meetings. 				Cemetery and Crematorium Management (ICCM)
Working in the Town Council	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	5	5	25	<ul style="list-style-type: none"> • Town Clerk to regularly review/update Business Continuity Plans (BCPs), Standard Operating Procedures (SOPs), Scheme of Delegation, etc. • Operatives take breaks and smoking breaks at staggered times. The kitchen area is only used when adequate social distancing can be achieved. • The smoking area is only used when a two-metre distance can be achieved between individuals. • Alcohol-based hand sanitisers are provided to all operatives. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>	2	5	10	
						<ul style="list-style-type: none"> • Funerals to be limited with number of mourners in accordance with government guidance on social distancing, i.e. family members only. 				Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local

Working in the Town Council	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	5	5	25	<ul style="list-style-type: none"> Town Council to be informed of relevant information regarding the deceased by Funeral Directors to prepare for relevant response. Employee(s) to follow cleaning schedule(s). Contact the police if an employee feels threatened due to violence and aggression. Advice to be taken from insurer regarding unoccupied buildings. If cooperative working is required, then use a consistent pairing system, for example when cooperative lifting. All personal protective equipment (PPE) will be issued for individual use only. 	2	5	10	Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM)
Working outside	Contracting and spreading of infection	Employees Contractors Visitors	5	5	25	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently-touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. Usage of hand sanitising stations (where installed). Teams (including in vehicles) working in cohorts that are as small as possible. Wash hands on entry/exit of machinery. Doors/buttons on lifts are regularly cleaned. Staff advised to bring their own food to work. Poster/guidance for employers (business & guidance) displayed. 	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on a regular basis.</p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), Cambridgeshire and Peterborough Association of Local Councils (CAPALC), and the Institute of Cemetery and Crematorium Management (ICCM).</p>
					<p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.</p> <p>All visitors, including contractors and members of the public, will be encouraged to wear a face</p>					

Working outside	Contracting and spreading of infection	Employees Contractors Visitors	5	5	25	<p>covering when entering the premises unless medically exempt or exempt under the regulations.</p> <p>Staff have been encouraged to wear face coverings in areas that are open to the public and where they are likely to come into close contact with a member of the public, unless they have an exemption.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. • Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. • Change and wash face coverings daily. • If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. 	2	5	10	
Working in the Town Council	Contact with visitors/contact ors to site	Employees Contractors Visitors	5	5	25	<p>All contractors expected to complete the Contractor Checklist found on the Worknest Coronavirus Advice Hub.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors instructed to keep two metres away from all other persons at all times. Where this is not possible, a distance of one metre + (one metre with</p>	2	5	10	

						<p>risk mitigations) will be adhered to.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>			
<p>Council and Committee Meetings – Council Chamber</p>	<p>Contracting and spreading of infection</p>	<p>Employees Members Visitors</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> All visitors, including members of the public, will be encouraged to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Masks provided for attendees Members, employees and visitors encouraged to undertake a lateral flow test before attending the event and only to attend if a negative result is given. Members, employees and visitors asked not to attend if they have any of the recognised symptoms of coronavirus or have been in contact with someone who has tested positive within 10 days of the meeting date Windows and doors (where possible) should be left open to allow the circulation of fresh air A carbon dioxide monitor is to be used during meetings Meetings to last no longer than 2 hours A maximum of 18 people to be present in the Chamber at any one time. Seating to leave on space free between each person – markers will denote spaces to be left vacant. <p>Basic infection controls should be followed as recommended by Public Health England/Wales:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Posters displayed showing most recent government guidance on social distancing and current situation. Try to avoid close contact with people who are unwell by maintaining the maximum 	<p>2</p>	<p>5</p>	<p>10</p>

						<ul style="list-style-type: none"> two-metre guidance. Clean and disinfect frequently-touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. Follow advice NALC/LGA regarding services that can/are to be suspended. Administrative employee(s) are to work from home (where possible). Separate offices act as self-contained units. Suspend non-essential meetings (core meetings only) until further notice Public Health England (PHE) recommended PPE available and to be worn. . 				
Council and Committee Meetings – Council Flex Room at the Corn Exchange	Contracting and spreading of infection	Employees Members Visitors	5	5	25	<ul style="list-style-type: none"> All visitors, including members of the public, will be encouraged to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Masks provided for attendees Members, employees and visitors encouraged to undertake a lateral flow test before attending the event and only to attend if a negative result is given. Members, employees and visitors asked not to attend if they have any of the recognised symptoms of coronavirus or have been in contact with someone who has tested positive within 10 days of the meeting date. Windows and doors (where possible) should be left open to allow the circulation of fresh air A carbon dioxide monitor is to be used during meetings Meetings to last no longer than 2 hours A maximum of 36 people to be present in the Flex Room at any one time. With 16 spaces allocated to Members of the Public. Seating spaced to leave maximum possible gap between each person. One way system set up so that Council Members and Staff and Members of the public use different entrance to meeting room, reducing close contact between groups. 	2	5	10	
Basic infection controls should be followed as										

						recommended by Public Health England/Wales:			
						<ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Posters displayed showing most recent government guidance on social distancing and current situation. • Try to avoid close contact with people who are unwell by maintaining the maximum two-metre guidance. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Follow advice NALC/LGA regarding services that can/are to be suspended. • Administrative employee(s) are to work from home (where possible). Separate offices act as self-contained units. • Suspend non-essential meetings (core meetings only) until further notice • Public Health England (PHE) recommended PPE available and to be worn. • 			
Langley Bread distribution – Corn Exchange Main Hall	Contracting and spreading of infection	Employees Members Visitors	5	5	25	<ul style="list-style-type: none"> • All visitors, including members of the public, will be encouraged to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. • Masks provided for attendees • Members, employees and visitors encouraged to undertake a lateral flow test before attending the event and only to attend if a negative result is given. • Members, employees and visitors asked not to attend if they have any of the recognised symptoms of coronavirus or have been in contact with someone who has tested positive within 10 days of the meeting date. • Windows and doors (where possible) should be left open to allow the circulation of fresh air • A carbon dioxide monitor is to be used during meetings • Meetings to last no longer than 2 hours 	2	5	10

- A maximum of 36 people to be present in the Mian Hall at any one time.
- Seating spaced to leave maximum possible gap between each person.
- Staff and visitors directed to keep safe distance and doors held open to prevent the need for contact.

Basic infection controls should be followed as recommended by Public Health England/Wales:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin straightaway.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Posters displayed showing most recent government guidance on social distancing and current situation.
- Try to avoid close contact with people who are unwell by maintaining the maximum two-metre guidance.
- Clean and disinfect frequently-touched objects and surfaces.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Follow advice NALC/LGA regarding services that can/are to be suspended.
- Administrative employee(s) are to work from home (where possible). Separate offices act as self-contained units.
- Suspend non-essential meetings (core meetings only) until further notice
- Public Health England (PHE) recommended PPE available and to be worn.

Risk/Priority Indicator Key

Likelihood

- | |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely |
| 3. Even chance / may happen |
| 4. Likely |
| 5. Almost certain / imminent |

Severity (Consequence)

- | |
|---|
| 1. Negligible (delay only) |
| 2. Slight (minor injury / damage / interruption) |
| 3. Moderate (lost time injury, illness, damage, lost business) |
| 4. High (major injury / damage, lost time business interruption, disablement) |
| 5. Very High (fatality / business closure) |

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

--	--	--

